

## 111 學年度輔導績效評核表-評核原則

項目	評核內容	點數	說明	評核原則
C1	學生網路輔導評量	20	學務處提供資料(導師)	1.先算出填答率(實際填寫人數/應填人數)依填答率核算成績百分比 填答率      成績百分比      填答率      成績百分比 70%↑      100%      60%—70%      90% 50%—60%      80%      30%—50%      70% 30%↓      60% 2.問卷平均分數× 1/70×20×成績百分比=點數
C2	主管評核	30	教師整體輔導績效評價(課業輔導、參與班級或系所學生活動表現及參與學校各項活動表現等)	1.各系所教師點數由中心(室)主任初核，各系主任初核後，送各院長核簽點數。平均點數=總點數/教師數，不得超過 25 點 2.一級主管點數由校長評核
C3	生活輔導	26	建議點數	
C3-1	學生出席情形	最高 6 點		1. 統計各班請假缺課扣分分數。 2. 依請假缺課扣分與同學制排列名次 3. 點數給予標準：依名次分為七等份(四捨五入)，分別給予 6 點、5 點、4 點、3 點、2 點、1 點及 0 點。
C3-2	晨間活動輔導	最高 5 點		全校朝會：每次 0.5 點 運動會開幕：每次 1 點 每次獲得點數=點數×班級出席率 體育老師、行政及教學主管點數計算：每次 0.4 點
C3-3	住宿輔導	最高 8 點		量化部分(最高 4 點)： 每月應填寫住宿訪視輔導紀錄表一份，假設導師填寫住宿訪視輔導紀錄表 M 份，點數計算方式如下： $M < 8 \rightarrow 0$ 點； $8 \leq M < 12 \rightarrow 1$ 點； $12 \leq M < 16 \rightarrow 2$ 點； $16 \leq M < 20 \rightarrow 3$ 點； $20 \leq M \rightarrow 4$ 點 質化部分(最高 4 點)：

項目	評核內容	點數	說明	評核原則
				依據住宿訪視輔導紀錄表內容核給點數 獲得點數=量化點數+質化點數
C3-4	班會輔導		最高 3 點	假設某班班會紀錄應有 16 份，假設某班實際繳交 M 份，點數計算方式如下： $M < 11 \rightarrow 0$ 點； $11 \leq M < 13 \rightarrow 1$ 點； $13 \leq M < 14 \rightarrow 2$ 點； $14 \leq M \leq 16 \rightarrow 3$ 點(班會記錄實際繳交達 7 成□11 份，8 成□13 份，9 成□14 份)
C3-5	賃居輔導		最高 4 點	大四、研究所及進修部導師 1.完成該班賃居狀況調查表並繳交，核予 1 點。 2.實地執行賃居訪視並繳交訪視紀錄，訪視每 1 人次給予 0.5 點。(最多 3 點)
C4	課外活動	25	建議點數	
C4-1	參與學生校內外各項課外活動		最高 15 點	1.參與學生社團及各系學會辦理之活動( 1 點/次，最多 4 點) 2.擔任社團評鑑委員( 2 點) 3.擔任社團指導老師( 0-9 點) (1) 社團指導老師會議(1 點/次) (2) 假設活動經費執行達成率為 X： $X < 85\% \rightarrow 0$ 點； $85\% \leq X < 90\% \rightarrow 1$ 點； $90\% \leq X \rightarrow 2$ 點 (3) 假設社團活動籌辦次數為 Y： $Y < 2 \rightarrow 0$ 點； $2 \leq Y < 4 \rightarrow 1$ 點； $4 \leq Y \rightarrow 2$ 點 (4) 假設社團評鑑成績為 Z： $Z < 60 \rightarrow 0$ 點； $60 \leq Z < 70 \rightarrow 1$ 點； $70 \leq Z < 80 \rightarrow 2$ 點； $80 \leq Z < 90 \rightarrow 3$ 點； $90 \leq Z \rightarrow 4$ 點
C4-2	參與或協助學習專案課程		最高 10 點	1.陪同學生參與服務學習實作( 4 點/次，如志願服務、教育優先區、帶動中小學、迎新宿營) 2.學生社團自主學習活動審查委員( 3 點/學期)
C5	學生輔導	25	建議點數	
C5-1	積極關懷學生與學生晤談		最高 10 點	量化部分(4 點) 6~14 筆 1 點；15~18 筆 1.5 點；19~22 筆 2.5 點；23~26 筆 3.5 點；27 筆以上 4 點 質化部分(6 點)： 依據晤談紀錄表內容(包括學生問題事件、情緒狀態、教師處理)核給點數
C5-2	參與學務處輔導知能研習或座談會		最高 10 點	1.參加輔導知能、個案研討會，每次 1 點。 2.輔導工作坊、種子教師培訓，每次 2 點。

