

# Yuan Ze University College of Engineering

## Rules on the Organization of the Faculty Evaluation Committee

04.03.1998 Revised and ratified by the College Faculty Evaluation Committee  
04.29.1998 Revised and ratified by the College Faculty Evaluation Committee  
06.13.2001 Revised and ratified at the 6th College Affairs Meeting of the academic year 2000  
12.05.2001 Revised and ratified at the 2nd College Affairs Meeting of the academic year 2001  
06.07.2006 Revised and ratified at the 8th College Faculty Evaluation Committee meeting of the academic year 2005  
09.13.2006 Revised and ratified at the 1st University Faculty Evaluation Committee meeting of the academic year 2006  
02.18.2009 Revised and ratified at the 5th University Faculty Evaluation Committee meeting of the academic year 2008  
06.21.2017 Revised and ratified at the 9th University Faculty Evaluation Committee meeting of the academic year 2016  
06.17.2020 Revised and ratified at the 7th University Faculty Evaluation Committee of the academic year 2019  
12.23.2020 Revised and ratified at the 4th University Faculty Evaluation Committee meeting of the academic year 2020  
06.22.2022 Revised and ratified at the 6th University Faculty Evaluation Committee meeting of the academic year 2021

- Article 1 In accordance with Article 4 of the University's Rules on the Organization of Faculty Evaluation Committees, a faculty evaluation committee (hereinafter referred to as the College Faculty Evaluation Committee) is established by the College of Engineering.
- Article 2 The responsibilities of the College Faculty Evaluation Committee are as follows:
- Deliberating the appointment, tenure, suspension, dismissal, and nonrenewal of faculty.
  - Deliberating the promotion, sabbatical leave, and extension of service of faculty.
  - Reviewing the academic research and writings of faculty.
  - Reviewing teachers who have violated the obligations provided in the Teachers' Act.
  - Verifying the reasons for dismissing a teacher.
  - Reviewing other matters as required by law.
- Article 3 The ex officio members of the College Faculty Evaluation Committee shall be the administrators of the College of Engineering and its departments (including graduate schools and programs of comparable status). Each department (or graduate school or program of comparable status) may recommend one representative if the department faculty has five teachers (excluding the ex officio committee members) and two representatives if they have ten or more teachers. Preference shall be given to professors, then associate professors. The term of service is one year, and committee members may be recommended for consecutive terms. Committee members absent from the university for long periods of time due to being seconded to another institution, on sabbatical leave, retired, or on unpaid leave may not serve on the committee. Committee members shall attend all College Faculty Evaluation Committee meetings in person and may not appoint any proxies.
- Article 4 The college dean shall serve as the committee chairperson. In the event that the chairperson is unable to chair a meeting, the other committee members who are professors may select a temporary chairperson from among themselves to direct the meeting.
- Article 5 The College Faculty Evaluation Committee must convene at least once every school semester; ad hoc meetings may be convened by the committee chairperson when necessary. When reviewing the appointment, contract renewal, promotion, or extension of service of full-time faculty or the appointment or contract renewal of visiting faculty, committee members shall not evaluate teachers at a higher level of accreditation than their own. When discussing the employment of professors, if fewer than five professors are in attendance, the College Faculty Evaluation Committee shall present a list of committee member candidates of twice the shortage to the chairperson of the University Faculty Evaluation Committee for selection.
- Quorum and voting requirements:
- Discussions of dismissals, nonrenewals, or contract terminations shall be handled in accordance with the provisions of the Teacher's Act.
  - Discussions of faculty appointments, their terms of employments, and deliberation matters specified in Article 2 Items b–f of these regulations require a quorum of

two-thirds of all members. Resolutions must be passed by a two-thirds majority of the members present.

- c. Discussions of the emeritus status of retired professors or other matters as required by law require a quorum of two-thirds of all members. Resolutions must be passed by a simple majority of all members present.

Any committee member who is the subject of discussion, is or was the subject's spouse, blood relative or in-law within three degrees of kinship, or has an interest in the case being discussed shall recuse themselves from the discussion. If any such person does not voluntarily excuse themselves, the chairperson may request their withdrawal by a meeting resolution. In the event of failure to recuse or specific evidence that a committee member was biased in their review, the subject of the review may appeal to the committee and request the committee member's withdrawal, citing the reasons and facts. The recusing committee member shall withdraw from the entire process relating to the case and shall not be counted in the quorum.

Article 6 Procedures for reviewing appointment and promotion cases:

- a. New teacher appointments shall be recommended by department (or graduate school or program of comparable status) faculty evaluation committees, who shall also provide relevant academic information and external opinions about the candidates. The recommendations must be approved by the College Faculty Evaluation Committee members in attendance before being forwarded to the University Faculty Evaluation Committee for deliberation.
- b. Teacher promotions shall be recommended by department (or graduate school or program of comparable status) faculty evaluation committees, and the external reviews shall be handled in accordance with the University's directives on the external review of faculty applying for promotion. The recommendations must be approved by College Faculty Evaluation Committee members in attendance before being forwarded to the University Faculty Evaluation Committee for deliberation.

Article 7 Procedures for reviewing dismissals, nonrenewals, and contract terminations

In the event that a full-time College of Engineering faculty member meets any of the circumstances provided in Article 14 of the University's Service Regulations on Teacher Appointments and Remunerations, the department (or graduate school or program of comparable status) faculty evaluation committee may propose their dismissal, non-renewal, or termination. Following approval by the College Faculty Evaluation Committee, the case shall be forwarded to the University Faculty Evaluation Committee for deliberation. In the event that a part-time faculty member meets any of the circumstances provided in Article 14 of the University's Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education, they may be subject to early dismissal following verification of the facts.

Article 8 To balance between safeguarding the basic rights of faculty and respecting the autonomy of the University, if the termination, dismissal, or contract nonrenewal of a faculty member is decided, yet the resolution by the department (or graduate school or program of comparable status) faculty evaluation committee is not consistent with legal provisions, the College Faculty Evaluation Committee may review and alter the decision in accordance with regulations.

Article 9 To safeguard the rights of faculty members, if any faculty member deems the resolutions of the College Evaluation Committee to be unlawful or unjust, they may submit an appeal along with supporting evidence to the University Faculty Plea and Arbitration Committee in accordance with YZU plea procedures.

Article 10 These regulations and their amendments shall be promulgated following ratification by the College Affairs Meeting and approval by the University Faculty Evaluation Committee.