

# Regulations for the Establishment of the Faculty Evaluation Committee of National Taipei University of Business

Amended these Regulations at the 1st meeting of the University Affairs Meeting of the 1st semester of Academic Year 2014 on October 9, 2014, with implementation from August 1, 2014

Amended these Regulations at the 2nd meeting of the University Affairs Meeting of the 1st semester of Academic Year 2014 on December 11, 2014, with the exception of Article 3, Paragraph 1, Subparagraph 2, which was implemented from August 1, 2015; all other amendments were implemented from the date of ratification

Amended these Regulations at the 1st meeting of the University Affairs Meeting of the 1st semester of Academic Year 2015 on October 8, 2015, with implementation from August 1, 2015

Amended these Regulations at the 1st meeting of the University Affairs Meeting of the 1st semester of Academic Year 2016 on October 6, 2016, with implementation from February 1, 2017

Amended these Regulations at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2016 on March 16, 2017, with implementation from February 1, 2017

Amended Article 16 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2017 on March 29, 2018, with implementation from August 1, 2018

Amended Articles 9, 12, 13, and 19 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2018 on June 13, 2019, with implementation from August 1, 2019

Amended Articles 3, 5, 6, 7, 9, 12, and 16 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2020 on June 17, 2021, with implementation from August 1, 2021

Amended Articles 12 and 17 to 20 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2021 on June 16, 2022

Amended Articles 5, 6, 7, and 7-1 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2022 on June 15, 2023

Amended Article 3 at the 1st extraordinary meeting of the University Affairs Meeting of the 1st semester of Academic Year 2023 on September 28, 2023, with implementation from August 1, 2023

Amended Articles 5, 6, 7, and 17 at the 1st meeting of the University Affairs Meeting of the 2nd semester of Academic Year 2023 on June 13, 2024, with implementation from August 1, 2024

Article 1 National Taipei University of Business (hereinafter referred to as “the University”) establishes faculty evaluation committees in accordance with Article 20 of the University Act and the provisions of the University Charter.

Article 2 The University’s faculty evaluation committees are divided into the following three levels:

1. Department (division), institute, and degree program Faculty Evaluation Committees (hereinafter referred to as the “department (division), institute, and degree program faculty evaluation committees”).
2. College (Center for General Education, Office of Physical Education) Faculty Evaluation Committees (hereinafter referred to as the “college faculty evaluation committees,” the “Center for General Education faculty evaluation committee,” and the “Office of Physical Education faculty evaluation committee”).
3. University Faculty Evaluation Committee (hereinafter referred to as the “University Faculty Evaluation Committee”).

The division of responsibilities for deliberation among the University’s faculty evaluation committees at each level shall be prescribed by the University Faculty Evaluation Committee by authorization.

Article 3 The University Faculty Evaluation Committee shall be composed of the following members:

1. Ex officio members: the President, Vice President, Dean of Academic Affairs, Dean of Research and Development, Dean of Student Affairs, the deans of each college, the Director of the Center for General Education, and the Director of the Office of Physical Education.
2. Elected members: full-time professors of each college elected by vote of faculty members at lecturer level or above of each college. The College of Finance and the College of Management shall each elect three members and three alternate

members; the College of Innovation, Design and Management and the College of International Marketing shall each elect two members and two alternate members. In electing members from the College of Finance, the College of Management, the College of Innovation, Design and Management, and the College of International Marketing, it shall, in principle, be ensured that the members of either gender are not fewer than one-third of the total number of members; however, this requirement shall not apply where the number of professors of either gender in a college is less than one-third of the total number of members. In addition, the Center for General Education and the Office of Physical Education shall each elect, by vote of faculty members at lecturer level or above, one full-time professor of the respective unit as a member and one as an alternate member. Where the number of professors is insufficient, an associate professor may be elected. For each college, no more than one elected member may come from the same department (division), institute, or degree program.

Where the number of members of either gender on the University Faculty Evaluation Committee is less than one-third of the total number of members, the alternate members of the underrepresented gender shall, in the order of the colleges, the Center for General Education, and the Office of Physical Education as set out in the University Charter, be successively substituted to make up the shortfall; the Center for General Education and the Office of Physical Education may each substitute at most one person. Where the number of professors is insufficient, an associate professor may be substituted.

The term of office of elected members shall be one academic year; members may be re-elected and all positions are unpaid.

Where, during the term of office, an elected member's position becomes vacant, or the member is duly approved for secondment, research leave, retention of employment without pay (or suspension of pay) for further studies or research, or teaching and research abroad, or fails to attend meetings twice in succession, the vacancy shall be filled in order by the alternate members from the original electing unit, and the term of office shall be limited to the remainder of the original term.