項目	評核內容	點數	說明	評核原則
				3.教師輔導社群，每次 1 點。 4.特教輔導活動，每次 1 點。 5.參與職涯輔導培訓課程，每次 1 點。
C5-3	職涯輔導		最高 5 點	1.擔任職涯輔導種子教師，協助學生職涯諮詢，每次 0.5 點。 2.協助並參與職涯輔導測驗施測，每次 0.5 點，最多 1 點。
C6	書院教育	20	建議點數	
C6-1	校園打掃及教室清潔		最高 5 點	1.依照校園打掃成績排名核算點數，計算方式如下： 排名    點數                      排名    點數 1-4      5                              5-8      4 9-12     3                              13-16    2 17-18    1                              19 ~     0 2.依照教室清潔成績排名核算點數，計算方式如下： 排名    點數                      排名    點數 1-5      5                              6-10     4.5 11-15    4                              16-20    3.5 21-25    3                              26-29    2.5 30-33    2                              34-37    1.5 38-41    1                              42-45    0.5 46 ~     0 一年級導師在本項目的點數為上述兩項點數之平均點數
C6-2	帶領或協助書院教育活動		最高 10 點	1.「大學之道」及「設計思考」課程，由活動或課程之承辦單位依內容簽辦核予點數。(1-4 點/次) 2.帶領或協助宿舍書院教育活動，由活動或課程之承辦單位依內容簽辦核予點數。(1 點/次，最多 4 點) 3.輔導學生參與鴻鵠計畫，以實際輔導記錄或協助開課記點，每學期輔導一位鴻鵠生得 0.5 點。(最多 4 點) 4.擔任資源教室課業輔導。(1 點/門，最多 3 點)
C6-3	體育競賽參與		最高 5 點	各班校內體育賽事每人平均參加次數，由體育室統整年度參與總人次（團體競賽依規定設有上限），再除以全班人數。

項目	評核內容	點數	說明	評核原則
				<div> <div>排名</div> <div>點數</div> <div>排名</div> <div>點數</div> </div> <div> <div>1-5</div> <div>5</div> <div>6-10</div> <div>4.5</div> </div> <div> <div>11-15</div> <div>4</div> <div>16-20</div> <div>3.5</div> </div> <div> <div>21-25</div> <div>3</div> <div>26-29</div> <div>2.5</div> </div> <div> <div>30-33</div> <div>2</div> <div>34-37</div> <div>1.5</div> </div> <div> <div>38-41</div> <div>1</div> <div>42-45</div> <div>0.5</div> </div> <div> <div>46 ~</div> <div>0</div> </div>
C7	學務服務	最高 10 點		1.學生發生緊急傷病時，協助送醫或至醫院、家裡探視學生，給予 1 點。(最多 2 點) 2.協同班級輔導講座，例如：情緒、人際學習、情感議題等主題，及大三工讀前講座。(每 0.5 點/次，最多 2 點) 3.擔任教師輔導社群種子教師。(1 點/次，最多 2 點) 4.協同入班 E-portfolio 輔導。(0.5 點/場) 5.參加校園安全、交通安全、品德教育、紫錐花運動、菸害教育等主題講座與活動。(0.5 點/場，最多 3 點) 6.帶領或協助學務處專案活動。(0.5-1 點/次，最多 4 點)

