

文藻外語大學國際文教暨涉外事務學院 教師評審委員會設置要點

Guidelines for the Establishment of the Faculty Evaluation Committee at the College of International Culture, Education, and Foreign Affairs Wenzao Ursuline University of Languages

Approved by the College Affairs Committee on September 10, 2013

Amended by the University Faculty Evaluation Committee on October 15, 2013

Ratified by the University President on November 6, 2013

Amended by the University Faculty Evaluation Committee on December 14, 2021

Ratified by the University President on February 17, 2022

- I. The Faculty Evaluation Committee at the College of International Culture, Education, and Foreign Affairs, Wenzao Ursuline University of Languages (hereinafter “the Committee”) has been established and these Guidelines for the establishment of the Committee have been formulated in accordance with the University organizational charter.
- II. The Committee is responsible for deliberating the following:
 1. Matters related to the regulations and procedures of faculty evaluation at the departments and centers of the college.
 2. Matters related to faculty appointment, duration of appointment, suspension, termination, non-reappointment, and layoff.
 3. Matters related to regulations regarding faculty promotion, academic research, advanced studies, and extension of service.
 4. Matters related to faculty members’ (a) teaching, (b) research and invention, (c) specialized publications, and (d) service and promotion.
 5. Matters related to faculty members’ advanced studies in the nation and abroad, faculty members’ participations in conferences and seminars, and departments and centers’ organization of conferences and seminars.
 6. Matters related to the use of funds of the Faculty Improvement Grant.
 7. Matters related to faculty evaluation.
 8. Matters related to Article 14 of the Teachers’ Act.

9. Matters related to faculty's major awards and demerits.

10. Other matters required by law.

III. The Committee is composed of 13-15 members. The dean of the college is the convener. The dean, the chairs of the departments/graduate institutes, and the directors of the centers are ex-officio members. The elected members are elected from among full-time faculty holding positions of associate professor or above in the college's departments, graduate institutes, and centers. The number of elected members must not fall below one-half of the total members of the Committee. The members serve for a term of one year and may be reappointed or re-elected for additional terms. Only full-time faculty who have served at the university for more than one year are eligible to be members of the Committee. Members of either gender must exceed one-third of the total members of the Committee.

IV. The dean of the college is the convener of the Committee and serves as chairperson when the Committee meets. When the dean is unable to attend a meeting, a member of the Committee is selected to act as the chairperson.

V. The Committee meets when necessary on a non-regular basis. Meetings are held when convened by the dean or when one-half or more of the members petition them. Members of the Committee must attend meetings in person and may not appoint substitutes. Faculty who are on temporary assignment at other institutions or on leave without pay are not eligible for members of the Committee. When vacancies open, new members are elected from departments, graduate institutes, or centers. Relevant personnel may be invited to attend Committee meetings as nonvoting participants.

VI. The Committee members who are absent without leave twice will lose their membership upon confirmation and approval of the Committee. Vacancies in the Committee will be filled with alternate members for the remaining of the original members' terms.

VII. Matters relevant to the Committee meetings:

1. A Committee member should reclude himself/herself from the consideration of a matter when the Committee deliberates an issue related to (a) the member himself/herself; (b) the member's spouse, relatives within the third degree of kinship, and relatives by marriage; (c) the member's thesis or dissertation advisee, or (d) any other interested parties. If the Committee member does not reclude him/herself voluntarily, the Committee chairperson may request that member to reclude himself/herself through a committee decision to maintain

objectivity and impartiality. The recluse member is not counted among those present and voting.

2. All matters brought to the Committee for deliberation with the exceptions of matters raised by the dean must have been first considered and passed by the Faculty Evaluation Committee of the relevant department, graduate institute or center.
3. In cases of faculty termination, suspension, or non-reappointment where the evidence is clear and the decisions made by departments, graduate institutes or centers are obviously unlawful or inappropriate, the Committee may change the decisions according to relevant regulations.

VIII. A quorum of two-thirds or more of the members is required for a meeting.

Major issues are approved when two-thirds or more of the members present approve them. The other issues are approved when one-half or more of the members present are in favor.

IX. Interested parties should be notified in writing within 10 days about decisions made by the Committee. Meeting minutes should be submitted to the University Faculty Evaluation Committee. If a decision is not in favor of interested parties, reasons should be clearly stated. Interested parties who disagree with a Committee decision may submit appeals to the University Faculty Appeals Committee. In cases of termination, suspension and non-reappointment, appeals may be submitted only after the University Faculty Evaluation Committee has made a decision.

X. Other issues not stated in this document are resolved according to the Guidelines for the Establishment of the University Faculty Evaluation Committee and other relevant regulations. Doubtful points shall be explained by the College Affairs Committee.

XI. These Guidelines become effective after approval by the College Affairs Committee and the University Faculty Evaluation Committee, and ratification by the University President. Amendments shall follow the same procedure.