

National Pingtung University Guidelines for the Establishment of the College of Management Faculty Evaluation Committee

Passed Sep 2, 2014, in the 1st college affairs meeting of the 2014-15 academic year.

Passed Jan 22, 2015 in the 1st NPTU university affairs meeting.

1. The College of Management has formulated the Guidelines for the Establishment of the College of Management Faculty Evaluation Committee (hereinafter referred to as 'these Guidelines' and 'the Committee' respectively) in accordance with Article 31 of the NPTU Organizational Code in order to assess faculty appointments, the duration of appointment, promotions, temporary suspension of employment, termination of employment, discontinuation of employment, and grounds for dismissal, as well as matters related to the undertaking of further study by full-time faculty, either locally or abroad, faculty rewards and penalties, salary raises for special achievements, and sabbaticals taken or further research and study conducted by professors.
2. The Committee shall consist of several members, with the College dean and the chairs of each department automatically serving as ex-officio members. Another one to three members (associate professor or higher) shall be appointed by the dean, who will choose from a pool of candidates nominated by each department (one per department) after taking into account gender representation and overall numbers. To accord with the rule that at least half of all Committee members be professors, the candidates nominated by each department should, in principle, have professorial status. If a department or degree program has very few professors, candidates can be chosen from among professors in similar departments or degree programs, either within or outside the university. Members are appointed by the College dean and serve a term of one year. If re-elected, they may serve consecutive terms.
3. The Committee's tasks are as follows:
 - a) Formulate rules for the review of College faculty promotions.
 - b) Handle matters related to faculty employment, changes to employment, renewed employment, extension of service, grounds for dismissal, temporary suspension of employment, discontinuation of employment, and termination of employment.
 - c) Handle matters related to faculty promotions.
 - d) Handle matters related to faculty sabbatical leave, overseas lectures, research, or further study either locally or abroad.
 - e) Handle matters related to major rewards or severe penalties for faculty.
 - f) Handle other matters which involve the review or evaluation of faculty.
4. The Committee may convene on an irregular basis as per required, but must convene at least once per semester. Meetings shall be convened and chaired by the College dean.
5. For a meeting to be held, at least two-thirds of all members must be present. For a resolution to be passed, at least half of all members present shall agree to the motion.
6. When it comes to cases related to termination of employment, temporary suspension of employment, and discontinuation of employment, if the factual evidence is clear and the resolution reached by the department faculty evaluation committee patently goes against related laws and regulations, or is inappropriate, the Committee may review and change the resolution in accordance with related regulations.
7. When convening, the Committee may invite relevant individuals to deliver a briefing or provide an

explanation in person if necessary.

8. Members should excuse themselves from working on review cases in which they or their spouses or any third-degree blood relative or relative by marriage are involved.
9. When a decision is made in a secondary review conducted by the Committee, the department that submitted the case for review, as well as all parties involved, should be notified in writing within 10 days of the decision being reached. In addition, documents related to the decision should be compiled and sent to the NPTU Faculty Evaluation Committee. If the decision overturns the original ruling, specific grounds should be stated for reaching the decision. If the individuals involved are dissatisfied with the decision, they may file an appeal with the NPTU Faculty Appeal Review Committee.
10. Matters not stipulated in these Guidelines will be handled in accordance with related regulations set forth by the Ministry of Education and the NPTU Faculty Evaluation Committee.
11. These Guidelines will be published and implemented after being passed in a college affairs meeting, approved in an NPTU university affairs meeting, and filed for future reference.

Responsible unit: College of Management