## 2022 Student Advising Performance Assessment Sheet-Assessment Principles

Item	Assessment Contents	Number of Points	Description	Principles of Assessment																
C1	Online Student Advising Evaluation by Students	20	Data provision by the Office of Student Affairs (Student Advisor)	<div>1. After calculating the response rate (actual number of respondents/total number of <b>students</b>), the score percentage shall be calculated with the response rate.</div> <table><tr><td>Response Rate</td><td>Score Percentage</td><td>Response Rate</td><td>Score Percentage</td></tr><tr><td>70%↑</td><td>100%</td><td>60% — 70%</td><td>90%</td></tr><tr><td>50% — 60%</td><td>80%</td><td>30% — 50%</td><td>70%</td></tr><tr><td>30%↓</td><td>60%</td><td></td><td></td></tr></table> <div>2. Number of Points = Average Questionnaire Score × 1/70 × 20 × Score Percentage</div>	Response Rate	Score Percentage	Response Rate	Score Percentage	70%↑	100%	60% — 70%	90%	50% — 60%	80%	30% — 50%	70%	30%↓	60%		
Response Rate	Score Percentage	Response Rate	Score Percentage																	
70%↑	100%	60% — 70%	90%																	
50% — 60%	80%	30% — 50%	70%																	
30%↓	60%																			
C2	Supervisor Assessment	30	Evaluation of overall student advising performance of academic staff (course guidance, participation in class or department/institute student activities, involvement in various university activities)	<div>1. After the preliminary evaluation, center (office) directors and department chairs shall submit the results to the college deans for approval. Point Average = Total Number of Points/Number of Academic Staff, with a maximum of 25 points.</div> <div>2. The president shall evaluate the points for deans<del>/</del>, chairs <del>/or</del> directors</div>																
C3	Student Assistance	26	Recommended Number of Points																	
C3-1	Student Attendance		Maximum 6 points	<div>1. <b>Calculating total</b> deduction of points based on the student leave and absence <b>for all classes</b>.</div> <div>2. Ranking among similar programs by point deduction for student leaves and absences.</div> <div>3. Point granting criteria: Divided into 7 grades (rounded) by ranking, points from high to low shall be: 6 points, 5 points, 4 points, 3 points, 2 points, 1 point, and 0 points respectively.</div>																
C3-2	Assistance for Morning		Maximum 5 points	School assembly: 0.5 point/time																

Item	Assessment Contents	Number of Points	Description	Principles of Assessment
	Activities			Sports meeting opening ceremony: 1 point/time Points Obtained Each Time = Points × Class Attendance Rate Point calculation for PE teachers and administrative and academic officers: 0.4 point/time
C3-3	Assistance in Dormitory	Maximum 8 points		Quantity Part (maximum 4 points) Fill in a dormitory visit and assistance record each month. Supposed that a student advisor fills in M copies of the dormitory visit and assistance record, points will be calculated as follows: $M < 8 \rightarrow 0$ point; $8 \leq M < 12 \rightarrow 1$ point; $12 \leq M < 16 \rightarrow 2$ points; $16 \leq M < 20 \rightarrow 3$ points; $20 \leq M \rightarrow 4$ points. Quality Part (maximum 4 points): Points will be granted according to the contents of the accommodation visit and assistance records. Points Obtained = Quantity Points + Quality Points
C3-4	Class Meeting Assistance	Maximum 3 points		Supposed that-M copies of class meeting minutes are actually submitted, points will be calculated as follows: $M < 11 \rightarrow 0$ point; $11 \leq M < 13 \rightarrow 1$ point; $13 \leq M < 14 \rightarrow 2$ points; $14 \leq M \leq 16 \rightarrow 3$ point
C3-5	Housing Assistance	Maximum 4 points		Student advisors of year 4, graduate programs, and continuing and extension education section 1. Filling in and submission of the class housing status survey form: 1 point. 2. On-site visit and submission of visit records: 0.5 point/student (maximum 3 points).
C4	Extracurricular Activities	25	Recommended Number of Points	
C4-1	Participation in On-Campus and Off-Campus Student Extracurricular Activities	Maximum 15 points		1. Participation in student club activities and department association activities (1 point/time, maximum 4 points) 2. Acting as a student club appraiser (2 points). 3. Acting as a student club advisor (0–9 points) (1) Student club advisor meeting (1 point/time) (2) Supposed that the activity budget execution rate is X: $X < 85\% \rightarrow 0$ point; $85\% \leq X$

