

中原大學職涯導師制度實施辦法

105.10.06第946次行政會議通過

107.03.08第959次行政會議修正

108.03.07第968次行政會議修正

110.08.05第992次行政會議修正

112.09.07第1015次行政會議修正

第一條 中原大學（以下簡稱本校）為引導學生建立正確職涯觀念，提早進行職涯規劃，提升學生就業競爭力，特實施職涯導師制度，訂定「中原大學職涯導師制度實施辦法」（以下簡稱本辦法）。

第二條 為完備職涯發展與輔導，各學系（含師資培育中心）應設置職涯導師一至二名。

第三條 職涯導師之聘任：

一、凡本校專任教師，經各學系（中心）主任推薦送系務會議通過，由校長聘任為職涯導師，聘期為一學年，得續聘之。

二、職涯導師之聘任應於每學年開始前由各學系（含師資培育中心）將推薦名冊送交職涯發展處職涯輔導中心彙整後，送交人事室辦理。

第四條 職涯導師之職責：

一、適時瞭解學生之個人能力、興趣，引導其職涯規劃及就業方向。

二、每週安排至少二小時職涯諮詢時間。

第五條 實施職涯輔導應以下列形式為之：

一、個別晤談。

二、團體互動。

三、舉辦或參與特色職涯發展、就業輔導或企業參訪等活動。

四、其他經職涯發展處同意之形式。

第六條 職涯導師之榮譽與獎勵：

一、凡擔任職涯導師者，得申請每學期減授一鐘點，由導師兼任者，不得重覆申請；申請減授核可者，該學期不得支領超鐘點費，學術及行政單位主管兼職涯導師，不再減授。

二、凡擔任職涯導師者，得經學院遴選推薦至多二名為當學年度優良職涯導師（學院不足五個教學單位者，至多推薦一名）。獲推薦為優良職涯導師者，經職涯事務委員會遴選至多二名為當學年度特優職涯導師。

三、獲選優良職涯導師者，由職涯發展處頒發獎狀；獲選特優職涯導師者，由職涯發展處頒發獎狀及獎金新臺幣貳萬元整。

第七條 每學年結束時應接受職涯發展事務委員會考核評估。

第八條 本辦法若有未盡事宜，依本校相關規定辦理。

第九條 本辦法經行政會議通過，報請校長公布施行，修正時亦同。

CYCU Implementation Regulations for Career Mentorship

Approved at the 946th School Administration Council dated October 6, 2016

Amended at the 959th School Administration Council dated March 8, 2018

Amended at the 968th School Administration Council dated March 7, 2019

Amended at the 992nd School Administration Council dated October 5, 2021

Amended at the 1015th School Administration Council dated September 7, 2023

Article 1 In order to guide students to establish correct career concepts, make early career planning, and enhance students' employment competitiveness, Chung Yuan Christian University (hereinafter referred to as the University) has implemented a career mentorship and formulated the "CYCU Implementation Regulations for Career Mentorship" (hereinafter referred to as the Regulations).

Article 2 In order to complete career development and guidance, each department (including the Center for Teacher Education) shall set up one to two career mentors.

Article 3 Appointment of Career Mentors:

1. All full-time faculty members of the University shall be appointed as career mentors by the President after being recommended by the chair of each department (center) and approved by the Department Affairs Meeting. The appointment period shall be one academic year and may be renewed.

2. The appointment of career mentors shall be submitted by each department (including the Center for Teacher Education) to the Career Service Center of the Office of Career Development for compilation before the start of each academic year, and then submitted to the Office of Human Resources for processing.

Article 4 Responsibilities of Career Mentors:

1. Understand students' personal abilities and interests in a timely manner and guide their career planning and employment direction.

2. Arrange at least two hours of career consulting time every week.

Article 5 Career counseling shall be implemented in the following forms:

1. Individual interviews.
2. Group interactions.
3. Organization or participation in special career development, employment counseling, company visits, or other activities.
4. Other forms of activities approved by the Office of Career Development.

Article 6 Honors and Rewards for Career Mentors:

1. Those who serve as career mentors may apply for one hour reduction in teaching load per semester. Those who are concurrently serving as academic advisors are not allowed to apply repeatedly; those who apply for approval of reduced teaching shall not receive overtime payments in that semester. Supervisors of academic and administrative units working part-time as career mentors are not allowed for additional reduction in their teaching load.
2. For the current academic year, at most two outstanding career mentors may be selected and recommended by a college (if the college has less than five teaching units, at most one can be recommended). Those who are recommended as outstanding career mentors will be selected by the Committee of Career Affairs to be the especially excellent career mentors for the academic year (at most two outstanding career mentors are allowed to be selected as the especially excellent ones for each academic year).
3. Those who are selected as outstanding career mentors will be awarded a certificate by the Office of Career Development; those who are selected as especially excellent career mentors will be awarded a certificate and a monetary award of NT\$20,000 by the Office of Career Development.

Article 7 Mentorship of students shall undergo assessment by the Committee of Career Development Affairs at the end of each academic year.

Article 8 Any matters not covered in the Regulations shall be handled in accordance with the relevant regulations of the University.

Article 9 The Regulations are approved by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply when the Regulations are amended.