Members of the University Faculty Evaluation Committee may not concurrently serve as members of the University Faculty Appeals and Review Committee.

Article 4 The President shall serve as the convener and chair of the University Faculty Evaluation Committee; where the President is unable to preside over a meeting, the Vice President or the Dean of Academic Affairs shall act in that order as deputy chair. The University Faculty Evaluation Committee shall have one Executive Secretary, to be concurrently held by the Director of the Personnel Office.

Article 5 Each college Faculty Evaluation Committee shall have seven members, with the dean serving ex officio as a member and convener; the remaining members shall be full-time professors elected by the departments (divisions), institutes, and degree programs, and their appointments shall be submitted to the President for approval. The qualifications, term of office, method of selection of members, and rules of procedure of each college Faculty Evaluation Committee shall be specified in its establishment guidelines by the college affairs meeting, and shall be implemented after being submitted to the University Faculty Evaluation Committee for record.

Where the total number of members of a college Faculty Evaluation Committee is less than seven, the shortfall shall be made up by selecting an appropriate number of professors from within or outside the University whose academic fields are similar in nature, to be approved by the college affairs meeting and submitted to the President for appointment.

Article 6 The Faculty Evaluation Committees of the Center for General Education and the Office of Physical Education shall each have five members. In addition to the director

of the center (office), who shall serve ex officio as a member and convener, the remaining members shall be full-time professors elected by the center (office), and their appointments shall be submitted to the President for approval. The qualifications, term of office, selection method of members, and rules of procedure shall be specified in the establishment guidelines by the center (office) affairs meeting, and shall be implemented after being submitted to the University Faculty Evaluation Committee for record. Where the total number of members of the Faculty Evaluation Committee of the Center for General Education or the Office of Physical Education is less than five, the shortfall shall be made up by selecting an appropriate number of professors from within or outside the University whose academic fields are similar in nature, to be approved by the center (office) affairs meeting and submitted to the President for appointment. When the Faculty Evaluation Committees of the Center for General Education and the Office of Physical Education review teacher qualifications (including appointment and promotion), the review shall be conducted by teachers of a rank equal to or higher than the rank to be appointed or promoted, and there shall be no situation where a lower rank reviews a higher rank. Where, for this reason, the number of committee members participating in the review of an individual case is less than five, the matter shall be handled in accordance with the preceding paragraph.

Article 7

The Faculty Evaluation Committees of departments (divisions), institutes, and degree programs shall each have five members. In addition to the department (division), institute, or degree program chair (director), who shall serve ex officio as a member and convener, the remaining members shall be full-time professors elected by the department (division), institute, or degree program, and their appointments shall be submitted by the dean to the President for approval. The qualifications, term of office, method of selection of members, and rules of procedure shall be specified in the establishment guidelines by the department (division), institute, or degree program affairs meeting, and shall be implemented after being submitted to the college Faculty Evaluation Committee and the University Faculty Evaluation Committee for record. Where the total number of members of the Faculty Evaluation Committee of a department (division), institute, or degree program is less than five, the shortfall shall be made up by selecting an appropriate number of professors from within or outside the University whose academic fields are similar in nature, to be approved by the department (division), institute, or degree program affairs meeting and submitted by the dean to the President for appointment.

When the Faculty Evaluation Committees of departments (divisions), institutes, and degree programs review teacher qualifications (including appointment and promotion), the review shall be conducted by teachers of a rank equal to or higher than the rank to be appointed or promoted, and there shall be no situation where a lower rank reviews a higher rank. Where, for this reason, the number of committee members participating in the review of an individual case is less than five, the matter shall be handled in accordance with the preceding paragraph.

Article 7-1

When the Faculty Evaluation Committee of a hiring unit deliberates on cases of new faculty appointments or promotion, it shall additionally engage one professor from outside the University whose academic field is similar in nature to attend the meeting and provide consultation.

The external consultation committee member referred to in the preceding paragraph shall be selected by the hiring unit, which shall recommend three candidates from the database of external expert reviewers and, through administrative procedures, submit them to the President for selection.

Persons recommended under the preceding paragraph shall be excluded if they have already been recommended as external reviewers, and shall not fall under any of the circumstances requiring recusal from review as set out in Paragraph 1, Article 6 of the

University's Regulations for the Appointment of Faculty Members and Paragraph 2, Article 19 of the University's Regulations for Faculty Promotion.

