

Guidelines for the Establishment of the Preliminary Review Team under the Teacher Evaluation Committee of National Taipei University of Business

Approved at the 3rd meeting of the Teacher Evaluation Committee in the 2nd semester of Academic Year 2008 on July 16,
2009

Approved at the 2nd extraordinary meeting of the Teacher Evaluation Committee in the 2nd semester of Academic Year 2013
on June 18, 2014

1. To improve the legal framework and enhance the efficiency of the Teacher Evaluation Committee meetings, a Preliminary Review Team (hereinafter the Team) is established under the Committee.
2. The Team shall consist of five members elected from among the members of the Teacher Evaluation Committee. The term of office for members is one year and may be renewed.
3. A convener shall be selected from among the Team members to call meetings. The Personnel Office shall assist with general administrative matters and keep the minutes when the Team meets.
4. When necessary, the Team may invite responsible staff and supervisors from relevant units to attend meetings to present their views. Responsible staff from relevant units shall provide staff support to the Team and prepare related reference materials.
5. In principle, the Team shall review cases that are to be resolved by, or submitted for record to, the Teacher Evaluation Committee.
6. Cases for the Teacher Evaluation Committee shall be submitted for preliminary review to the Personnel Office one week before the Committee meeting for compilation, after which the Team convener shall convene a meeting for discussion.
7. These Guidelines shall be implemented after approval by the Teacher Evaluation Committee and the President. Amendments shall follow the same procedure.