

Guidelines on the Establishment of Teacher Review Committee of International College at I-Shou University

Adopted on April 18, 2011, at the second meeting of the
College Affairs Council in the second semester of the
academic year 2010

Adopted on June 22, 2011, at the fifth meeting of the
University-level Teacher Review Committee in the second
semester of the academic year 2010

Amendments to Provisions II and XI promulgated with the
consent from the President dated October 31, 2013

Amendments to Provisions I-III, V, VI, VIII, XII, XIV, and
XV adopted by the University-level Teacher Review
Committee on June 26, 2019, and promulgated with the
consent from the President dated July 6, 2019

Amendments to Provisions II, VI, and XI adopted by the
University-level Teacher Review Committee on March 24,
2021, and promulgated with the consent from the President
dated April 7, 2021

Amendments to Provisions I, II, and V-XIV adopted by the
University-level Teacher Review Committee on December
22, 2021, and promulgated with the consent from the
President dated January 11, 2022

Amendments to Provisions II-IV, VI, IX, and XII adopted
by the University-level Teacher Review Committee on
December 27, 2023 and promulgated with the consent from
the President dated January 5, 2024

- I. The Guidelines on the Establishment of Teacher Review Committee of International College at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the International College (hereinafter referred to as “the College”) pursuant to Article 2 of the Regulations for the Establishment of Teacher Review Committees at I-Shou University.
- II. The Teacher Review Committee of the College (hereinafter referred to as “the college-

level Teacher Review Committee”) shall be composed of the following members, including at least four elected members:

1. Ex-officio members: the Dean of the College and department chairs (institute/degree program/master’s program directors) at the level of Professor.
2. Elected members: In principle, one member is elected from each department (institute/degree program/master’s program) within the College. Candidates are the full-time professors of a department (institute/degree program/master’s program) and elected by the full-time faculty members of the same department (institute/degree program/master’s program). If the chair of a department (or the director of an institute/degree program/master’s program) is an ex-officio member, the number of elected members of his/her department (institute/degree program/master’s program) shall be subtracted by one. If one department (institute/degree program/master’s program) has no faculty member at the level of Professor, or if the number of professors within a department (institute/degree program/master’s program) is less than that required for elected members, the Dean of the College shall nominate professors or research fellows in relevant subject areas from within or outside I-Shou University (hereinafter referred to as “the University”), and then submit a list of candidates (twice the number of elected members needed) to the President for selection and appointment.

If a department chair (or an institute/degree program/master’s program director) is not at the level of Professor, he/she shall attend committee meetings as a participant without the power to vote.

Elected members shall serve a one-year term and may be re-elected.

Committee meetings shall be convened and presided over by the Dean of the College.

- III. One to three un-elected candidates shall be listed as alternate members. When any elected member becomes unavailable, an alternate member shall be appointed to fill the vacancy in a proper order to fulfill the remainder of the original term.

If an election of new committee members cannot be held during the summer vacation, the incumbent committee members shall attend meetings until new committee members are elected.

In order for the Teacher Review Committees at all levels to handle cases in an objective and fair manner, one single faculty member shall not concurrently serve as a member of the Teacher Review Committee of his/her department (institute or degree program, the Teacher Review Committee of his/her college, and the University-level Teacher Review Committee.

IV. The college-level Teacher Review Committee shall meet at least once every semester, and an ad hoc meeting may be held whenever necessary.

V. Elected members shall attend committee meetings in person and are not permitted to ask others to attend on their behalf, while ex-officio members may designate a faculty member at the level of professor to act on their behalf.

Except for taking official leave, a committee member shall be dismissed if he/she takes sabbatical leave, goes abroad, or takes unpaid leave with position preservation for a period of more than six months, or is absent from two consecutive meetings without reasons during his/her term. In that case, an alternate member shall be appointed to fill the vacancy based on the number of votes he/she has received.

