長榮大學導師制度實施辦法
Chang Jung Christian University Advisor System Implementation Regulations

103 年 06 月 11 日 102 學年度第 2 學期期末校務會議修正通過
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第一條　為落實全人教育理念與貫徹導師制度，以提昇教學與輔導品質，並參照本校實際情況及需要，訂定本辦法。

Article I　The Regulations are formulated in accordance with the actual situation and needs of the University to fulfill the philosophy of whole-person education and implement the advisor system so as to improve the quality of teaching and advising.

第二條　專任(案)講師以上教師均有擔任導師之責任，導師工作參與之工作紀錄、評鑑成績及相關會議出缺席情形，均將作為教師服務成績考核之參考。

Article II　Full-time (project) lecturers and above have the responsibility of serving as advisors. The work records, evaluation results and meeting attendance records pertaining to advisor work shall be incorporated as references for evaluating teacher service performance.

第三條　本辦法所稱之各級導師如下：

Article III　The various levels of advisors referred to the Regulations are as follows:

一、總導師：學生事務長任之。

1. Chief advisor: Dean of Student Affairs.

二、院主任導師：學院院長任之。

2. Chair college advisor: Dean of the College.

三、主任導師：系所主任或其他相當於系所之教學單位主管任之。

3. Chair department advisor: Department director or the director of other equivalent teaching unit.

四、導師：專任(案)教師遴選擔任之。

4. Academic advisor: Selected full-time (project) teachers.

五、生活導師：教官或校安人員任之。

5. Student life advisor: Assumed by the military instructor or campus security personnel.

六、專業導師：因應校務發展所需，由各單位簽請校長核准。

6. Professional advisor: Advisors applied by various units and approved by the University President to meet the development needs of university affairs.

第四條 制度之實施，應經系務會議或其他相當系務會議層級以上之會議決議，依下列方式擇一辦理，報請承辦單位備查：

Article IV The implementation of the system shall be based on the resolutions of Department Affairs Meetings or other meetings that are equivalent to department Affairs Meeting level or above. One of the following systems shall be adopted for implementation, and filed with the undertaking unit for reference:

一、家族制：可跨年級或班級。

1. Family system: May cross grade levels or classes.

二、班級制：以班級為基礎。

2. Class system: Based on a class.

三、其他：由教學單位自訂。

3. Others: Customized by the teaching unit.

以上制度設導師1名，教學單位可另依需求增設導師。

The above systems shall have one advisor each, and the teaching unit may provide additional advisors as needed.

第五條 導師之選任由主任導師與院主任導師協調產生，教學單位應於每年12月底，提報下學年導師名單彙轉承辦單位陳請校長核准。

Article V The appointment of advisors shall be jointly coordinated by the chair department advisor and chair college advisor. Teaching units shall submit their advisor list for the following academic year by the end of each year to the undertaking unit for approval by the University President.

第六條 院主任導師、主任導師、導師、生活導師及專業導師聘期均為一學年，如因特殊狀況需中途更換導師，應依相關行政程序陳請校長核准。

Article VI The term of appointment for chair college advisors, chair department advisors, academic advisors, student life advisors and professional advisors shall be one academic year. If there is reason to change advisors in the middle of an academic year, an application may be submitted in accordance with relevant administrative procedures for approval by the University President.

第七條 總導師、院主任導師、主任導師及導師之職責：

Article VII Responsibilities of chief advisors, chair college advisors, chair department advisors and academic advisors:

一、總導師之職責：綜理及監督學校各級導師制度之實施。

1. Responsibilities of chief advisors: Manage and supervise the implementation of all levels of advisor systems in the University.

二、院主任導師之職責：

2. Responsibilities of chair college advisors:

(一)協助學生事務處推展院內導師工作。

(1) Assist the Office of Student Affairs with promoting advisor work on campus.

(二)遴選院績優導師。

(2) Select outstanding college advisors.

(三)出席校內各級導師工作相關會議。

(3) Attend meetings pertaining to all levels of advisors in the University.

(四)協助主任導師選任導師。

(4) Assist the chief advisor with advisor selection

(五)其他臨時需協助辦理事項。

(5) Assist with other temporary matters.

