

National Central University College of Science Regulations for Establishment of Faculty Evaluation Committee

Amendment approved by the University-Level Faculty Evaluation Committee on June 21, 2023

Article 1 The Faculty Evaluation Committee (hereafter referred to as “the Committee”) of the College of Science (“the College”) was established in accordance with the National Central University Regulations on Establishment of Faculty Evaluation Committees.

Article 2 The Committee is to be chaired by the Dean of the College, who also acts as the convener. The Deputy Dean and the heads of each department/graduate institute are ex officio members of the Committee. Elected committee members shall consist of professor representatives chosen by each department/graduate institute. Department/graduate institutes that offer graduate or higher courses may elect two representatives. Independent graduate institutes or departments that don't offer graduate or higher courses may elect one representative. Representatives are appointed for a term of one year and may be elected for consecutive terms.

If an elected Committee member is on secondment, or engaged in overseas studies for more than three months, on a research sabbatical, or suspension without paid, their position should be filled by alternate candidates in order from that department or graduate institute until the end of the current term; if they are unable to perform their duties for any reason, their position can be filled by alternate candidates in order from that department/graduate institute until the end of the term as well.

Article 3 The Committee is to be convened at least once per semester. If necessary, an extraordinary meeting may be convened by the Dean or by a petition signed by at least one-third of all the Committee members. At least two-thirds of all the Committee members should be in attendance for a quorum to be reached.

Meetings are to be chaired by the Dean. If the Dean is unable to attend for any reason, then the Deputy Dean shall serve as the chair. If the Deputy Dean is unable to attend as well, the Committee members in attendance shall elect one of their number to chair the meeting.

Article 4 Matters to be reviewed (evaluated) by the Committee include:

- (1) Tasks specified in the division of the three levels of faculty evaluation committees at NCU.
- (2) Other matters that should be reviewed (evaluated) in accordance with the law.

Cases of the importance include the appointment, promotion, evaluation, dismissal, suspension, non-renewal, determination for reason of retrenchment, change of employment, extension of service, appeals, application for review of teaching qualifications by part-time teachers, promotion and change of employment for part-time teachers.

In addition to the cases of the importance listed above, all other cases are classified as general cases. If a dispute is raised by three or more Committee members and at least one-half of the Committee members present agree, however, a general case should be reclassified as a case of the importance.

Article 5 Meetings may be attended by the personnel specified in Article 2. Relevant personnel may also be invited if necessary. Committee members shall recuse themselves from a case if they are an interested party. For important cases, committee members of a lower grade shall recuse themselves from faculty

evaluation cases involving teachers one grade or higher. If recusal is proposed by a Committee member, this shall be decided by a majority (more than half) votes of all Committee members present. Committee members under recusal shall not count toward members in attendance. There must be at least 7 Committee members remaining after recusal for further discussions to take place.

Article 6 Committee procedure:

- (3) Except for appeals, all cases should initially be proposed by the department/graduate institute, or recommended by the Dean. Basic information should also be provided.
- (2) Joint appointment cases can be proposed by either the primary employer or the proposed co-employer. The consent of the primary employer and co-employer should be obtained in advance.

Article 6-1 For cases of the importance under review by the Committee, a two-thirds majority (inclusive) of all attending members is required for approval.

In cases of faculty dismissal, suspension, or non-renewal of contracts, where the evidence is clear but the decisions made by the department (or graduate institute) Faculty Evaluation Committee are in apparent violation of laws or are evidently inappropriate, the College-Level Faculty Evaluation Committee has the authority to directly review and amend the decision.

Article 7 If a faculty member applying for promotion wishes to dispute the decision of the College-Level Faculty Evaluation Committee, they may file an appeal with the NCU Committee of Teacher Grievances, or lodge an administrative appeal in accordance with Administrative Appeal Act within 30 days of receiving the decision in writing.

To dispute the decision of the Department Faculty Evaluation Committee, a reconsideration request should be submitted to the College-Level Faculty Evaluation Committee within 10 working days of receiving the decision in writing. Only one reconsideration request is permitted. The reconsideration request must include an explanation of the request and any relevant information. The College-Level Faculty Evaluation Committee must decide whether to accept or reject the reconsideration request within 10 days of it being received. Such a decision requires a two-thirds majority of attending members. Once a reconsideration request is accepted, the College-Level Faculty Evaluation Committee shall immediately form a five-person task force to carry out an investigation. The material outcomes of the investigation are to be submitted to the College-Level Faculty Evaluation Committee within three weeks. If the College-Level Faculty Evaluation Committee believes that the reconsideration request was reasonable, then the outcomes of the investigation shall be passed to the Department Faculty Evaluation Committee for a re-review. The Department Faculty Evaluation Committee shall decide within two weeks and notify the applicant. If the reconsideration request is deemed unreasonable, the applicant will be notified in writing of the reasons. If a faculty member still wishes to dispute the re-review decision of the Departmental Faculty Evaluation Committee, he/she may file an appeal with the NCU Committee of Teacher Grievances, or lodge an administrative appeal within 30 days of receiving the decision.

If the faculty member applying for promotion has already filed an appeal with the NCU Committee of Teacher Grievances, they cannot make a separate reconsideration request to the College-Level Faculty Evaluation Committee, and any ongoing reconsideration cases shall be suspended.

※The English translation is provided for reference only. In the event of any disputes, the latest passed regulations in Chinese shall prevail.

Article 8 Any matters not covered by these Regulations shall be conducted in accordance with the Regulations for Establishment of University-Level Faculty Evaluation Committee and the relevant regulations.

Article 9 These Regulations were approved by the College Affairs Committee and then submitted to the University Faculty Evaluation Committee for approval before implementation. Amendments shall follow the same procedure.