

Guidelines for the Establishment of the Faculty Evaluation Committee

College of International Affairs, National Chengchi University

Approved at the 1st College Affairs Meeting on October 17, 2001

Amended at the 2nd College Affairs Meeting on November 22, 2001

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Amended (Article 3) at the 23rd College Affairs Meeting on September 22, 2005

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Acknowledged by the 284th University Faculty Evaluation Committee on December 22, 2010

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Amended (Articles 3, 7, 8, 9) at the 117th College Affairs Meeting on October 22, 2020

Acknowledged by the 372nd University Faculty Evaluation Committee on December 9, 2020

Amended (Article 4) at the 128th College Affairs Meeting on June 16, 2022

Acknowledged by the 386th University Faculty Evaluation Committee on September 21, 2022

Article 1

These Guidelines are established in accordance with Article 14 of the “Regulations for the Establishment of Faculty Evaluation Committees” of National Chengchi University.

Article 2

The Faculty Evaluation Committee of the College (hereinafter referred to as “the College Committee”) shall review and deliberate the following matters:

1. Qualifications, rank, and duration of faculty appointments.
2. Faculty promotion and reappointment.
3. Dismissal, suspension, and non-renewal of faculty members.
4. Determination of extension of service and reasons for severance.
5. Conferment of the title of Emeritus Professor.
6. Other matters that shall be reviewed in accordance with relevant laws and regulations.

Matters under review as described in the preceding paragraph, upon being approved by the College Committee, shall be submitted to the University Faculty Evaluation Committee for final review.

The procedures for faculty appointment and promotion reviews shall be separately stipulated.

Article 3

Members of the College Committee shall be classified as **ex officio members** and **elected members**, and the number of elected members shall not be fewer than that of the ex officio members.

The Committee shall consist of ten members, including the Dean, one Associate Dean, and the chairs of the departments and graduate institutes of the College as **ex officio members**.

Elected members shall be selected from full-time professors of the College. When necessary, professors from outside the College may serve as elected members.

In the event that an elected member is unable to fulfill their duties or must vacate their position during the term, a replacement shall be appointed from the list of alternate elected members selected by the College to serve until the term ends.

The Dean shall serve as the convener. If the Dean is required to recuse themselves, a convener shall be elected from among the members.

Members of the College Committee shall serve for a term of one year and may be re-elected.

When deliberating cases involving faculty appointment or promotion, members may not evaluate those of a higher academic rank. Members of lower rank shall not participate in discussions or voting on such cases.

Article 4

The College Committee shall hold meetings at least once per semester and may convene extraordinary meetings when necessary.

A meeting shall be held only if more than half of all members are present. A resolution requires the consent of at least two-thirds of the attending members.

In cases where members are required to recuse themselves, they shall not be counted toward the number of attendees for the purpose of that case.

Relevant personnel may be invited to attend meetings to deliver reports or provide explanations when necessary.

Matters related to faculty dismissal, suspension, or non-renewal shall **adhere to the attendance and resolution thresholds as stipulated in the *Teachers' Act***.

Article 5

Members of the College Committee shall attend meetings in person.

Any member who is absent without valid reason for two consecutive meetings, or whose absences without cause reach one-third of the total meetings within one year, shall be deemed to have forfeited their membership.

Article 6

When reviewing cases, members of the College Committee shall recuse themselves if they or their spouse, former spouse, blood relatives within the fourth degree, or relatives by marriage within the third degree are involved in the case.

Members shall also voluntarily recuse themselves in the presence of other conflicts of interest. If a member fails to recuse themselves voluntarily, the Committee may decide, through resolution, to mandate their recusal.

If a member believes there are other exceptional reasons for recusal beyond those mentioned above, they may submit a recusal request to the Committee.

If concrete facts raise concerns about a member's impartiality in reviewing a case, the concerned party may request the member's recusal from the Committee, stating the reasons and supporting facts.

Recusal requests described in the preceding two paragraphs shall be resolved by the College Committee.

Article 7

If the College Committee rejects a case previously approved by the Department, Graduate Institute, or Program Faculty Evaluation Committee, the College Committee shall inform the respective committee of the reasons for rejection.

Article 8

In cases involving clearly substantiated facts regarding faculty qualifications, appointment duration, promotion, dismissal, suspension, non-renewal, extension of service, determination of severance, or other matters legally required for review, if the Department, Graduate Institute, or Program Faculty Evaluation Committee fails to act or its resolution contradicts legal provisions, the College Committee may directly review or revise the case in accordance with relevant regulations.

Article 9

These Guidelines shall take effect upon approval by the College Affairs Meeting and shall be submitted to the University Faculty Evaluation Committee for reference. Any amendments shall follow the same procedure.