Article 8 Before a newly established department (division), institute, degree program, or college has formed its Faculty Evaluation Committee, it may, by analogy to the composition of the department (division), institute, degree program, or college Faculty Evaluation Committee, form an ad hoc Faculty Appointment Review Panel upon approval by the President. The panel shall be responsible for matters relating to faculty appointment and shall be dissolved after completing its work.

Article 9 The duties of the University Faculty Evaluation Committee are as follows:

1. To deliberate on the University's separate regulations concerning matters such as faculty appointment, term of appointment, promotion, dismissal, suspension, non-renewal, academic research (including further studies and teaching and research abroad), and extension of service.
2. To deliberate on whether newly appointed faculty members of the University are able to align with the University's medium- and long-term development plans.
3. To review matters relating to faculty appointment, reappointment, term of appointment, dismissal, suspension, non-renewal, and extension of service.
4. To review matters relating to faculty teaching and research, inventions, specialized works, service contributions, and promotion.
5. To review matters relating to faculty participation in further studies domestically and abroad and in teaching and research abroad.
6. To review matters relating to the determination of reasons for faculty layoff.
7. To review matters relating to faculty service.
8. To deliberate on requests for reconsideration or further reconsideration of faculty evaluation cases that were not approved upon initial review by the Faculty Evaluation Committees of the Center for General Education, the Office of Physical Education, the Military Training Office, or the Continuing Education College, or upon secondary review or reconsideration by the college Faculty Evaluation Committees.
9. To deliberate on other matters that are required by law or regulation to be reviewed, as well as matters referred by the President.

Article 10 The affairs of the University Faculty Evaluation Committee shall be handled by the Personnel Office in conjunction with the relevant units.

Article 11 The University Faculty Evaluation Committee shall, in principle, convene one meeting each semester, and may convene extraordinary meetings when necessary. A meeting shall be convened only when at least two-thirds of the members are present; no resolution may be adopted without the consent of more than one-half of the members present. For important matters such as new appointments, promotion, dismissal, non-renewal, and suspension, approval by at least two-thirds of the members present by secret ballot shall be required. However, where the Teachers' Act or the Regulations Governing the Appointment of Part-time Teachers at Junior Colleges and Institutions of Higher Education prescribe different requirements for quorum or voting thresholds, such provisions shall govern.

With respect to the deliberation of promotion cases from associate professor to professor in the preceding paragraph, only professors shall participate in the decision, and the resolution shall require the approval of two-thirds of the professor members present. For other matters, whether a member shall recuse themselves shall be decided by more than one-half of the members present.

Blank ballots or invalid ballots in the resolutions referred to in the preceding two paragraphs shall be deemed as votes of disapproval.

Members shall attend meetings in person and may not appoint another person to attend in their place.

Article 12 Each college, department (division), institute, degree program, the Center for General Education, and the Office of Physical Education of the University shall establish a Faculty Evaluation Committee to conduct the initial review of matters relating to faculty evaluation.

Each college Faculty Evaluation Committee shall conduct the secondary review of matters relating to faculty evaluation that have been approved upon initial review by the department (division), institute, or degree program Faculty Evaluation Committees, or of reconsideration cases where such initial review was not approved. Matters relating to faculty evaluation that have been approved upon secondary review or reconsideration shall be submitted to the University Faculty Evaluation Committee for final review. Where a reconsideration decision made by the University Faculty Evaluation Committee is not approved, a further reconsideration on the same faculty evaluation matter may be requested from the University Faculty Evaluation Committee once.

Matters relating to faculty evaluation that have been approved upon initial review by the department (division), institute, or degree program Faculty Evaluation Committees shall be submitted to the respective college Faculty Evaluation Committees for secondary review and then to the University Faculty Evaluation Committee for final review.

Matters relating to faculty evaluation that have been approved upon initial review by the Faculty Evaluation Committees of each college, the Center for General Education, and the Office of Physical Education shall be submitted directly to the University Faculty Evaluation Committee for final review.

