

# Regulations for the Selection and Rewards of Outstanding and Excellent Mentors at Asia University

June 12, 2024: Amended and approved at the 10th Administrative Meeting of the 112th Academic Year.

June 21, 2024: Issued by document number 1130010191 of Asia Secret..

July 29, 2024: The revision of Article 7 was approved at the 11th Administrative Meeting of the 112th Academic Year.

August 15, 2024: Issued by document number 1130012780 of Asia Secret..

September 19, 2024: The title and Articles 1,3,7,and 8 of the regulations were amended and approved during the first administrative meeting of the 113th academic year.

October 08, 2024: Issued by document number 1130016008 of Asia Secret..

1. To enhance the effectiveness of the mentor system at Asia University (hereinafter referred to as "the University"), these regulations for the selection and rewards of Outstanding and Excellent Mentors (hereinafter referred to as "the Regulations") are established to recognize mentors with outstanding achievements in guidance and contribution.
2. The eligibility criteria for candidates for Excellent Mentors are as follows: the mentor must have served as a mentor for the entire academic year of selection and meet the following conditions:
  - i. The mentor's counseling records must be 100% complete.
  - ii. The mentor must participate in the university-level mentor training each semester and pass the assessments.
  - iii. The mentor must achieve a response rate of 60% or higher on mentor questionnaires for both the first and second semesters, with an average score of 4.5 or above.
3. The selection of Excellent Mentors is conducted once each academic year and is carried out in three stages: recommendation, initial review, and final review.

**Recommendation:** Each department recommends mentors who meet the aforementioned qualifications and demonstrate excellent counseling performance to their respective colleges. Each college, based on the recommendations from its departments and considering the mentors' work and specific achievements, submits the list of candidates to the Office of Academic Affairs by the end of November each year. Each college may recommend up to one candidate per department.

**Initial Review:** The Office of Academic Affairs reviews the recommended candidates. Those who qualify as excellent mentor candidates are asked to provide documentation of their counseling experience and achievements. These materials are then scored by the selection committee from the Office of Academic Affairs.

The initial review is scored out of 100 points, with the following weight distribution:

(1) Mentor evaluation score: 50%

(2) Counseling experience and achievements: 50%, evaluated by the selection committee from the Office of Academic Affairs.

After scoring, the top one-third of candidates based on their scores proceed to the final review.

**Final Review:** A review committee conducts a public evaluation of guidance experience and achievements for candidates recommended by the Office of Academic Affairs. Up to six Outstanding Mentors are selected by the end of December.

Candidates recommended but not selected as Outstanding Mentors are awarded the title of Excellent Mentor.

4. The Final Review Committee is composed of the President, Vice Presidents, Dean of Academic Affairs, Dean of Student Affairs, Chief of General Affairs, Chief of Industry-Academia Collaboration, Chief of Research and Development, and

Chief of International Affairs. The President serves as the convener and is responsible for reviewing selection principles, assessing candidate qualifications, selecting the recommended list, and addressing other matters related to the selection of Excellent Mentors.

5. During meetings of the Final Review Committee, members may not delegate their attendance to others. The meeting can only commence with the presence of at least half (including half) of the members, and decisions require the approval of the majority of the attending members to be finalized.
6. If necessary, the Final Review Committee may invite department heads or representatives from relevant units to attend and provide explanations during its meetings.
7. Outstanding Mentors will be publicly recognized by the President at a major university event, awarded a certificate and a cash prize of NT\$20,000, and have their achievements highlighted on the university website and in relevant media. Excellent Mentors will be publicly recognized by the head mentor at a college-level mentor meeting, awarded a certificate and a cash prize of NT\$5,000.

Award-winning mentors are expected to share their mentoring experience and achievements during university-organized mentor experience-sharing and results-presentation events.

8. The list of Outstanding and Excellent Mentors is forwarded by the Office of Academic Affairs to the colleges, department heads, and the Office of Personnel, serving as an important reference for mentor experience sharing and teacher promotion evaluations.

Recipients of the "Outstanding Mentor" title are ineligible for selection under these regulations for three years starting from the award year. Mentors who achieve the "Outstanding Mentor" title three times will receive an "Honorary Mentor" medal from the President and will no longer be eligible for rewards under these regulations.

9. These regulations are approved by the Administrative Meeting and will be implemented upon approval by the President. Any amendments will also require the same approval process.