

YZU Regulations for the Establishment of Faculty Evaluation Committee

Amended by the 1st College Council Meeting of the 2nd Semester of the 1989 School Year, January 17, 1990

Ratified by Letter No 18894 of the National Audit Office of the Ministry of Education, April 27, 1990

Amended by the 1st School Council Meeting of the 1996 School Year, November 25, 1996

Ratified by Letter No 86018252 of the National Audit Office of the Ministry of Education, February 25, 1997

Amended by the 3rd School Council Meeting of the 1997 School Year, April 20, 1998

Ratified by Letter No 87093912 of the National Audit Office of the Ministry of Education, August 29, 1998

Amended by the 1st School Council Meeting of the 1998 School Year, January 11, 1999

Ratified by Letter No 89023905 of the National Audit Office of the Ministry of Education, March 2, 2000

Amended by the 2nd School Council Meeting of the 1999 School Year, July 5, 2000

Ratified by Letter No 89097724 of the National Audit Office of the Ministry of Education, August 5, 2000

Amended by the 1st School Council Meeting of the 2000 School Year, December 20, 2000

Ratified by Letter No 90005164 of the National Audit Office of the Ministry of Education, January 16, 2001

Amended by the 2nd School Council Meeting of the 2002 School Year, June 25, 2003

Ratified by Letter No 0920113589 of the National Audit Office of the Ministry of Education, August 4, 2003

Amended by the 1st School Council Meeting of the 2003 School Year, December 31, 2003

Ratified by Letter No 0930028268 of the National Audit Office of the Ministry of Education, March 4, 2004

Amended by the 2nd School Council Meeting of the 2007 School Year, June 2, 2008

Amended by the 2nd School Council Meeting of the 2013 School Year, June 4, 2014

Amended by the 1st School Council Meeting of the 2019 School Year, October 30, 2019

Amended by the 1st School Council Meeting of the 2020 School Year, October 28, 2020

Amended by the 2nd School Council Meeting of the 2021 School Year, June May 4, 2022

Amended by the 1st School Council Meeting of the 2023 School Year, November 1, 2023

Amended by the 1st School Council Meeting of the 2024 School Year, October 30, 2024

Article 1 Faculty Evaluation Committee (hereafter, “the committee”) is established pursuant to Article 20 of “University Acts”, and Article 22 of “Organization Regulations of Yuan-Ze University”.

Article 2 The committee has the following duties:

1. Examining all faculty affairs concerning employment, duration of employment, suspension, dismissal, and non-renewal of employment.
2. Examining all faculty affairs concerning promotion, sabbatical leave, and service extension.
3. Examining all faculty affairs concerning academic researches and publications.
4. Examining faculty’s violation against teacher’s obligations regulated by “Teacher’s Act”.
5. Examining all faculty affairs concerning the causes of lay-off.
6. Other affairs regulated to be examined by the University.

Article 3 The Faculty Evaluation Committee of Department is composed of five or more professors or associate professors from the department (graduate school, center, office, group of majors or majors within the same field) with priority given to professors. The committee members shall not evaluate teachers at a higher level when they are at a lower level while processing the matters mentioned in Article 2.

Chairman of each department (graduate school, center, office, group of majors or majors within the same field) shall be the ex officio member of the committee as well as being the convener and the chairman of each committee meeting. If the number of the committee members is less than five, professors from other departments or universities may be hired to make up for the shortage, which shall be approved by the chairman of Faculty Evaluation Committee of College. Regulations for the establishment of Faculty Evaluation Committee of Department (graduate school, center, office, group of majors or majors within the same field) shall be separately made.

When Faculty Evaluation Committee of General Studies review relevant cases of teachers of General Studies according to the provisions of Article 2 of these regulations, the operation is equivalent to Faculty Evaluation Committee of Department.

Article 4 The Faculty Evaluation Committee of College is composed of professors or associate professors from the college with priority given to professors. The committee members shall not evaluate teachers at a higher level when they are at a lower level while processing the matters mentioned in Article 2. College Dean shall be the ex officio member of the committee as well as being the convener and the chairman of each committee meeting. Regulations for the establishment of Faculty Evaluation Committee of College shall be separately made.

When Faculty Evaluation Committee of General Studies review relevant cases of teachers of General Studies according to the provisions of Article 2 of these regulations, the operation is equivalent to Faculty Evaluation Committee of College.

Article 5 The Faculty Evaluation Committee of School is composed of Vice President, Academic Dean, College Dean, Director of General Studies, two full-time faculties from each college, and one full-time faculty from General Studies. Colleges with more than 60 full-time faculty members, an additional member may be added. If there is a teacher organization at the University, the representative of this teacher organization may be appointed as an additional member of the committee in accordance with Paragraph 5 of Article 40 of “Teacher’s Act”. The President shall appoint Vice President to be the convener of the committee and to be the chairman of each meeting. If the position of Vice President is temporarily vacant for special reasons, Academic Dean shall be the deputy.