Matters concerning the suspension of teachers shall, except under any of the following circumstances, be reviewed and approved in sequence by the Faculty Evaluation Committee of the department (division), institute, or degree program to which the teacher belongs, and by the college (Center for General Education, Office of Physical Education) Faculty Evaluation Committee, before being submitted to the University Faculty Evaluation Committee for deliberation:

1. Where a teacher is involved in any of the circumstances set out in Subparagraphs 4 to 6, Paragraph 1, Article 14, or Subparagraphs 1 or 2, Paragraph 1, Article 15 of the Teachers' Act, the unit responsible for handling gender equality cases shall, within three days from the date it becomes aware of the matter, or one month before it becomes necessary to extend the suspension, process the case as a special project through administrative procedures and submit it directly to the University Faculty Evaluation Committee for deliberation.
2. Where a teacher is involved in any of the circumstances set out in Subparagraphs 7 to 11, Paragraph 1, Article 14, or Subparagraphs 3 to 5, Paragraph 1, Article 15 of the Teachers' Act, and the relevant unit deems it necessary to suspend the teacher in advance in order to conduct an investigation, the case shall be processed as a special project through administrative procedures and submitted directly to the University Faculty Evaluation Committee for deliberation.
3. Where, pursuant to the Teachers' Act, deliberation by a faculty evaluation committee is not required.

The Faculty Evaluation Committee of the Continuing Education College of the University shall be concurrently handled by the Faculty Evaluation Committee of a department (division), institute, or degree program of a similar nature; matters relating to faculty evaluation that have passed initial review shall be submitted directly to the University Faculty Evaluation Committee for final review.

For the appointment of part-time military nursing teachers by the Military Training Office of the University, a Faculty Evaluation Committee may be organized to conduct the initial review of matters relating to the evaluation of part-time teachers,

which shall then be submitted directly to the University Faculty Evaluation Committee for final review. The composition of such a Faculty Evaluation Committee shall be specified in establishment guidelines formulated by the Office and shall be implemented after being submitted to the University Faculty Evaluation Committee for record.

Article 13 When faculty evaluation committees at all levels hold meetings, they may, as needed, request the convener and chair to invite relevant personnel to attend and provide explanations.

Article 14 Where a matter under review concerns a committee member personally, or the member's spouse or a relative within the third degree of kinship, the member shall recuse themselves; members who have recused themselves shall not be counted in the number of members present or in the number of votes cast. Where a member does not recuse themselves voluntarily, the chair shall, upon a resolution of the meeting, request the member to recuse themselves.

Article 15 With respect to the review of teacher qualification, faculty evaluation committees at all levels shall establish a rigorous external review system and respect professional judgment. There shall be no situations in which teachers of a lower rank review those of a higher rank, nor should generalized decisions be made solely by secret ballot. Apart from giving due consideration to factors such as the number of openings, seniority, and teaching performance, the professional academic competence of applicants shall not be determined by majority vote.

Article 16 Where the facts are clear in matters concerning faculty appointment, term of appointment, promotion, dismissal, non-renewal, suspension, extension of service, determination of grounds for layoff, or other matters that are required by laws or regulations to be deliberated, and the Faculty Evaluation Committee of a department (division), institute, or degree program fails to act, or its resolution is clearly inconsistent with laws or regulations or manifestly inappropriate, the college Faculty Evaluation Committee may directly deliberate on or amend the matter in accordance with the relevant provisions. Where the college Faculty Evaluation Committee, the Faculty Evaluation Committees of the Center for General Education and the Office of Physical Education, or the Faculty Evaluation Committee of the Military Training Office fails to act, or its resolution is clearly inconsistent with laws or regulations or manifestly inappropriate, the University Faculty Evaluation Committee may directly deliberate on or amend the matter in accordance with the relevant provisions.

When deliberating cases of dismissal, non-renewal, suspension, or layoff, faculty evaluation committees at all levels shall respectively apply or apply *mutatis mutandis* the relevant provisions of the Administrative Procedure Act concerning the right to present opinions and the right to request access to, transcription, copying, or photographing of relevant materials or files.

Article 17 Where, prior to implementation of a resolution of the University Faculty Evaluation Committee, it is discovered that the content of the resolution is clearly in violation of laws or regulations, or that a change in circumstances or the emergence of new information makes it indeed necessary to conduct a new review of the original resolution, a motion for reconsideration may be raised by members of the Faculty Evaluation Committee. The decision-making process may be reopened only with the support of at least one-third of the members present at the meeting at which the motion for reconsideration is proposed.

Once a motion for reconsideration has been rejected, no further motion for reconsideration may be made with respect to the same resolution.

For cases in which the decision-making process has been reopened, the resolution shall still comply with the requirements of the Teachers' Act regarding the quorum and voting thresholds applicable to the respective matters under deliberation.

- Article 18 Where a teacher disagrees with a resolution of a faculty evaluation committee at any level, the teacher may file an appeal with the University Faculty Appeals and Review Committee.
- Article 19 The University's Regulations for Faculty Appointment and the Regulations for Faculty Promotion shall be prescribed separately.
- Article 20 These Regulations shall be implemented after approval by the University Affairs Council and the President. Amendments shall follow the same procedure.