

NCHU Department of Business Administration Guidelines for Faculty Evaluation Committee

Amended in the Departmental and Curriculum Committee Meeting on Sep. 4th, 2008
Amended in the Departmental and Curriculum Committee Meeting on Jan. 15th, 2009
Amended in the Departmental Affairs Meeting on Feb. 23rd, 2010
Amended in the Departmental Affairs Meeting on Feb. 17th, 2011
Amended (Regulation Title and Articles 1、3、5、7、8) in the Departmental Affairs Meeting on Jun. 4th, 2013
Amended (Article 5) in the Departmental Affairs Meeting in May. 29th, 2014
Amended (Article 2) in the Departmental Affairs Meeting on Jun. 25th, 2014
Amended (full-text format and Items 4 and 7) in the Departmental Affairs Meeting on Aug. 6th, 2014
Amended (Item 3) in the Departmental Affairs Meeting on Feb. 25th, 2021
Amended (Item 3) in the Departmental Affairs Meeting on Oct. 12th, 2022
Amended (Item 3) in the Departmental Affairs Meeting on Mar. 20th, 2024

1. The guidelines are established based on Article 34 of the University Constitution and Guidelines for Faculty Evaluation Committee of the Department.
2. The department has established a Faculty Evaluation Committee (hereinafter referred to as the 'Evaluation Committee') to review the following matters:
 - (1) The appointment and appointment terms for full-time and part-time faculty members.
 - (2) Promotion and changes of appointment for full-time and part-time faculty members.
 - (3) Suspension, Dismissal, and Non-renewal of appointments for full-time and part-time faculty members.
 - (4) Other important matters related to faculty evaluation (such as teaching, research, professional development, extension of service, determination of reasons for termination, handling violations of faculty duties, etc.). These matters may be processed directly through administrative procedures and submitted to the President for approval only if the teaching or research periods are within one month or during winter and summer breaks.
 - (5) Matters proposed by the President and the Dean
3. The department's Faculty Evaluation Committee shall consist of seven members, with the department chairperson as a mandatory member and the convener acting as the chair during meetings. The six members of the selection (or nomination) committee shall be selected by full-time faculty members of the department with the rank of lecturer or higher from among the qualified full-time professors and associate professors. They may also propose alternate members. The number of members with the rank of professor must not be less than five. Suppose the number of selected committee members from the department is insufficient. In that case, the

department head shall select additional members from professors of departments with similar fields, either within the university or from external institutions or researchers at domestic research institutions who possess equivalent qualifications to a professor. This plan shall be implemented after being passed by the Departmental Affairs Meeting and approved by the Dean and the President.

The University's Faculty Evaluation Committee must not have disciplined the previous committee members for violating academic ethics.

The selection (or nomination) committee members should be professors or associate professors who are academically accomplished, diligent in teaching, impartial, and enthusiastic. They must meet at least one of the following conditions:

- (1) At least two papers (or equivalent achievements such as invention patents, new variety cultivation, technology transfer, etc.) published in the past five years in internationally recognized journals approved by the College of Management, journals at the first level (or equivalent) as designated by the National Science and Technology Council, or in proceedings of international conferences; or one book published by a peer-reviewed publisher and approved by the College's Faculty Evaluation Committee.
- (2) Those who have led a research project for more than two years funded by the National Science and Technology Council in the past five years.

If the department chairperson does not meet the qualifications for the nomination (or selection) of committee members mentioned above, the committee shall nominate one committee member to serve as the convener.

When the department's Faculty Evaluation Committee reviews cases of teachers at a higher rank, teachers of the next lower rank are not included in the attendance count, and they cannot evaluate the qualifications of the higher-ranking teachers.

When the department's Faculty Evaluation Committee reviews cases such as new appointments, promotions, reappointments, extensions of service, dismissals, suspensions, or non-renewals, the vote must still have at least five participants. If the number of participants is insufficient due to recusals, alternate members shall fill the shortage in sequence.

4. At least two-thirds of the department's faculty evaluation committee must be present, and at least two-thirds of the participating members must approve the review of matters related to appointments and promotions before they can be recommended to the college-level Faculty Evaluation Committee or processed according to relevant university regulations.

Other issues related to faculty review and proposals from the President or Dean shall be reviewed by the department's Faculty Evaluation Committee in accordance with the department's development needs and relevant regulations. After approval, they will be handled according to the applicable rules.

5. Each department's Faculty Evaluation Committee member must personally attend the meetings. However, members must recuse themselves from conflicts of interest, such as relationships with students, blood relatives, or in-laws within the third degree of kinship, academic collaboration, or other related interests. If a member fails to recuse themselves, the chairperson shall request the member to withdraw from the meeting, subject to a decision by the committee.

If a committee member fails to recuse themselves when recusal is required, or if concrete facts demonstrate that the committee member needs to recuse from the case under review, the candidate may apply to the committee for the member's recusal, providing the reasons and facts for the request. The recused member must completely withdraw from the relevant case and will not be included in the attendance count.

The committee may invite relevant individuals to attend the meeting to provide reports or descriptions as needed.

6. Matters not covered in these guidelines shall be handled in accordance with relevant laws and regulations of the University or the Department, as well as the policies of the university and the department.
 7. These Guidelines shall be implemented after being passed by the Departmental Affairs Meeting and approved by the Dean. Any amendments shall be processed accordingly.
- ※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.