三、主任導師之職責：

3. Responsibilities of chair department advisors:

(一)協助學生事務處推展導師工作。

(1) Assist the Office of Student Affairs with promoting advisor work.

(二)每學期至少召開並主持一次導師會議，討論導師工作，輔導計畫及實施成效，並協助執行與追蹤會議決議事項，會議紀錄送承辦單位備查。

(2) Convene and chair at least one advisor meeting each semester to discuss advising work, advising plans and implementation outcome. Assist with resolution implementation and follow-up, and submit minutes to the undertaking unit for filing.

(三)協助導師輔導學生事務，並視狀況出席相關團體活動。

(3) Assist advisors with students affair advising, and attend relevant group activities as needed.

(四)考評導師所填之相關學務工作表冊。

(4) Evaluate student affairs work forms completed by advisors.

(五)出席校內各級導師工作相關會議。

(5) Attend meetings pertaining to all levels of advising tasks in the University.

(六)選任導師。

(6) Appoint advisors.

(七)其他臨時需協助辦理事項。

(7) Assist with other temporary matters.

四、導師之職責：

4. Responsibilities of academic advisors:

(一)應提供學生課業、生活、職涯、心理及其他相關輔導，並扼要記載於校園 E 化系統，每學期至少 1 次，並視需要轉介相關單位輔導。

(1) Counsel students in their academic work, life, career, mental health and other related matters, and record the process briefly in the campus E-system. Counseling shall be provided at least once every semester, and students should be referred to relevant units for counseling as needed.

(二)得視需要提請所屬教學單位召開個案輔導會議，邀請校內各相關單位與家長（監護人或緊急聯絡人），共同研商輔導措施。

(2) Respective teaching units may be invited to convene a counseling case conference as needed. Relevant University units and parents (guardians or emergency contact persons) may be invited to jointly discuss counseling measures.

(三)應出席指導導生集會，並記錄學生建言，交由承辦單位彙整協處。

(3) Attend the assemblies of advisees. Take note of student suggestions and submit them to the undertaking unit for compilation and handling.

(四)應主動參與各項輔導知能研習活動與各級導師工作相關會議。

(4) Take the initiative to participate in various advising competency seminars and meetings pertaining to all levels of advisor work.

(五)如發現校安事件，應立即通報校安中心，並依據「長榮大學校園災害管理實施計畫」協處。

(5) On discovery of a school safety incident, promptly notify Campus Security Center and assist with management in accordance with the Chang Jung Christian University Implementation Plan for Campus Disaster Management.

(六)協處學生缺曠課、請假、操行、獎懲及傷病處理等相關業務，視需要配合並轉知校內各相關單位與家長（監護人或緊急聯絡人）進行關懷輔導。

(6) Assist with handling tasks pertaining to student absenteeism, leave of absence, conduct, rewards and disciplinary actions, injury and illness. Cooperate with notification and referral to other relevant campus units and parents (guardians or emergency contact persons) as needed for care and counseling

(七)臨時因故無法擔負前述職責，由主任導師、院主任導師依序代理之。

(7) If temporarily unable to perform the aforementioned duties, the chair department advisor and the chair college advisor shall act on behalf, in order.

(八)其他應配合協助辦理事項。

(8) Cooperate with other matters requiring assistance.

第八條 導師費核發標準細則另訂之。

Article VIII The detailed regulations for advisor fee standards are separately formulated.

第九條 導師評量規定另訂之。

Article IX Advisor evaluation regulations are separately formulated.

第十條 導師輔導學生熱忱負責，認真盡職者，得依本校績優導師獎勵辦法陳請校長予以獎勵。

Article X Advisors who are enthusiastic, responsible and diligent in counseling students shall be awarded in accordance with the Chang Jung Christian University Regulations Governing the Reward of Outstanding Tutors upon approval by the University President.

第十一條 本辦法經行政會議、校務會議通過，陳請校長公布後實施，修訂時亦同。

Article XI The Regulations are announced and implemented upon approval by the Administrative Meeting, the University Affairs Meeting and the University President; the same procedures shall apply to any amendments.