

Guidelines on Establishment of Teacher Review Committee of Department of Industrial Management at I-Shou University

Adopted on August 31, 1995 by the Departmental Affairs Council

Amendments adopted on September 20, 1995 by the Departmental Affairs Council

Amendments adopted on September 10, 1997 by the Departmental Affairs Council

Amendments adopted on November 5, 1998 by the Departmental Affairs Council

Amendments adopted on October 12, 2000 by the college-level Teacher Review Committee

Amendments adopted on January 5, 2005 at the fourth meeting of the Departmental Affairs Council in the first semester of the academic year 2004

Amendments to the Guidelines ratified and promulgated by the President on July 25, 2000

Amendments to Provisions 2~3, 5~7, 10~11 and 13~14 ratified and promulgated by the President on November 21, 2012

- I. The Guidelines on Establishment of Teacher Review Committee of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Department of Industrial Management (hereinafter referred to as the “Department”) in accordance with the Regulations for Establishment of Teacher Review Committees at I-Shou University.
- II. The Teacher Review Committee of the Department (hereinafter referred to as the “department-level Teacher Review Committee”) is composed of the following members, including 5 to 7 elected members:
 1. Ex-officio member: The Chair of the Department.
 2. Elected members: The members shall be elected among full-time professors of the Department by full-time faculty members of the Department. If there are not enough faculty members at the level of professor, associate professors shall be elected to fill the vacancy, and at least two-thirds of the elected members shall be at the level of professor. If there are not enough faculty members at the level of professor within the Department, the Chair of the Department shall submit a list of professors or researchers with relevant

expertise from within or outside the University (twice as many as the number of elected members needed) to the President for appointment.

Elected members shall serve a one-year term and can be re-elected.

The Chair of the Department shall serve as the convener and chairperson of the department-level Teacher Review Committee.

- III. After the election results of elected members to the department-level Teacher Review Committee are revealed, the candidates who have not been elected shall be appointed as alternate members based on the order of the number of votes they have received. An alternate member shall fill the vacancy if the position of an elected member falls vacant, and the alternate member shall serve as an elected member until the term of office is fulfilled.
- IV. The members to the department-level Teacher Review Committee shall meet at least twice every semester. Extraordinary sessions may be convened whenever necessary.
- V. Members to the department-level Teacher Review Committee shall attend meetings in person, and they are not allowed to ask others to attend as a deputy, while the ex-officio member may appoint a deputy at the level of professor to stand in for him/her. Any member shall be disqualified if he/she takes sabbatical leave, goes abroad or take leave with the position retained and no pay for more than six months, or is absent from two meetings consecutively without reasons during their term unless taking official leave. An alternate member shall fill the vacancy based on the order of the number of votes he/she has received.
- VI. The department-level Teacher Review Committee shall review the following affairs:
 1. Issues relevant to the appointment, term of appointment, promotion, dismissal/suspension/non-renewal of appointments, and recognition of reasons for layoff of full-time/part-time faculty members, research fellows and professional technicians.
 2. Issues relevant to the appointment of visiting professors, visiting associate professors and visiting specialists.
 3. The establishments or amendments of regulations and rules relevant to teacher qualifications accreditation conducted by the department-level Teacher Review Committee.
 4. Reconsideration of cases rejected by the President or the college-level Teacher Review Committee.
 5. Other issues subject to review or examination by the department-level Teacher Review Committee pursuant to relevant regulations and rules.
- VII. The department-level Teacher Review Committee shall assign members at the level of professor to review appointment proposals for full-time, part-time and visiting professors as well as faculty promotion applications submitted by associate professors. Members shall not review any proposal or promotion application submitted by applicants with a higher academic rank.

VIII. The appointment and promotion of faculty members of the Department shall be carried out pursuant to regulations relevant to faculty appointment and promotions stipulated by the Department, the College of Management and the University.

IX. The quorum of a meeting of the department-level Teacher Review Committee requires at least two-thirds of all members. With the consent of at least two-thirds of the members present, a decision may be made. The secret ballot shall be adopted.

The members to the department-level Teacher Review Committee shall attend all of the meetings when a case is being reviewed. A member is not allowed to vote for a case if he/she fails to attend all the meetings.

X. The members to the department-level Teacher Review Committee shall excuse themselves from reviewing the following cases:

1. a review or discussion of issues associated with their own interests.
2. a review of the promotion application for faculty members with the same academic rank as the members.
3. a faculty appointment or promotion application of their spouses or relatives within the fourth degree of kinship.
4. a promotion application in which the representative publication has been co-authored by him/her.

The committee members who excuse themselves due to conflict of interest are not included in the total number of the members to the department-level Teacher Review Committee. However, if the number of members excusing themselves from reviewing a case accounts for half or more of the total members, the case shall be suspended until the Chairperson of the department-level Teacher Review Committee appoints qualified temporary members to fill the vacancies upon ratification by the President.

XI. If any of the members to the department-level Teacher Review Committee fails to excuse him/herself from reviewing a case due to conflict of interest, or there is concrete evidence showing that any of the committee members would be biased when performing his/her duties, the person concerned may apply to the department-level Teacher Review Committee for excusing such a committee member. Upon application, the person concerned shall provide proper reasons and evidence, as well as an explanatory statement. The committee member who is asked to be excused from reviewing the case shall submit opinions regarding the application to the department-level Teacher Review Committee for final resolution.

If any of the committee members does not excuse himself/herself from reviewing the case when any of the aforesaid circumstances happens and is not asked by the person concerned to be excused, the department-level Teacher Review Committee shall make a resolution to ask him/her to excuse.

XII. The department-level Teacher Review Committee may invite related parties to provide

reports or explanatory statements at meetings if necessary.

- XIII. Any issue not mentioned herein shall be governed by relevant regulations and rules of the University.
- XIV. The Guidelines become effective after being adopted by the Departmental Affairs Council, the college-level and the university-level Teacher Review Committees and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.