

Regulations on the Establishment of the National Dong Hwa University Faculty Evaluation Committee

2012.11.28 amended and approved by the 1st University Council of the 1st Semester of Academic Year 2012/13
2015.11.25 amended and approved by the 1st University Council of the 1st Semester of Academic Year 2015/16
2016.11.30 amended and approved by the 1st University Council of the 1st Semester of Academic Year 2016/17
2018.05.23 amended and approved by the 2nd University Council of the 2nd Semester of Academic Year 2017/18
2019.11.27 amended and approved by the 1st University Council of the 1st Semester of Academic Year 2019/20
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- I. Pursuant to Article 20 of the *University Act* and Article 39 of the *Organizational Regulations of National Dong Hwa University* (hereinafter referred to as “NDHU” or “the University”), the Faculty Evaluation Committee (hereinafter referred to as “the Committee”) is established to deliberate on matters related to the appointment, term of service, promotion, suspension, non-renewal, dismissal, determination of reasons for termination, secondment, service extension, overseas teaching, research and study, professorial leave, and other matters subject to review as required by laws and regulations, concerning the faculty of the University.
- II. The Committee consists of ex-officio members and elected members, with a representation of at least one-third of the total members from each gender. The number of elected members shall not be less than half of the total number of members.
The ex-officio members include the Vice President, Dean of Academic Affairs, Director of Research and Development Office, Deans of each college, and the Director of the General Education Committee. The Chairperson is appointed by the President from among the Committee members.
The elected members are professors selected by each college, with a term of one academic year. The number of elected members is equal to the number of ex-officio members plus one, allocated based on the ratio of full-time faculty members and gender in each college, with a minimum of one member from each college.
Each department within a college may have at most one representative, and there should be several alternate members.
- III. Committee meetings shall be scheduled as needed. Members shall attend the meetings in person and shall not delegate representation to others. If a member fails to attend three consecutive meetings, it will be deemed as relinquishment of duty, and a substitute member shall be appointed in order. The term of office ends upon the expiration of the original member's term. When a member has a conflict of interest in reviewing or discussing a

matter, the member shall voluntarily recuse themselves or may be requested to recuse by the party involved in accordance with the *Administrative Procedure Act*. The number of recused members shall not be counted in determining the quorum for the aforementioned resolution. The procedures for recusal shall be determined by the Committee.

In the event that the Chairperson is unable to preside over a meeting or encounters a situation requiring recusal, a temporary replacement shall be elected by the members.

When deliberating on cases, if there are representatives for promotion cases who are co-authors of works or have collaborated on research papers or projects within the past three years, they shall recuse themselves.

- IV. Faculty members who fail to meet the evaluation standards, are temporarily seconded with approval, engage in research during paid leave, pursue further education or research while on leave without pay, shall not serve as members of the Committee.

Members of the Committee shall not simultaneously serve as members of the University's Teacher Grievance Review Committee.

- V. The attendance and voting requirements for the deliberation of matters by the University Evaluation Committee are as follows:

1. For the deliberation of faculty dismissal, suspension, non-renewal, termination, promotion (including promotion reconsideration), violations of academic ethics, and matters stipulated in Article 14, Paragraphs 8, 9, 11, Article 15, Paragraphs 5, 16, and 18 of the *Teacher's Act*, at least two-thirds of the members shall be present, and at least two-thirds of the attending members shall agree for a resolution to be reached.
2. For the deliberation of matters stipulated in Article 14, Paragraphs 7, 10, and Article 15, Paragraphs 3, 4 of the *Teachers' Act*, at least two-thirds of the members shall be present, and at least half of the attending members shall agree for a resolution to be reached.
3. For the deliberation of matters stipulated in Article 15, Paragraphs 1, 2, and Article 22, Paragraphs 1, 2 of the *Teachers' Act*, at least half of the members shall be present, and at least half of the attending members shall agree for a resolution to be reached.
4. For the deliberation of matters other than those mentioned in the previous three paragraphs, at least two-thirds of the members shall be present, and at least two-thirds of the attending members shall agree for a resolution to be reached.

- VI. In cases of faculty dismissal, suspension, non-renewal, termination, or other significant matters, apart from those exempted from review by the Faculty Evaluation Committee as specified in the *Teachers' Act*, the cases shall be reviewed sequentially by the Department, College, and University Evaluation Committees to which the parties involved belong.

If it is evident that a decision made by the College Evaluation Committee regarding faculty dismissal, suspension, non-renewal, or other significant matters is in clear violation of laws and regulations or is deemed inappropriate, the Committee may directly review and modify the decision according to the regulations.

If the College Evaluation Committee fails to take action within a specified period despite being notified to do so, the Committee may directly conduct the review.

- VII. In the case of faculty members whose behavior violates the *Employment Contract* or relevant laws and regulations, or violates academic ethics, but the severity of the situation does not warrant dismissal, suspension, non-renewal, or termination under the *Teachers' Act*, the following measures may be taken after deliberation by the Committee, based on the severity of the situation:
1. Written admonition.
 2. Prohibition from applying for paid leave for research: one to five years.
 3. Prohibition from engaging in external part-time jobs, teaching assignments, or secondments: one to three years.
 4. Prohibition from applying for paid overseas teaching, research, or further education: one to three years.
 5. Ineligibility for recommended service extension: one to three years.
 6. Ineligibility for serving as a member of any level of the internal Faculty Evaluation Committee or academic or administrative executives: one to five years.
 7. Denial of salary increase: one to five years.
 8. Revocation of exemption from evaluation eligibility: one to five years.
 9. Suspension of promotion applications or research grant applications for one to five years; if it involves teacher qualification review, it should be handled in accordance with the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education* and relevant provisions, and a requirement to complete eight hours of academic ethics education courses annually within one to five years may be imposed.
 10. Revocation or termination of approved subsidies, and recovery of all or part of the disbursed funds.
 11. Suspension of flexible salary incentives and recovery of the received flexible salary for the current term.
- The aforementioned measures shall be implemented from the date of the Committee's decision.
- VIII. In the case of resolutions regarding faculty dismissal, non-renewal, or suspension by the University Evaluation Committee, if it is discovered within the next academic year from the date of the resolution that the content of the resolution clearly violates laws and regulations, or there are changes in circumstances or new information discovered that necessitate a reconsideration of the original resolution, a reevaluation may be initiated by members of the University Evaluation Committee. The reevaluation requires the presence of at least two-thirds of all members and the agreement of at least half of the attending members to restart the decision-making process.
- Once a motion for reevaluation is rejected, no further motions for reevaluation can be made for the same resolution. In cases where the decision-making process is restarted, the attendance and voting requirements for each specific deliberation item as stipulated in the *Teachers' Act* shall still apply.

- IX. During Committee meetings, relevant personnel may be invited to attend and provide reports or explanations as needed.
- X. The general principle for voting in the Committee is by anonymous ballot. After deliberation, the results are submitted to the President for approval before implementation. During the Committee members' deliberation process, strict confidentiality should be maintained, and no leakage of information is allowed. Recording or filming by Committee members and attendees, apart from the staff, is prohibited during meetings.
- XI. The establishment and revision of the guidelines for the formation of Faculty Evaluation Committees at all levels of the University shall be reviewed and approved by the Committee and submitted to the President for approval before implementation.
The assignment of cases for review by Faculty Evaluation Committees at all levels of the University shall be determined by the Committee. For departments (or institutes) and colleges (committees, centers) that have not specified the assignment, the Regulations shall be followed.
- XII. The Regulations have been approved by the University Council, and sent to the President for approval before implementation.