

Tunghai University Guidelines for the Appointment and Evaluation of Student Organization Advisors

Amended and approved by the Office of Student Affairs on June 12, 2011

Amended and approved by the Office of Student Affairs on June 17, 2021

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- Article 1 These Guidelines are established by Tunghai University (hereinafter referred to as the "University") to strengthen student organization advising, regulate the appointment of on-campus and off-campus advisors, and promote the effective operation and healthy development of student organizations.
- Article 2 On-campus Advisors: Each student organization shall apply for the appointment of an on-campus advisor at the beginning of each academic year or upon the establishment of a new student organization. On-campus advisors shall, in principle, be faculty or staff members of the University who possess relevant expertise and are committed to student organization advising. (An Application Form for the Appointment of an On-campus Student Organization Advisor shall be attached.)
- Article 3 Off-campus Advisors: A student organization may appoint an off-campus advisor if it has specialized professional needs relevant to its nature. An off-campus advisor shall possess expertise or outstanding achievements related to the organization's field and provide supporting documentation. Advisors for sports organizations shall submit a Class C Coach Certificate or above, together with documentation of relevant teaching experience. If an off-campus advisor teaches for more than ten weeks in a semester, the advisor shall comply with applicable gender equality laws and regulations. (Supporting documents, including the Application Form for the Appointment of an Off-campus Student Organization Advisor and the Course Syllabus for Student Organization Instruction, shall be submitted.)
- Article 4 The appointment term for student organization advisors shall be one year, from August 1 of the current year to July 31 of the following year. Appointments shall be reviewed by the Division of Extra-curricular Activities and approved by the Vice President of Student Affairs, after which an official letter of appointment shall be issued. The Division of Extra-curricular Activities may also recommend advisors or instructors with outstanding advising performance for University recognition.
- Article 5 The responsibilities of an on-campus student organization advisor are as follows:
- A. To advise the student organization on its development, operations, activity

planning, professional training, property management, officer elections, and leadership transitions.

- B. To guide the student organization in fully supporting or assisting with major University events.
- C. To attend student organization advisor workshops or related activities.
- D. To attend student organization meetings.
- E. To assist with other student organization affairs as needed.

Article 6 When required for teaching purposes, an off-campus student organization advisor may apply for a campus access permit through the student organization. The application shall be reviewed by the Division of Extra-curricular Activities, approved by the Vice President of Student Affairs, and forwarded to the Office of General Affairs for issuance in accordance with the relevant regulations.

Article 7 Advisors of the Division of Extra-curricular Activities shall conduct periodic inspections of student organization classes. If any false application or misrepresentation is found, the matter shall be recorded as part of the organization's regular evaluation, and the organization may be suspended from applying for an off-campus advisor in the following academic year.

Article 8 An off-campus student organization advisor shall complete a teaching record after each class. The student organization shall submit the record to the Division of Extra-curricular Activities for reference as the basis for applying for advisor fee subsidies. In addition, the student organization shall submit an evaluation form for the off-campus advisor each semester to assess the advisor's suitability.

Article 9 If a student organization advisor is unable to perform the assigned duties during the appointment term or is determined to be unsuitable, the student organization may submit the reasons and request the Vice President of Student Affairs to appoint a replacement. The same procedure applies if the advisor is determined to be unsuitable by the Division of Extra-curricular Activities.

Article 10 The advisors for the Student Association, Student Parliament, Graduate Association, Graduate Student Association, and Continuing Education Student Association shall be the head or the designated staff member of the respective advising unit.

Article 11 The advisor for each departmental student association shall be the department chairman.

Article 12 The rules herein shall be promulgated upon approval by the Office of Student Affairs.