National Taiwan Normal University

教師評審委員會設置辦法
Regulations Governing the Establishment of Faculty Evaluation Committees

Last Amended on May 22, 2024
Announced in Letter Shi-Da-Ren-Zi No. 1131016702 dated June 7, 2024

Article 1 The National Taiwan Normal University (hereinafter referred to as "the University") *Regulations Governing the Establishment of Faculty Evaluation Committees* (hereinafter referred to as "the Regulations") has been formulated pursuant to Article 41 of *The University Charter of National Taiwan Normal University*.

Article 2 There shall be three levels of faculty evaluation committees at National Taiwan Normal University:

1. The University Faculty Evaluation Committee
2. College faculty evaluation committees
3. Department (Institute, or Degree Program) faculty evaluation committees

Article 3 Each college shall, in accordance with the Regulations, establish respective charters for the establishment of its own faculty evaluation committee. Prior to implementation, the College Affairs Council must approve such charters; the charter must then be submitted to the University Faculty Evaluation Committee for future reference, and the President for final approval.

Departments (institute, or degree program) shall, in accordance with the Regulations, establish respective directives for the establishment of their own faculty evaluation committees. Such directives shall be approved by the Department (Institute, or Degree Program) Affairs Council, submitted to the college faculty evaluation committee for future reference, and the President for final approval prior to implementation.

Article 4 Faculty evaluation committees of all levels shall, in accordance with the law, review matters pertaining to full-time and adjunct faculty members' initial appointment, renewal of appointment, employment duration, promotion, change of rank, termination, non-renewal of appointment, suspension; evaluation, long-term appointment, determination of reasons for severance, prerequisites for voluntary or compulsory retirement requiring review in accordance with the law, and extension of service of full-time faculty members; as well as appointment of professors emeritus or those jointly-appointed with Academia Sinica or other universities. In addition, the University Faculty Evaluation Committee or college faculty evaluation committees shall, in accordance with the law, examine relevant regulations.

Matters requiring reviews by faculty evaluation committees of all levels in the preceding paragraph shall be evaluated preliminarily by a department (institute, or

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degree program) faculty evaluation committee, followed by a college faculty evaluation committee, and finally by the University Faculty Evaluation Committee; other matters shall be reviewed by faculty evaluation committees in accordance with their hierarchical responsibilities.

Matters shall not be passed until approved by all levels of faculty evaluation committees. Failure to pass evaluation at any level shall result in a rejection of the matter.

The termination or suspension of a faculty member with long-term appointment shall be reviewed by a department (institute, or degree program) faculty evaluation committee and Department (Institute, or Degree Program) Affairs Council prior to submission to the corresponding college faculty evaluation committee and the University Faculty Evaluation Committee; when termination, non-renewal of appointment, suspension, or severance specified in Chapter 4 of the *Teachers' Act* applies in the case of a faculty member without long-term appointment, matters shall be reviewed by a department (institute, or degree program) faculty evaluation committee prior to submission to the college and university faculty evaluation committees.

In the case of termination, non-renewal of appointment, or suspension, faculty evaluation committees of all levels shall give the concerned party an opportunity to make a statement.

In cases pertaining to faculty's termination, non-renewal of appointment, or suspension as well as other significant matters that require review in accordance with the law, should a resolution approved by a department (institute, or degree program) faculty evaluation committee be in clear violation of applicable laws or are found to be improper, the college faculty evaluation committee may, with reasons recorded in the meeting minutes, remand the case and require the department (institute, or degree program) faculty evaluation committee to re-evaluate the case within a designated period of time lasting no more than three months. The college faculty evaluation committee may preempt the resolution in accordance with regulations should there be any failure to complete such re-evaluations within the aforementioned timeframe. The same shall apply in similar cases where the University Faculty Evaluation Committee may preempt resolutions made by a college faculty evaluation committee.

Article 5 The University Faculty Evaluation Committee shall be responsible for final evaluation of matters submitted by college faculty evaluation committees, review of urgent matters assigned by the President, examination of relevant regulations pertaining to department (institute, or degree program)/college faculty evaluation committees, and other matters that require review by the committee.

Article 6 College faculty evaluation committees shall be responsible for secondary evaluation of matters submitted by subordinate department (institute, or degree program) faculty evaluation committees, review of urgent matters assigned by the Dean, review of relevant regulations pertaining to department (institute, or degree program) faculty evaluation committees.

Matters that have passed a secondary evaluation by a college faculty evaluation

committee shall be submitted to the University Faculty Evaluation Committee for a final evaluation; regulations reviewed by a college faculty evaluation committee shall be submitted to the University Faculty Evaluation Committee for future reference.

Article 7 Department (institute, or degree program) faculty evaluation committees shall be responsible for the preliminary evaluation of matters pertaining to their respective faculty members specified in Article 4, Paragraph 1. of the Regulations.

