

Establishment Guidelines for the Faculty Evaluation Committee of the Institute of Taiwan History, National Taiwan Normal University

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Ratified and passed at the 2nd Institute Affairs Meeting of the 2023 academic year on March 5, 2024

Article 1

These Guidelines are established in accordance with the National Taiwan Normal University Faculty Evaluation Committee Establishment Regulations to establish the "Faculty Evaluation Committee of the Institute of Taiwan History" (hereinafter referred to as "this Committee").

Article 2

This Committee shall be responsible for reviewing matters concerning full-time and part-time faculty, including initial appointment, renewal of appointment, term of appointment, promotion, change of appointment, dismissal, non-renewal, and suspension; as well as full-time faculty evaluations, long-term appointments, determination of grounds for severance, verification of requirements for voluntary or compulsory retirement as required by law, extension of service, appointments of emeritus professors and faculty jointly appointed within or outside the University, and domestic or international advanced studies and lecturing.

Matters in the preceding paragraph that require review by the three-tier Faculty Evaluation Committee system shall undergo preliminary review by this Committee, followed by

secondary review by the College Faculty Evaluation Committee, and final review by the University Faculty Evaluation Committee; other review matters shall be handled level-by-level according to the division of labor among the Faculty Evaluation Committees at each level.

A proposal shall take effect only upon approval by all levels of the Faculty Evaluation Committees responsible for the review; if it is rejected at any level, the proposal is deemed denied.

The dismissal or suspension of a faculty member with a long-term appointment must first be reviewed and approved by this Committee and the Institute Affairs Meeting before being submitted to the College and University Faculty Evaluation Committees for resolution; for faculty members without long-term appointments who face dismissal, non-renewal, suspension, or termination with severance under Chapter IV of the Teachers' Act, the cases must be reviewed by this Committee before being submitted to the College and University Faculty Evaluation Committees for resolution.

When Faculty Evaluation Committees at any level review cases of dismissal, non-renewal, or suspension, the party concerned shall be given an opportunity to present their views.

Article 3

The total number of members, qualifications, term of office, and selection methods of this Committee are as follows:

(1) This Committee shall consist of five members. The Director of the Institute shall be an ex officio member and serve as the convener. Members shall be elected by the Institute Affairs Meeting from among the Institute's full-time professors or associate professors who have published papers, monographs, or other works within the past three years, using block voting by secret ballot; however, the number of members holding the rank of professor shall not be less than two-thirds of the total number of members. The Committee may include members from other departments within the University or from outside the University.

If the number of full-time professors or associate professors in the Institute is insufficient to form the Committee, professors from relevant departments within or outside the University who have published papers, monographs, or other works within the past three

years, or researchers with equivalent professor qualifications in research institutions, shall be appointed after approval by the Institute Affairs Meeting.

Faculty members shall not serve as members of this Committee during any period of secondment or leave without pay.

(2) Members of this Committee shall be selected before the end of June each year, with a term of office of one academic year (from August 1 of the current year to July 31 of the following year), and members may be re-elected.

(3) If a member of this Committee is unable to continue their duties during the term, an Institute Affairs Meeting shall be convened to elect a new member to fill the vacancy.

(4) Members of lower academic rank shall not participate in the review of candidates of higher rank for appointments, promotions, or evaluations.

Article 4

This Committee shall convene at least once every academic year.

Members of this Committee shall attend meetings in person and may not appoint proxies to attend on their behalf.

When the matters under review by this Committee involve the member, the member's spouse, blood relatives or in-laws within three degrees of consanguinity, any thesis or dissertation supervision relationship, or other relevant interests, the party concerned shall recuse themselves from the proceedings. If a member does not voluntarily recuse themselves, the Chair may, following a resolution by the meeting, request the member to recuse themselves to maintain the objective and impartial stance of this Committee.

Members who recuse themselves under the preceding paragraph shall be excluded from the entire proceedings and shall not be counted toward the number of members present for that specific case.

Article 5

A meeting of this Committee shall require the presence of at least two-thirds of all members. Relevant personnel may be invited to the meeting to provide explanations as needed.

Article 6

Cases reviewed by this Committee shall be fully discussed by the members present and then voted on by secret ballot. However, regarding the review of works for faculty promotion, this Committee shall respect the reviewers' conclusions unless it provides specific, academically grounded reasons and obtains the approval of at least two-thirds of the members present to reject the review results.

Article 7

For the review of matters listed in Article 2, except for promotion cases which are handled in accordance with the Institute's Faculty Evaluation Operational Guidelines, all other matters require the consent of at least two-thirds of the members present to reach a resolution.

The number of members present in the preceding paragraph does not include members who have recused themselves.

The number of members present and the voting thresholds for cases involving dismissal, non-renewal, and suspension shall be handled in accordance with the relevant provisions of the Teachers' Act.

Article 8

If this Committee reaches a negative decision on a reviewed matter, except for initial faculty appointments, it shall state the substantive reasons and notify the party concerned in writing within ten days after the resolution. If the party concerned disagrees with the decision, except for resolutions on dismissal, non-renewal, and suspension for which a grievance may only be filed after final resolution by the University Faculty Evaluation Committee, the party concerned may file a grievance with the University Faculty Grievance Committee. For review matters that require approval by the three-tier system to take effect, the written notification from this Committee shall specify that the case shall take effect only upon final approval by the University Faculty Evaluation Committee.

Article 9

The Faculty Evaluation Operational Guidelines of the Institute shall be established separately.

Article 10

The Faculty Assessment (Performance Appraisal) Guidelines of the Institute shall be established separately.

Article 11

Any matters not provided for in these Guidelines shall be handled in accordance with relevant regulations; in case of any ambiguity, the Institute Affairs Meeting shall provide the interpretation.

Article 12

These Guidelines and any amendments thereof shall be implemented after being passed by the Institute Affairs Meeting, filed for record with the College Faculty Evaluation Committee, and approved by the President for promulgation.