

# NATIONAL SUN YAT-SEN UNIVERSITY

## College of Social Sciences Regulations for Establishment of Faculty Evaluation Committee

Approved by the 10<sup>th</sup> College General Meeting on June 13, 1996, School Year 84.

Reviewed and approved by the 175<sup>th</sup> University Faculty Evaluation Committee Meeting on September 18, 1996.

Amended and approved by the 1<sup>st</sup> College General Meeting on November 18, 2005, School Year 94.

Reviewed and approved by the 298<sup>th</sup> University Faculty Evaluation Committee Meeting on December 1, 2005.

Amended and approved by the 2<sup>nd</sup> College General Meeting on October 29, 2009, School Year 98.

Reviewed and approved by the 324<sup>th</sup> University Faculty Evaluation Committee Meeting on December 15, 2009.

Amended and approved by the 1<sup>st</sup> College General Meeting on November 21, 2013, School Year 102.

Amended and approved by the 358<sup>th</sup> University Faculty Evaluation Committee Meeting on December 12, 2013.

Authorized by the President on December 26, 2013.

- I. The Faculty Evaluation Committee of the College of Social Sciences (hereinafter referred to as “the Committee”) is established in accordance with Article LX of the organization regulations of the university and Article II of Regulations for Establishment of Faculty Evaluation Committee of National Sun Yat-sen University (NSYSU) in order to review appointments, employment periods, promotions, temporary terminations, terminations, non-renewals of contracts, extended services, secondments, lectures abroad, research, on-going studies, professor research leaves, years of services and pay increases, identifications of faculty member severance causes, and other matters to be reviewed in accordance with faculty regulations of the College of Social Sciences (hereinafter referred to as “the College”).
- II. The Committee is comprised of the dean of the College and chairmen of institutes (departments or **programs**) as ex officio members, and one professor selected by each institute/department. (If there is no professor representative, a professor outside the institute/department may be invited by the **chairman** of respective institute/department to attend meetings).

The dean of the College shall serve as the convener **of the committee**. The term of each professor selected by the institute/department as a representative is one year, with the prospect of **continuation through re-election**.

**If the chairman of an institute (department or program) has no professor qualification, he/she shall not participate in promotion oreviews of faculty members with higher levels than that of his/hers.**

- III. The review items specified in Article I in this set of **regulations** shall be approved and forwarded by institute (department or **program**) faculty evaluation committee to the Committee for reviews.

Regulations for Establishment of Faculty Evaluation Committee, Guidelines for Faculty Appointments, and Regulations for Faculty Promotion Reviews shall be issued by each institute (department or **program**) respectively and submitted to the Committee for reviews.

**Following approvals** of the Committee, regulations shall be **forwarded to the president to be authorized for implementation**.

- IV. The review items of the Committee shall be processed in accordance with "University Act," "Act of Governing the Appointment of Educators," "Enforcement Rules of Act Governing the Appointment of Educators," "Teachers' Act," "Enforcement Rules of Teachers' Act," "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education," as well as "Regulations for Appointment of Teaching and Research Personnel," and "Regulations for Promotion Review of Teaching and Research Personnel" of the university.

"Guidelines for Faculty Appointments" and "Regulations for Faculty Promotion Reviews" of the College are issued separately.

- V. The Committee convenes meetings on an irregular basis. The meeting is effective only if more than two-thirds of members attend, and an approval is effective only if more than half of the attendees agree with the exception of important issues requiring more than two-thirds of the attendees' agreement to be effective.

**members shall attend meetings of the Committee in person. Substitution of members is not allowed. However,** in cases of an ex officio member expects to miss a meeting due to a justified reason, a substitute person may attend the meeting instead as a proxy. If the proxy does not hold a professor qualification, he/she may only attend as a nonvoting delegate.

The aforementioned "important issues" refer to reviews of appointments, promotions and terminations, temporary terminations or non-renewals of contracts, and **other issues**.

- VI. Relevant personnel may be invited to make statements or explanations in meetings of the Committee.
- VII. Members of the Committee shall excuse themselves from reviewing cases related to themselves, their spouses, blood relations within third degree, relations by marriage, or individual benefits, and shall not participate in evaluations.

If there is evidence that proves a member of the Committee may be biased in a review, the applicant of the reviewed case may apply, with specifications, to the Committee requesting the respective member to be excused from the review meetings.

If a member does not excuse themselves from cases aforementioned, the convener may request the member to be excused through resolutions made by the Committee.

Members who are excused for reasons specified in the above three conditions are not included in required attendance.

Institute/department faculty evaluation committee shall comply with the above four regulations.

- VIII. For matters unaddressed in the present regulations, please refer to relevant regulations of the university.
- IX. The present regulations shall be approved in college general meetings, **reviewed and approved** by the University Faculty Evaluation Committee, and **forwarded** to the president for authorization prior to implementation. The same procedure shall be carried out when amendments are to be made.