

National Chung Hsing University Implementation Guidelines for General Education Center Department-Level Faculty Review Committee

Enacted in the General Education Execution Committee on Jan. 15th, 2009
Amended in the General Education Execution Committee on Mar. 6th, 2009
Amended in the General Education Execution Committee on Jul. 28th, 2009
Amended in the General Education Execution Committee on Sep. 7th, 2010
Amended in the General Education Execution Committee on Feb. 17th, 2011
Amended (Articles 2 & 6) in the General Education Execution Committee on Sep. 27th, 2012
Amended (Articles 2 & 6) in the General Education Execution Committee on Jun. 26th, 2013
Amended (Articles 1,2,4,7 & 8) in the General Education Execution Committee on Oct. 31st, 2013
Amended (Article 4) in the General Education Execution Committee on Jul. 16th, 2014
Amended (Article 2) in the General Education Execution Committee on Jan. 23rd, 2015
Amended (points 2,4 & 8) in the General Education Committee on Apr. 13th, 2018
Amended (points 2,4 & 8) in the General Education Committee on Jun. 4th, 2018
Amended (points 2,4 & 8) in the General Education Execution Committee on Dec. 19th, 2018
Amended (points 5 & 6) in the General Education Execution Committee on Jun. 27th, 2019
Amended (point 2) in the General Education Execution Committee on Sep. 22nd, 2022

- I. These guidelines are established in accordance with the National Chung Hsing University Organizational Charter of the Faculty Review Committees of the Departments (Institutes).
- II. The Center's departmental-level Faculty Review Committee (hereinafter referred to as the Committee) shall consist of ten members, with no fewer than seven members holding the rank of professor. The committee is composed of the following:
 1. Ex-officio member: The Director of the Center (also serving as the convener).
 2. Selection member: Composed of several committee members selected from qualified professors and associate professors by full-time teachers and above from the Center. In the event that the number of professors recommended by this center is insufficient, the shortage will be made up by selecting professors from similar departments within or outside the university or researchers from domestic research institutions with equivalent qualifications. This will be approved by the General Education Execution Committee and submitted to the President for appointment. The committee members serve a one-year term and can be re-elected.
 3. In order to qualify for selection as a committee member, an individual must hold the position of professor or associate professor and must have never been disciplined by the university's Faculty Review Committee for breaching academic ethics. They must also possess exceptional scholarly and moral qualities, display dedication to teaching, fairness, and enthusiasm, and meet at least one of the following conditions:
 - (1) The candidate has published at least three papers (including results such as patents, new plant varieties, or technology transfers) in the last five years in internationally recognized journals approved by colleges as the first author or corresponding author. At least two

papers in the College of Liberal Arts, the College of Management, and the College of Law and Political Science in top-tier journals (including international equivalents) recognized by the National Science and Technology Council or at least one published book approved by the Faculty Review Committee and by a reputable publishing house with a peer-review process.

- (2) Led a research project under the National Science and Technology Council for over three years in the last five years. Led research projects in the College of Liberal Arts, College of Management, and College of Law and Politics funded by the National Science and Technology Council for more than two years in the past five years.

If the Chief Director of the Center does not have the qualifications to be a selection committee member, the committee should elect one of its members to serve as the convener.

When assessing senior-level teachers, junior-level teachers are not included in the review process and are not permitted to participate in reviewing the qualifications of senior-level teachers.

When reviewing cases for new appointments, promotions, reappointments, extensions of service, terminations, suspensions, or non-reappointments, at least five people must participate in the vote.

- III. In principle, the committee shall meet once per semester, with special meetings convened if necessary.
- IV. The committee review the following items:
 - 1.Appointment and term of full-time and adjunct teachers.
 - 2.Promotion and reappointment of full-time and adjunct teachers.
 - 3.The suspension, termination, and non-reappointment of full-time and adjunct teachers.
 - 4.Other important matters related to teacher evaluations (Such as teaching, research, further studies, extending services, determining reasons for layoffs, handling teachers' breaches of responsibilities, etc. However, for lecture or research periods within one month or during winter and summer vacations, approval may be directly sought through administrative procedures by reporting to the President for approval.)
 - 5.Items proposed by the President, the General Education Execution Committee, and the Director of this Center.

The review of project teachers and researchers (except for extended services) is handled in accordance with these guidelines.

- V. This Committee will consider the following matters:

1. The appointment and term of teachers will be recommended to the Center's college-level Faculty Review Committee after being approved by this committee.
 2. The promotion and reappointment of teachers will be reviewed and approved by the center's committee for teacher promotion and reappointment, then recommended to the college-level Faculty Review Committee.
 3. This committee will review other important matters related to teacher evaluations based on the center's developmental needs and relevant regulations. Once approved, they will be handled according to regulations.
- VI. All committee members are required to attend meetings in person. However, exceptions can be made in the following situations: Teacher-student relationships related within three degrees of kinship by marriage, academic collaboration, or conflicts of interest, in which case the affected members should recuse themselves. If a member fails to recuse themselves voluntarily, the chair should, through a resolution passed by the meeting, ask that member to step aside.
- If a committee member has a reason for recusal as mentioned in the previous item, but fails to do so, or if specific facts indicate that the member may be biased regarding the case under review, the involved party can request the committee to have that member recuse. The party must provide the reasons and facts supporting their request. The recused committee member should avoid the relevant case entirely and not be counted in the attendance numbers.
- Relevant staff members may be invited to meetings to provide reports or explanations as required.
- VII. Any matters not covered in these guidelines will be handled in accordance with the relevant laws and regulations of NCHU.
- VIII. These guidelines will be implemented after being approved by the General Education Execution Committee and authorized by the President. The same applies to any revisions.