Matters that passed the preliminary evaluation shall be submitted to a college faculty evaluation committee for a secondary evaluation.

Article 8 The University Faculty Evaluation Committee shall have a number of committee members, consisting of two Executive Vice Presidents, Vice President for Academic Affairs, Vice President for Research and Development, deans of colleges, and a renowned and well-respected professor elected by each college who has published journal articles, monographs, works, or performances within the previous three years. A college with six departments (institute, or degree programs) or more are entitled to one additional committee member. An elected member shall be selected from the full-time professors of the college by their respective College Affairs Council. No gender shall make up less than one-third of the committee. However, this shall not apply in cases when there is an insufficient number of professors of a particular gender to satisfy the demand or when all the professors of one gender have been recommended as members but nonetheless comprises less than one-third of the total number of committee members.

After the University Faculty Evaluation Committee members have been elected in accordance with the provisions of the preceding paragraph, if the number of members of a particular gender fails to make up at least one-third of the total number of committee members, two Executive Vice Presidents, the Vice President for Academic Affairs, and the Vice President for Research and Development shall serve as additional representatives of their respective colleges. If one particular gender is still underrepresented, more members of the underrepresented gender shall be elected by colleges in the order the colleges are listed in *The University Charter of National Taiwan Normal University*.

In accordance with Article 18 of the Regulations, a college faculty evaluation committee's faculty members serving in offices, academies, libraries, and centers as well as the School of Teacher Education shall, in accordance with the foregoing provisions, jointly elect a renowned and well-respected professor who has published journal articles, monographs, works, or performances within the previous three years to serve as a University Faculty Evaluation Committee member. The President shall appoint an Executive Vice President as the convener of the University Faculty Evaluation Committee and the Director of the Human Resources as the secretary. Where the convener is unable to attend or is absent from the committee meetings, an Executive Vice President or the Vice President for Academic Affairs shall serve as the convener.

Article 9 A college faculty evaluation committee shall have seven to nineteen members, consisting of the Dean and professors elected by each department (institute, or

degree program) who have published journal articles, monographs, works, or performances within the previous three years, with the Dean serving as the convener. However, if the number of full-time professors at a department (institute, or degree program) is insufficient to form a college faculty evaluation committee, professors, regardless of their institutional affiliation, who have published journal articles, monographs, works, or performances in related fields within the previous three years shall be recruited to serve.

The total number of and selection procedures for college faculty evaluation committee members shall be stipulated by the charter of the college faculty evaluation committees.

Members shall be selected by a department (institute, or degree program) affairs council.

Article 10 A department (institute, or degree program) faculty evaluation committee shall have five to seventeen members, with the Chair of the Department (Institute, or Degree Program) serving as an ex officio member and the convener. All full-time professors or associate professors who have published journal articles, monographs, works, or performances within the previous three years are qualified to be elected as members. Professor-ranked members shall account for no less than two-thirds of the total number. The committee may include members from other departments (institute, or degree program) or any university.

In such cases where the number of full-time professors and associate professors at a department (institute, or degree program) is insufficient to form a department (institute, or degree program) faculty evaluation committee, professors from a related department (institute, or degree program) in any university who have published journal articles, monographs, works, or performances within the previous three years, or research personnel equivalent to the rank of professor in a research institution shall be recruited.

The total number of and selection procedures for department (institute, or degree program) faculty evaluation committee members shall be stipulated by the directives for the establishment of a department (institute, or degree program) faculty evaluation committee.

For matters concerning faculty appointment, promotion and evaluation, a department (institute, or degree program) faculty evaluation committee member shall neither serve as a reviewer nor participate in the voting for cases concerning faculty members with a higher relative rank.

Article 10-1 Departments (institute, or degree program) of a professional college shall not establish faculty evaluation committees; instead, matters specified in Article 4, Paragraph 1. of the Regulations that require evaluations by a department (institute, or degree program) faculty evaluation committee or resolutions by a department (institute, or degree program) affairs council shall be handled directly by a college faculty evaluation committee or a college affairs council.

Article 11 Members of faculty evaluation committees of any level shall be elected prior to the end of every June for a term that shall last one academic year. Such members may be re-elected to serve consecutive terms.

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Faculty members who are temporarily seconded or on unpaid leave shall not serve as members of faculty evaluation committees; where a member of faculty evaluation committees of any level is unable to continue serving as a member, a substitute member shall be elected in accordance with regulations governing the selection of members of such faculty evaluation committees.

Article 12 A faculty evaluation committee of any level shall convene a meeting at least once every academic year.

Members of faculty evaluation committees of any level shall attend committee meetings in person; proxies shall not be allowed.

Attending members of faculty evaluation committees of any level shall voluntarily recuse himself/herself if the committee is reviewing matters pertaining to the said member, or his/her spouse, relatives within third degree consanguinity, in-laws, and thesis/dissertation advisor/advisee; or if the matter under review pertains to individuals with vested-interests involving the said committee member. Should the member fail to do so, the committee chair may recuse said member through a committee resolution to maintain fairness and objectivity in the works of the faculty evaluation committee.