VI. The college-level Teacher Review Committee shall deliberate the following:

1. issues relating to the appointment, the term of appointment, faculty promotions, the dismissal/suspension/non-renewal of appointments, and reasons for severance of full- and part-time faculty members, research fellows, and professional technicians; notwithstanding the foregoing, exceptions may be permitted if the case need not be deliberated by the competent Teacher Review Committees as stipulated in the Teachers' Act;
2. issues relating to the appointment of visiting professors, visiting associate professors, visiting specialists, and emeritus professors;
3. new legislation of or amendments to the regulations and rules concerning teacher qualifications accreditation conducted by the college-level Teacher Review Committee and its subordinate department-level Teacher Review Committees;
4. the reconsideration of cases rejected by the President or the University-level Teacher Review Committee; and
5. other issues subject to examination or review by the college-level Teacher Review Committee according to law.

The aforementioned issues shall be handled in accordance with the Table of Case Classification and Division of Labor for Teacher Review Committees at I-Shou University.

VII. The college-level Teacher Review Committee shall establish an exact external review system for the purpose of teacher qualifications accreditation and have respect for professional judgments made. If a committee member doubts the reliability and validity of external review results, he/she shall provide sufficient reasons as to why; it is improper to adopt the secret ballot to make a decision.

VIII. Faculty appointment and promotion applications within the College shall be handled

under the Regulations for Faculty Appointments at I-Shou University and the Regulations for Faculty Promotion System at I-Shou University.

- IX. When sufficient evidence is present to support the dismissal, suspension, or non-renewal of appointment, faculty appointment, faculty promotion, termination of a faculty appointment, or other matters that shall be deliberated according to law, and the resolution adopted by the responsible department-level Teacher Review Committee is contradictory to the law or the University's regulations and rules, the college-level Teacher Review Committee may directly deliberate the case and overturn the aforesaid resolution in accordance with the applicable regulations and rules.
- X. A quorum of at least two-thirds of the total membership will be required to validate a committee meeting; consent from at least half of the members attending is required for resolutions on general matters, and consent from at least two-thirds of the members attending is required for resolutions on material matters. A secret ballot shall be adopted.
- XI. A committee member shall recuse him/herself from the following cases:
1. being the degree treatise supervisor of the party in the case in question;
 2. the review or discussion of issues associated with his/her own interests;
 3. the review of a promotion application submitted by a faculty member of the equivalent level;
 4. a faculty appointment or promotion application of his/her spouse or relative within the fourth degree of kinship;
 5. a promotion application in which the representative work has been co-authored by him/her; or
 6. being required by other applicable laws and regulations.

Those who have recused themselves due to a conflict of interest shall not be included in the total number of committee members attending a meeting. If the number of members recusing themselves from a case accounts for more than half of the total membership, the review of the case shall be suspended until the chairperson of the college-level Teacher Review Committee appoints qualified temporary members to fill the vacancies with prior consent from the President.

- XII. If any of the committee members shall, but does not, recuse him/herself from a case under a conflict of interest, or if there is concrete evidence showing that any of the committee members might be biased when performing his/her duties, the party in the case in question may apply to the college-level Teacher Review Committee for recusing such a committee member. Upon application, the party in the case in question shall provide sufficient reasons, evidence, and an explanatory statement. The committee member who is asked to

be recused from a case may offer opinions in writing regarding the application to the college-level Teacher Review Committee for a final decision.

If any of the committee members getting involved in one of the aforesaid situations neither recuse him/herself from a case nor is asked by the party in the case in question to be recused, the college-level Teacher Review Committee shall make a decision to ask him/her to be recused.

- XIII. The college-level Teacher Review Committee may invite persons relevant to the case in question to attend meetings to make an oral report or give an explanation. Persons irrelevant to the case in question shall not be invited to attend meetings or provide a statement in order to avoid any partial or unjust decisions.
- XIV. Matters not mentioned herein, if any, shall be subject to the applicable laws of the Ministry of Education and the applicable regulations and rules of the University.
- XV. The Guidelines become effective on the third day of promulgation after being adopted by the College Affairs Council and the University-level Teacher Review Committee and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.