

National Taiwan Normal University Graduate Institute of Social Work
Faculty Evaluation Committee **Guidelines**

2006.3.22 Passed during the 4th University Faculty Evaluation Committee meeting of Academic Year 2005
2007.11.5 Passed during the Institute Affairs Meeting

Article 1 **These Guidelines** have been formulated in accordance with National Taiwan Normal University's ***Regulations Governing the Establishment of Faculty Evaluation Committees:***

Article 2 The Institute's Faculty Evaluation Committee (the "Committee") shall review the following matters in accordance with regulations:

- (I) The initial employment, renewals of employment, changes of employment, non-renewals of employment, term of employment, suspensions, dismissals, and long-term employment of full-time faculty members of the Institute.
- (II) The initial employment, renewals of employment, changes of employment, term of employment, suspensions, and dismissals of part-time faculty members of the Institute.
- (III) Promotions of full- and part-time faculty members of the Institute.
- (IV) Extensions of service of full-time faculty members of the Institute.
- (V) Appointments of honorary professors and the co-employment of faculty members of the Institute.
- (VI) Faculty member secondments.
- (VII) **The determination of reasons for severance of full-time faculty members of the Institute.**
- (VIII) The initial employment, renewals of employment, changes of employment, term of employment, suspensions, and dismissals of assistant professors of the Institute.
- (IX) Other matters pertaining to the rights and benefits of faculty members.

Article 3 The Institute's Faculty Committee shall be composed of 5 to 7 members whose composition and selection method shall be as follows:

- (I) The chair of the Institute, who shall serve as an *ex officio* member and the convener of the Committee.
- (II) Full-time professors and associate professors of the Institute **who have published journal articles, monographs, works, or presentations in the last 3 years**. In the event that fewer than 5 faculty members meet these requirements, the chair shall employ professors or researchers of research institutions possessing a professor or equivalent teaching qualification employed in a related academic field at NTNU or outside of the university as members of the Committee.
- (III) Professorial-rank members shall account for no less than two-thirds of the total Committee membership.

Members of the Committee shall be appointed once every academic year to a 1-year term. In the event of a vacancy, the term of office of the replacement member the substitute member's term of employment shall last until the end of the current term.

Article 4 The Committee shall meet on an ad hoc basis, but it must be convened at least once every academic year. Meetings may only be convened with two-thirds of all Committee members present. The Institute Chair shall also serve as chair in Committee meetings. Cases under review shall be fully discussed by the attending members and decided by secret ballot, except in cases of faculty promotion, which shall be handled in accordance with Article 13-1 of

the University's *Faculty Evaluation Regulations* and relevant regulations of the Institute. Except in cases of faculty promotion, which shall be handled in accordance with Article 13-1 of the University's *Faculty Evaluation Regulations* and relevant regulations of the Institute, cases shall be resolved upon approval by at least two-thirds of the members in attendance.

Article 5 When a resolution is made, the Committee shall notify the concerned party in writing of the results within 10 days of resolution. If the Committee passes a negative resolution, the Committee shall cite substantive reasons for doing so. If the concerned party wishes to dispute the resolution, they may lodge an appeal with the University's Faculty Appeals and Arbitration Committee, except when the resolution pertains to dismissals, suspensions, or non-renewals of appointment.

Where matters for review in the preceding paragraph require passage by the Faculty Evaluation Committees at all 3 levels, a record shall be made and submitted to the College Faculty Evaluation Committee for secondary review, and the Institute's Committee shall notify the concerned party in writing that the matter will not be considered officially resolved until a final review by the University Faculty Evaluation Committee is concluded.

Article 6 Any matters that are not addressed in **these Guidelines** shall be handled in accordance with the **University's *Regulations Governing the Establishment of Faculty Evaluation Committees*** and other relevant regulations; **if any doubts are raised regarding the Guidelines, an Institute Affairs Meeting shall address the matter.**

Article 7 After approval in an Institute Affairs Meeting, these Guidelines shall be sent to the College Faculty Evaluation Committee and University Faculty Evaluation Committee for future reference and submitted to the University President for approval and implementation. The same shall apply to any future amendments made hereto.