The recused member in the preceding paragraph shall fully recuse himself/herself from relevant cases and shall not be counted towards committee meeting quorum.

Article 13 A quorum of at least two-thirds of total members is required for all faculty evaluation committee meetings.

The committee may, when deemed necessary, invite relevant personnel to attend committee meetings and offer testimonies or make statements.

Article 14 A case under review by a faculty evaluation committee of any level shall be fully deliberated by members in attendance and resolved by means of anonymous voting. However, for a case pertaining to publications needed for promotion, unless the faculty evaluation committee rejects a case by presenting specific and well-founded reasons on academic grounds, and upon approval by at least two-thirds of members in attendance, the committee shall accept the reviewers' judgment by default. Committees formed by professional personnel from non-related fields shall not pass resolutions pertaining to the applicant's academic expertise by a majority vote, unless when taking factors such as number of positions, years of experience, teaching achievements and so on into consideration.

Article 15 For matters specified in Article 4 of the Regulations, with the exception of those concerning promotion, a faculty evaluation committee of any level shall resolve cases in accordance with Article 13-1 of the Regulations with the approval by at least two-thirds of the members in attendance; however, for cases pertaining to long-term appointments, the University Faculty Evaluation Committee shall reject said cases if at least one half of the members in attendance voted to reject.

The number of members in attendance in the preceding paragraph shall exclude recused members.

The quorum and threshold for voting on and passing resolutions pertaining to

dismissal, non-renewal of appointment, and suspension shall be subject to the applicable provisions of the *Teachers' Act*.

The Gender Equity Education Committee (or another competent unit) shall notify the University Faculty Evaluation Committee, and shall appoint a representative to make a statement, within one month of becoming aware of any faculty member being suspended under Article 22 of the *Teachers' Act*. If the grounds for a temporary suspension no longer exist, faculty members may apply for reinstatement in accordance with Article 23 of the *Teachers' Act*, and such applications shall be reviewed directly by the University Faculty Evaluation Committee.

The Gender Equity Education Committee (or another competent unit) shall notify the competent College Faculty Evaluation Committee, and shall appoint a representative to make a statement, within one month of becoming aware of any adjunct faculty member being suspended under Article 11 of the *Regulations for the Appointment of Adjunct Faculty Members at Junior Colleges and Institutions of Higher Education*.

Article 16 Except for initial appointments, where a faculty evaluation committee of any level renders a negative resolution, the committee shall cite substantive reasons and notify the concerned party in writing within 10 days after the resolutions are made. Should said party disagree with such resolutions, they may lodge an appeal with the University's Faculty Appeals and Arbitration Committee, except when resolutions pertain to termination, non-renewal of appointment, and suspension of faculty members. Such an appeal shall not be lodged until a final evaluation by the University Faculty Evaluation Committee has concluded.

Where matters for evaluations in the preceding paragraph require passage by the faculty evaluation committees of all three levels, the department (institute, or degree program)/college faculty evaluation committee shall notify the concerned party in writing that such matters will not be considered as officially finalized until a final evaluation by the University Faculty Evaluation Committee has concluded.

Article 17 Matters pertaining to the evaluation of regular, full-time research personnel of a department (institute, or degree program) shall follow the same procedures as those for faculty members of the department (institute, or degree program).

Research personnel in the preceding paragraph may participate in the election of members of faculty evaluation committees of any level.

Article 18 Matters concerning the evaluation of faculty members, research personnel, and rare technology specialists serving in offices, academies, libraries, and centers within the University shall be handled in accordance with the Regulations. Each office, academy, library, and center shall form an evaluation committee to handle the preliminary stage review in accordance with the articles concerning department (institute, or degree program) faculty evaluation committees in the Regulations. Relevant organizational units shall form secondary evaluation committees that are equivalent to college faculty evaluation committees to process secondary stage reviews. The charter and evaluation guidelines of said secondary

evaluation committees shall be patterned after those of college faculty evaluation committees. The final evaluation shall be carried out by the University Faculty Evaluation Committee.

The School of Teacher Education shall be exempted from establishing a department faculty evaluation committee; instead, matters that require resolution by a department (institute, or degree program) faculty evaluation committee or a department (institute, or degree program) affairs council as specified in Article 4, Paragraph 1. of the Regulations shall be reviewed directly by the college faculty evaluation committee or resolved by the college affairs council.

Article 19 Regulations governing the evaluation of the University's faculty members, research personnel, and rare technology specialists shall be separately established.

Article 20 Matters not stipulated in the Regulations shall be handled in accordance with relevant rules and regulations. Any disputes arising from varied interpretations of the Regulations shall be settled by the University Council.

Article 21 The Regulations and any amendment thereto shall be implemented upon passage by the University Council.

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