

National Chung Hsing University General Education Center College-level Faculty Review Committee Implementation Guidelines

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 Oct. 5th, 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 2,3,4 & 7) in the General Education Execution Committee on Jun. 26th, 2013
Amended (Article 2) in the General Education Execution Committee on Jan. 23rd, 2015
Amended (points 2 & 7) in the General Education Committee on Apr. 13th, 2018
Amended (point 7) in the General Education Committee on Jun. 4th, 2018
Amended (points 2 & 7) in the General Education Execution Committee on Dec. 19th, 2018
Amended (points 2 & 4) in the General Education Execution Committee on Jun. 27th, 2019
Amended (point 2) in the General Education Execution Committee on Dec. 27th, 2019
Amended (point 2) in the General Education Execution Committee on Sep. 22nd, 2022
Amended (point 2) in the General Education Execution Committee on Oct. 13th, 2022

- I. These guidelines are established in accordance with the National Chung Hsing University Organizational Charter of the Faculty Review Committees of Colleges.
- II. The Center's college-level faculty review committee (hereinafter referred to as the Committee) shall consist of 9 members, with the composition as follows:
 - 1.Ex-officio member: Vice President for Academic Affairs, Chief Director of the General Education Center.
 - 2.Selection Committee: Appointed by the President, composed of professors from relevant fields within and outside the school, with one committee member designated as the convener. The conveners of the department-level and college-level Faculty Review Committees cannot be the same person. Committee members serve a one-year term and can be re-elected consecutively.
 - 3.Nominations must be made from professors or associate professors who are knowledgeable, dedicated to teaching, impartial, enthusiastic, and have never been disciplined by the university's academic ethics committee. They must also meet at least one of the following criteria:
 - (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.

- III. The convener will act as the chair during committee meetings. If the convener is absent, the committee members will select a chair from among themselves.
- IV. All committee members are required to attend 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.

- V. Prior to processing the promotion and reappointment of teachers, the Committee should invite the applying teachers to present their representative works publicly. Furthermore, evaluate their seniority, teaching, research, service, and publications based on the review standards set by the center.
- VI. Any matters not covered in these guidelines will be handled in accordance with relevant laws and the regulations of the NCHU.
- VII. 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.