The elected committee members who are not part of the administration or the board shall not be less than half of the total members.

The term of elected member stipulated in the preceding Paragraph is one year. The member shall be elected at the beginning of each school year and may be re-elected for consecutive terms.

The number of members of Faculty Evaluation Committee of School of any gender shall be more than one-third of the total number. Members of Faculty Evaluation Committee of School shall attend the meeting in person and may not appoint another person to attend as their proxies, nor participate in deliberations on cases involving positions higher than their own (as stipulated in the provisions of Article 2 of this regulation).

Article 6 Faculty Evaluation Committee of School may establish a subcommittee to handle or investigate matters assigned by the committee, and report the results of the handling or investigation to the committee. The subcommittee will be formed by mutual selection of committee members, with a principle of three to five members.

Article 7 Faculty Evaluation Committee of School and its subcommittee may request assistance from Personnel Office regarding relevant matters.

Article 8 Faculty Evaluation Committee of School is convened at least once each semester. A provisional meeting may be hosted by the convener when the need arises. The amendment of relevant regulations shall be signed by at least one-third of the committee members or proposed by Personnel Office before it can be submitted for review by the committee.

Article 9 The review cases of Faculty Evaluation Committee at all levels shall be handled in accordance with the three-level review procedure of department (graduate school, center, office, group of majors or majors within the same field), college (institute), and school.

Article 10 Attendance ratio of members of Faculty Evaluation Committee of School:

1. Decisions regarding any dismissal, suspension, or non-renewal of employment shall be handled in accordance with “Teacher’s Act”.
2. Decisions regarding the appointment and service term of new faculty, as well as the matters mentioned from Paragraph 2 to 5 of Article 2 shall be made in the committee meeting with at least two-thirds of its members being present.
3. Decisions regarding other issues shall be made in the committee meeting with at least half of its members being present.

Members of Faculty Evaluation Committee of School shall recuse themselves from the case which concerns the members themselves, their spouses, relatives by blood or by marriage within the third degree, or personal interests in the matters deliberated. The chairman may, after the resolution of the committee, recuse members who shall but fail to do so themselves. Faculty may file a request with substantial facts and reasoning for the recusing of certain committee members if there are specific instances causing concerns that the said members

may be biased in reviewing the faculty's case. A total number of the committee members in attendance shall discount the number of members who meet the above-mentioned conditions.

Article 11 In cases concerning the dismissal, suspension, or non-renewal of employment of faculty, when the evidence is concrete and the decision made by Faculty Evaluation Committee of Department or College is obviously not in conformity with existing laws or regulations or is conspicuously inappropriate, Faculty Evaluation Committee of School shall directly review the case in accordance with regulations.

Article 12 The Faculty Evaluation Committee may, within six months from the date of making a decision on the dismissal, suspension, or non-renewal of employment of faculty, initiate a reconsideration if it is found that the decision clearly violates laws and regulations, or if there are changes in circumstances or new information discovered. A reconsideration may be initiated by a member of the Faculty Evaluation Committee and it can proceed only if more than one-third of the members present concur and more than two-thirds agree, thereby initiating the reconsideration.

Once a motion for reconsideration is rejected, no further motion for reconsideration may be proposed for the same decision.

For cases where the reconsideration process is restarted, the decision must still be passed in accordance with the attendance and voting ratios prescribed by the Teacher's Law for each respective item under consideration.

If a teacher files a grievance and an appeal with the appeal handling body or some other body to remedy the situation and the institution is asked to handle the case in accordance with the provisions of the relevant ordinances but the responsible Teacher Evaluation Committee still does not do so, if the same appeal handling body that received the teacher's appeal or the remedy body determines that the institution is acting against the law, a higher level teacher evaluation committee may re-conduct the review procedures in accordance with the regulations from the stage when the review procedures should be reopened.

Article 13 Faculty Evaluation Committee of School shall make resolutions either through voting or consensus, utilizing anonymous voting for making resolutions. Decisions regarding any dismissal, suspension, or non-renewal of employment shall be handled in accordance with "Teacher's Act". A resolution of the meeting requires a quorum of more than half members attending the meeting and consent by more than half of those present.

During the deliberation process, committee members shall engage in a comprehensive discussion of the grounds and reasons for approval or disapproval. The results of these decisions shall be documented and preserved in either written or electronic form.

Article 14 Chief of Personnel Office shall attend the Committee's meetings and participate in its discussions. If necessary, concerned parties such as the Department Chairman (director of

graduate school, center, office, group of majors or majors within the same field) may be invited to attend as non-voting members to make statements or presentations.

All committee members and attendees shall comply with the University's "Confidentiality Regulations for Faculty and Staff" and uphold their duty to maintain confidentiality. Individuals who breach this obligation shall be subject to relevant legal consequences.

Article 15 These regulations are adopted by the School Council Meeting, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.