

Tamkang University Regulations for Setting Up the Teachers Evaluation Committee

TKU Regulation No. 1110005495 (06/28/2022)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

Article 1

In order to evaluate and employ teachers, Tamkang University established *Tamkang University Regulations for Setting Up the Teachers Evaluation Committee* in accordance with Article 20 of the *University Law* and Article 17 of *TKU Organization Regulations*.

Article 2

The teachers evaluate committee (hereafter abbreviated the committee) is divided into university-level, college-level (including each college, Office of Physical Education, and Office of Academic Affairs), and department-level (including each institute, degree program, division, and center); and its duties are listed below:

1. Matters related to investigating teacher service experience and academic works.
2. Matters related to deliberating on reasons for and determination of full-time and part-time teachers' hiring, term of service, promotion, dismissal, suspension, non-renewal, disciplinary action, extension of service, severance, etc.
3. Matters related to deliberating on teaching excellence awards.
4. Matters related to planning and counseling teacher research and training.
5. Matters related to deliberating on qualifications of teachers taking sabbatical leave.
6. Other matters that should be reviewed by this committee in accordance with laws and regulations.

Article 3

The university teachers review committee is composed of the President, Vice Presidents, Dean of Academic Affairs, Dean of each college, Dean of Research and Development, and Dean of Physical Education as ex officio members, two full professors nominated by each college, and one full professor nominated by the Office of Physical Education. The number of nominated committee members shall not be less than half of the total number of committee members.

Members of either gender shall account for one third or more of the total number of committee members. If the number of members of either gender is insufficient, the President

shall nominate representatives of full professor to make up the deficiency.

A member of the university teachers review committee may not concurrently be a member of the university teachers appeal committee.

Article 4

The university teachers review committee shall install one chair who is concurrently be filled by the President and one vice chair who is concurrently filled by the Vice President for Academic Affairs.

Article 5

The university teachers review committee shall install one member to be the executive secretary which shall be concurrently filled by the Dean of Human Resources. The executive secretary shall handle the affairs of the committee in accordance with the instruction of the committee chair.

Article 6

The installation standard and composition of college- and department-level teachers review committees are as below:

1. Each college-level teachers review committee shall have the college dean (Dean of Physical Education or Dean of Academic Affairs) and each department chair (institute director, degree program director, division head or center director) as ex officio members, two full professors nominated by each department (institute, degree program, group and center) as members. The college dean (Dean of Physical Education or Dean of Academic Affairs) shall be the convener.
2. Each department-level teachers review committee shall install five to seven members, composed of each department chair (institute director, degree program director, division head or center director) and the full professors selected by each department (institute, degree program, division and center). each department chair (institute director, degree program director, division head or center director) shall be the convener.
3. Each department, institute, degree program, division, or center having the same field of study and the same supervisor may combine the department-level teachers review committees. The combined department-level teachers review committee may increase by two members as appropriate.
4. The university teachers review committee members, except for the convener of each department-level teachers review committee, may be nominated as members of the department-level teachers review committee.

5. All members of each level of teachers review committee shall, according to regulations, report to the committee chair for appointment.
6. Each college teachers review committee convener following the instruction of the committee chair shall give guidance to each department-level teachers review committee as it is engaged in the work listed in Article 2 of these regulations.

Article 7

When a college-level teachers review committee does not have a sufficient number of full professors, it may appoint associate professors or related department (institution, degree program, division and center) full professors to serve as members.

When a department-level teachers review committee does not have a sufficient number of full professors, it may appoint associate professors or related department (institution, degree program, division and center) full professors or associate professors to serve as members.

Aside from the ex officio members, the term of office for members of the teachers review committee of each level is one year, and committee members may be re-elected upon the expiration of their term.

Article 8

The university teachers review committee shall have at least one meeting per semester to be convened by the committee chair. College- and department-level teachers review committees shall have at least one meeting per semester. The convener of the college-level teachers review committee shall attend the meetings of the various departmental-level teachers review committees under the college's charge when new full-time teachers are appointed.

Article 9

The appointment, tenure, and discipline of teachers shall be reviewed and passed by more than two thirds of the members present and more than one half of the committee members of the teacher evaluation committees at all levels shall attend to have a quorum.

The promotion of teachers shall be reviewed and passed by more than two thirds of the members present and more than two thirds of the committee members of the teacher evaluation committees at all levels shall attend to have a quorum. However, the review of the research of teacher's promotion shall be handled separately in accordance with the *TKU Regulations on Faculty Promotion*.

The dismissal, suspension, non-renewal and redundancy of teachers, shall be reviewed and

passed by the teacher evaluation committees at all levels in accordance with the attendance and voting ratios of the *Teachers' Act*.

Other matters in Article 2 shall be reviewed and passed by more than one half of the members present and more than one half of the committee members of the teacher evaluation committees at all levels shall attend to have a quorum.

Cases related to the review and resolution of a long-term contract of employment shall be handled in accordance with related rules and regulations.

If a teacher is found to have engaged in sexual assault, sexual harassment, or sexual bullying, the Gender Equity Education Committee shall notify the university teachers review committee in writing within 10 days of becoming aware of it to directly deliberate and approve dismissal.

Article 10

If the university teachers review committee's resolution on dismissal, non-renewal, or suspension of a teacher is found to clearly contravene laws and regulations, or if the situation has changed or new information has been discovered within one month of the adoption of the resolution, requiring the reconsideration of the original resolution, the resolution may be reconsidered by the university teachers review committee, and the procedure of the resolution can be restarted only with the agreement of more than one half of the members present and more than two thirds of the committee members attend in the meeting.

After a motion for reconsideration is rejected, no further motions for reconsideration of the same resolution may be made.

For cases in which the resolution procedure is restarted, the resolution shall still be reviewed and passed based on the attendance of all committee members and agreement ratios of members present specified in Article 9 for the respective review matters.

Article 11

When college-level and department-level teachers review committees review promotion cases, and substantive judgment of the applicant's professional and academic abilities is involved, members whose rank is lower than the position being reviewed (with the reviewed rank being based on the position after promotion) may not participate in the review; also, at least five members who are qualified to review shall participate in the review.

Article 12

The members of the teachers review committees of each level shall attend the meetings in person; and may not authorize another person to be a representative. If one is not present for three times except for official leave of absence, his/her qualification as a member shall be cancelled for the rest of the academic year. Except for ex officio members, the unit originally making the appointment shall appoint another individual to fill the vacancy. An ex officio member whose qualification is cancelled should not be counted in the number of members present in the meeting.

Article 13

When the evidence regarding the dismissal, suspension, non-renewal, and severance of a teacher is clear, and the decision of the department-level teachers review committee is obviously inconsistent with or clearly improper in accordance with laws and regulations, the college-level teachers review committee may review and make changes in accordance with the regulations; the same applies to the university teachers review committee in relation to the college-level teachers review committee.

Article 14

When the university teachers review committee holds a meeting, the committee chair acts as the chair. When the chair is unable to be present due to a matter, the vice chair shall be the acting chair. When a member for some reason is unable to be present, he/she may not authorize another person to be a representative; when a case to be reviewed concerns a member present, a spouse or a relative within three levels of sanguinity, the individual involved shall recuse himself/ herself from the meeting and shall not be counted in the number of members present.

Article 15

This set of regulations will take effect on the date of its publication after being passed in a TKU affairs meeting. The same applies to any later amendments made.