

The General Rules and Procedures on Implementation of the Academic Advisor System in the Department of English

Passed by the 1st Academic Advisor Meeting, Spring 2021 (2021.03.18)

Passed by the 1st Department Meeting, Spring 2021 (2021.03.19)

1. **The General Rules and Procedures on Implementation of the Academic Advisor System** are enacted by the Department of English to better implement the Academic Advisor System. These are hereafter referred as **The General Rules and Procedures**.
2. Due to an increasing number of undergraduate counselling cases, the University has approved 9 hours of hourly payment for advisors each week. 8 hours shall be awarded to the undergraduate academic advisor, with the remaining hour distributed among the graduate academic advisors of all tracks.
3. 4 academic advisors will be assigned for each undergraduate class, a total of 16 academic advisors.
 - a. Each advisor will receive a teaching reduction of 0.5 hours or an 0.5 hourly payment.
 - b. Each term for an advisor lasts 4 years (or until the graduation of the undergraduates).
 - c. Each advisor will be assigned 18~20 students.
 - d. The candidates for advisors shall be decided by each track, and be assigned as advisors by the Student Adviser.
4. One academic advisor will be assigned for the graduate class of each track, a total of 3 advisors in all.
 - a. The advisor will receive a teaching reduction of 0.33 hours or an 0.33 hourly payment.
 - b. Each term for an advisor will last 1 year.
 - c. The advisor will mainly be responsible for new graduate students. The advisor for other graduate students will be their own supervisor. In case a graduate student cannot find a supervisor, the Chair of the department will become the student's supervisor.
 - d. Candidates for the role of advisor will either be suggested by the chairman of the track or decided within the track.
5. The responsibilities of the academic advisor are defined as follows:
 - a. Offer advice and guidance for course selection.
 - b. Regular checking of the student's academic progress.
 - c. Counselling and transfer referrals for students with learning disabilities.
 - d. Offer counselling and guidance regarding career development.
 - e. Writing recommendations for academic scholarships, job applications or further graduate study.
 - f. Coordinate with the Chair, course instructors and counsellors.
 - g. Other matters related to the student's academic progress and academic career development. (i.e., if the professor is assigned as an academic advisor to a student with special needs, the advisor will attend ISP meetings at the special education center when required.)