

Regulations Governing the Establishment of Department Faculty Evaluation Committee

Approved by the 165th University Teaching Evaluation Committee Meeting.
96 Academic Year, 1st Semester, Amended by the 3rd Departmental Meeting (97.01.08)
98 Academic Year, 1st Semester, Amended by the 2nd Departmental Meeting (99.01.15)
Amended by the 143rd College Faculty Evaluation Committee Meeting (99.03.09)
102 Academic Year, 2nd Semester, Amended by the 1st Departmental Meeting (103.03.11)
Amended by the 183rd College Faculty Evaluation Committee Meeting (103.04.28)
104 Academic Year, 2nd Semester, Amended by the 1st Departmental Meeting (105.03.25)
Amended by the 205th College Faculty Evaluation Committee Meeting (105.04.19)
Approved by the 284th University Faculty Evaluation Committee Meeting.
107 Academic Year, 2nd Semester, Amended by the 1st Departmental Meeting (108.03.29)
Approved by the 305th University Faculty Evaluation Committee Meeting.
110 Academic Year, 2nd Semester, Amended by the Departmental Meeting (111.03.25)
Approved by the 256th College Faculty Evaluation Committee Meeting (111.04.19)
Approved by the 264th College Faculty Evaluation Committee Meeting (112.03.07)
Approved by the 268th College Faculty Evaluation Committee Meeting (112.09.13)

- I. In accordance with the provisions of Article 2, Paragraph 3, of the Regulations Governing the Establishment of Faculty Evaluation Committees at National Taiwan Normal University, the Department of English has established the “Faculty Evaluation Committee for the Department of English” (hereinafter referred to as the “Committee”).
- II. The Committee exercises its authority in accordance with the provisions of Article 4 and Article 7 of the “Regulations Governing the Establishment of Teacher Evaluation Committees at National Taiwan Normal University.” The Committee is responsible for the evaluation of various matters related to full-time and part-time faculty members, including initial appointments, renewals, terms, promotions, reappointment, suspensions, dismissals, non-renewals, evaluations of full-time faculty members, long-term appointments, determinations of reasons for dismissal, voluntary or mandatory retirement criteria requiring legal review, extension of service, appointments of honorary professors, joint appointments with Academia Sinica or other institutions, the teaching faculty's overseas sabbaticals, research or further education, and matters requiring review related to rules and regulations, as well as professorial leave for research. Matters approved by the Departmental Faculty Evaluation Committee must be submitted to the College Faculty Evaluation Committee for further review.

Matters requiring review by the three-tiered Faculty Evaluation Committee shall undergo an initial examination by our committee, a subsequent review by the college-level Faculty Evaluation Committee, and a final determination by the university-level Faculty Evaluation Committee. Other items subject to review shall be assessed incrementally according to the division of responsibilities among the respective levels of the Faculty Evaluation Committee.

Each level of the Faculty Evaluation Committee responsible for the review must give its approval for the matter to be established. If any level fails to approve, it will result in rejection.

The dismissal or suspension of faculty members with long-term appointments

must first be reviewed and resolved by our committee and the departmental affairs meeting before being submitted for approval by the college and university-level Faculty Evaluation Committees. Faculty members without long-term appointments who are subject to dismissal, non-renewal, suspension, or termination under Chapter 4 of the Teachers' Act must have their cases reviewed by our committee before being submitted for approval by the college and university-level Faculty Evaluation Committees.

When reviewing cases of dismissal, non-renewal, or suspension at each level of the Faculty Evaluation Committee, the individuals concerned shall be given the opportunity to present their statements.

- III. The Committee consists of 15 members, including 10 professors and 5 associate professors.

The department chair serves as the ex-officio member and chairperson of the Committee.

The remaining members are elected by the full-time faculty members of the department during the departmental meeting based on the faculty members' scholarly achievements such as publications, journal papers, books, works, or performances within the past three years. An additional professor and an associate professor are selected as alternate members.

Faculty members on leave without pay, sabbatical, vacation, domestic or international academic pursuits, or teaching-related assignments without courses for the academic year shall not serve as committee members. During the departmental evaluation of promotions and evaluations, lower-ranked members are not allowed to participate in the evaluation or vote.

- IV. The election of Committee members should be completed by the end of June each year. The term of office is one academic year and can be renewed consecutively.
- V. If a Committee member cannot continue to serve during the term for any reason, they shall be replaced by the alternate member.
- VI. If a Committee member is absent without valid reason three times during the term, they shall lose their eligibility for the following academic year's election.
- VII. The Committee shall convene meetings at least once each academic year.
- VIII. For the Committee meeting to proceed, the attendance of at least two-thirds of the members is required. During the meeting, relevant individuals may be invited to attend and provide explanations as needed. When a Committee member is involved in personal issues or has a spouse, third-degree blood relation, affinity, academic thesis advising, or other related interests with the case under review, the member shall recuse themselves. If the member does not recuse themselves, the chairperson shall request the member to recuse themselves to ensure the Committee's impartial and objective stance. Recused members shall recuse themselves throughout the entire process of the relevant case and shall not be counted in the number of members required to be present for the case.
- IX. The Committee shall thoroughly discuss the cases under review, and voting shall be conducted by anonymous ballot. However, regarding the evaluation of faculty members' works for promotion, the College Faculty Evaluation Committee can veto the results of the work review if they provide specific

academic justifications and gain the approval of two-thirds or more of the attending Committee members. Otherwise, the Committee shall respect the judgment of the work review.

- X. For the review of matters listed in Article 2, except for promotions in accordance with Article 13-1 of the "Regulations Governing Faculty Evaluation at National Taiwan Normal University," resolutions must have the agreement of two-thirds or more of the attending Committee members to be passed.
- XI. The committee shall, within 10 days, after making a decision on the matters listed in Article 2, notify the parties involved in writing form. If approval is required from all third levels of the Faculty Evaluation Committee, it shall be stated in the document that the case shall be formally established only after approval by the University Faculty Evaluation Committee. In the case of a negative decision, except for cases involving the initial appointment of faculty members, the substantive reasons shall be stated. If the parties involved are dissatisfied, they may appeal to the University's Faculty Appeals and Review Committee.
- XII. The regulations for the faculty evaluation of the Department are established separately.
- XIII. After approval by the Departmental Affairs Meeting, these regulations will be submitted for the record to the College Faculty Evaluation Committee and, upon approval by the University President, will be officially promulgated and implemented. The same process applies to any amendments.