

Guidelines for Selection of Outstanding Homeroom Teachers of the College of Engineering

Approved at the 4th College Affairs Meeting of the 2005 academic year on May 18, 2006
Amended and approved at the 3rd College Affairs Meeting of the 2012 academic year on May 29, 2013
Approved at the 4th College Affairs Meeting of the 2018 academic year on May 28, 2019

1. The Guidelines for Selection of Outstanding Homeroom Teachers (hereinafter referred to as “the Guidelines”) of the College of Engineering (hereinafter referred to as “the College”) are formulated in accordance with the Guidelines for Selection of Outstanding Homeroom Teachers of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) to recognize exceptional homeroom teachers of the College and enhance educational functions in order to promote the code of ethics on campus and develop a positive ethos.
2. A homeroom teacher of the current academic year who serves for over 1 year, properly fulfills his or her duties, and provides counseling service to students with supporting evidence are eligible for the Outstanding Homeroom Teacher Award.
3. Nomination Team:
 - (1) The nomination team consists of homeroom directors at the college/institute/department levels, 2 representative homeroom teachers of each department, and 1 representative homeroom teacher of each institute. The homeroom director of the College serves as the convener.
 - (2) A team member who is the candidate for the award shall not attend the meeting and vote. The unit which is represented by the aforementioned member shall appoint another faculty member for the nomination team.
 - (3) At least two-thirds of members must attend the team meeting to discuss the matter and select Outstanding Homeroom Teachers.
4. Selection Procedure:
 - (1) Each department can nominate up to 2 candidates and each institute up to 1 candidate for the Outstanding Homeroom Teacher Award of the College.

Above guidelines were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

- (2) The nomination team puts the selection to the vote. The top six candidates with the most votes receive the Outstanding Homeroom Teacher Award of the College. If the candidates receive the same number of votes and the meeting is unable to determine the top six winners, candidates who obtain the number of votes equal to, or greater than, the sixth-place finisher's number of votes will receive the Outstanding Homeroom Teacher Award with a medal.
 - (3) After the vote stated above, the College will nominate a number of winners with most votes for the Outstanding Homeroom Teacher Award of NSYSU. The number of nominees depends on the number of full-time faculty members of the College. One nominee is required for every thirty full-time faculty members. The remainder shall be rounded to the nearest integer. Another round of voting will be held if nominees receive the same number of votes. The number of nominees for the College is subject to change made by NSYSU.
5. The Guidelines become effective after being approved at the College Affairs Meeting. Amendments to the Guidelines shall follow the same procedure.