Item	Assessment Contents	Number of Points	Description	Principles of Assessment
				$< 90\% \rightarrow 1$ point; $90\% \leq X \rightarrow 2$ points. (3) Supposed that count of student club activity organization service is Y: $Y < 2 \rightarrow 0$ point; $2 \leq Y < 4 \rightarrow 1$ point; $4 \leq Y \rightarrow 2$ points. (4) Supposed that the student club evaluation score is Z: $Z < 60 \rightarrow 0$ point; $60 \leq Z < 70 \rightarrow 1$ point; $70 \leq Z < 80 \rightarrow 2$ points; $80 \leq Z < 90 \rightarrow 3$ points; $90 \leq Z \rightarrow 4$ points.
C4-2	Learning Participation or Assistance Project Courses		Maximum 10 points	1. Service-learning practice with students (4 points/time, e.g. voluntary service, educational priority area, development of junior high and elementary schools, orientation camp) 2. Reviewer of the self-learning activities of student clubs (3 points/semester)
C5	Student Counseling	25	Recommended Number of Points	
C5-1	Student concerns and student interviews		Maximum 10 points	Quantity Part (4 points) 6–14 records: 1 point; 15–18 records: 1.5 points; 19–22 records: 2.5 points; 23–26 records: 3.5 points; 27 or more records: 4 points. Quantity Part (6 points): Points will be granted based on the contents of the interview record (including student's problem and incident, emotional state, advisor management)
C5-2	Participation in the Advising Competency training or forums of the Office of Student Affairs		Maximum 10 points	1. Participation in advising competency and case seminars: 1 point/time. 2. Advising workshops and seed instructor training: 2 points/time. 3. Advising community: 1 point/time. 4. Special education advising activities: 1 point/time. 5. Career advising training courses: 1 point/time.
C5-3	Career Advising		Maximum 5 points	1. Acting as a seed instructor of career advising to offer career consultation for service: 0.5 point/time. 2. Assistance and participation in career advising test administration: 0.5 point/time, maximum 1 point.
C6	Academy Education	20	Recommended Number of Points	
C6-1	Campus Sweeping and Classroom Cleaning		Maximum 5 points	1. Points shall be granted by the ranking in campus sweeping performance. Calculations are as follows: Rank      Number of Points      Rank      Number of Points

Item	Assessment Contents	Number of Points	Description	Principles of Assessment			
				1-4	5	5-8	4
				9-12	3	13-16	2
				17-18	1	19-	0
				2. Points shall be granted by the ranking in classroom cleaning performance. Calculations are as follows:			
				Rank	Number of Points	Rank	Number of Points
				1-5	5	6-10	4.5
				11-15	4	16-20	3.5
				21-25	3	26-29	5
				30-33	2	34-37	1.5
				38-41	1	42-45	0.5
				46-	0		
				The points for this item of advisors of year 1 classes shall be the average of both items.			
C6-2	Leading or Assistance for Academy Education Activities	Maximum 10 points		1. The points for “A University Primer” and “Design Thinking” courses shall be approved by the activity or course responsible units according to the activity or course contents. (1–4 points/time)			
				2. The points for leading or assistance for academy education activities shall be approved by the activity or course responsible units according to the activity or course contents. (1 point/time, maximum 4 points)			
				3. Guidance for students to join the “Great SwanProject”: Points will be granted based on the actual guidance records and course assistance, 0.5 point for one “Great Swan” Student each semester. (maximum 4 points)			
				4. Course assistance at the Resource Room. (1 point/course, maximum 3 points)			
C6-3	Participation of students in Sports Competitions	Maximum 5 points		For the average times of participation in sports competitions per student in each class, the Office of Physical Education shall calculate the total number of participants in the academic year (group competitions with a limit of participants) and divide the results by the total number of students in class.			
				Rank	Number of Points	Rank	Number of Points
				1-5	5	6-10	4.5
				11-15	4	16-20	3.5
				21-25	3	26-29	2.5



Item	Assessment Contents	Number of Points	Description	Principles of Assessment
				30-33      2                      34-37      1.5 38-41      1                      42-45      0.5 46-          0
C7	Student Affairs Service	Maximum 10 points		1. Assistance for getting medical attention or hospital or home visits of students in emergency medical conditions: 1 point. (maximum 2 points) 2. Collaboration with class counseling seminars, e.g. emotion, interpersonal learning, and affective topics, and Pre-Internship Workshop for year 3 students. (0.5 point/time, maximum 2 points) 3. Seed instructor of teacher advising community. (1 point/time, maximum 2 points) 4. Collaboration with e-portfolio assistance (0.5 point/session) 5. Participation in campus safety, traffic safety, character education, Purple Coneflower (Drug-Free Campus) Campaign, tobacco education seminars and activities. (0.5 point/session, maximum 3 points) 6. Leading or assistance for the project activities organized by the Office of Student Affairs. (0.5–1 point/time, maximum 4 points)