

# 義守大學國際商務學系教師評審委員會設置要點

99年7月25日校長核定公告全文

101年7月30日100學年度第2學期第9次系務會議修正通過

101年11月21日校長核定公告修正第2~7、10~11、13~14條條文

108年12月4日院教評會議修正通過(第1、3、6、11、13、14)，108年12月25日校長核定

公告

110年8月25日院教評會議修正通過(第1-3、6、9~12、14點)，111年1月17日校長核定

公告

- 一、 本要點依據本校「教師評審委員會設置辦法」第二條規定訂定之。
- 二、 本系教師評審委員會(以下簡稱系教評會)由下列人員組成，其中選任委員應有五至七人：
  - (一) 當然委員：系主任。
  - (二) 選任委員：由本系專任教師就本系教授票選之，如教授人數不足，就本系副教授選任補足之，惟應有三分之二以上具有教授資格。如教授人數不足時，由系主任推薦校內、外相關領域教授或研究員，加倍人選簽請校長圈聘之。

選任委員任期一年，連選得連任。

系教評會由系主任召集，並為會議主席。
- 三、 系教評會委員選舉計票結果，應依未獲入選之次多票順序冊列一至三名候補委員，於選任委員出缺時依序遞補，任期至原任期屆滿為止。

系教評會委員如無法於新學年度開始前完成改選作業，得以前一屆系教評會委員繼續開議，直至新一屆委員產生為止。
- 四、 系教評會每學期至少開會一次，必要時得召開臨時會議。
- 五、 系教評會委員除當然委員得指定具教授資格之代理人出席外，應親自出席會議，不得委託他人代理。除公假外，委員於任期中休假研究、出國或留職停薪超過半年，或連續二次無故未出席會議者，應取消委員資格，遺缺由候補委員依次序遞補之。

六、系教評會審議下列事項：

- (一) 評審有關專(兼)任教師、研究人員、專業技術人員之聘任、聘期、升等、解聘、停聘、不續聘及資遣原因認定等事項。但依「教師法」規定免經教師評審委員會審議之情形，不在此限。
- (二) 關於客座教授、客座專家及名譽教授等之聘任事項。
- (三) 訂定或修正系教評會教師資格審查相關規章。
- (四) 校長或院級教評會退回覆議案件。
- (五) 其他依法令應予審議之事項。

七、系教評會審議教師之聘任及升等案件時，低階不得高審。

八、本系教師之聘任及升等，應依系、院與校教師聘任及教師升等相關辦法辦理。

九、系教評會開會時，應有全體委員三分之二以上出席方得開議，一般事項應有出席委員二分之一以上；重大事項應有出席委員三分之二以上之同意始得決議。投票以無記名方式為之。

系教評會審議時，教評會委員應全程參與。如對該審議案件未能全程參與時，不得參與該案件之決議。

十、系教評會委員應迴避下列審議案：

- (一) 當事人學位論文之指導教授。
- (二) 遇有審查或討論與本人有利害關係時。
- (三) 對同級教師之升等案。
- (四) 對配偶或四親等內親屬之聘任、升等案。
- (五) 對代表作共同作者之升等案。
- (六) 依其他相關法規應予迴避者。

迴避之委員人數不計入出席人數。惟迴避委員人數超過全體委員人數二分之一時，該審議案應由系教評會主席另行增聘符合委員資格之臨時委員，經校長核定補足後，再行審議之。

十一、系教評會委員遇有應行迴避之情形而不自行迴避或有具體事實，足認其審查有偏頗之虞者，當事人得向系教評會申請要求迴避。

申請時應舉其原因及事實，並為適當之釋明；被申請迴避之委員，對於該申請得提出意見書，由系教評會決議之。

系教評會委員有前項所定情形不自行迴避，而未經審查事項當事人申請迴避者，應由系教評會決議命其迴避。

十二、系教評會開會時如有必要，得邀請與案件有關之人員列席報告或說明，惟不宜邀請非案件關係人列席陳述意見，以免影響決定之公平與公正。

十三、本要點如有未盡事宜，悉依本校相關規定辦理。

十四、本要點經系務會議、院教評會審議通過，送校教評會備查，陳請校長核定後自公告日實施。

# **Guidelines on the Establishment of Teacher Review Committee of Department of International Business at I-Shou University**

Promulgated with the consent from the President dated July 25, 2010

Amendments adopted on July 30, 2012, at the ninth meeting of the Departmental Affairs Council in the second semester of the academic year 2011

Amendments to Provisions II-VII, X-XI, and XIII-XIV promulgated with the consent from the President dated November 21, 2012

Amendments to Provisions I, III, VI, XI, XIII, and XIV adopted by the college-level Teacher Review Committee on December 4, 2019, and promulgated with the consent from the President dated December 25, 2019

Amendments to Provisions I-III, VI, IX-XII, and XIV adopted by the college-level Teacher Review Committee on August 25, 2021, and promulgated with the consent from the President dated January 17, 2022

- I. The Guidelines on the Establishment of Teacher Review Committee of Department of International Business at I-Shou University (hereinafter referred to as "the Guidelines") are made by the Department of International Business (hereinafter referred to as "the Department") 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 Department (hereinafter referred to as "the department-level Teacher Review Committee") is composed of the following members, including five to seven elected members:
  1. Ex-officio member: The Chair of the Department.
  2. Elected members: Candidates are the full-time professors of the Department and elected by all the full-time faculty members of the Department. If there are not enough faculty members at the level of professor, associate professors shall be elected to fill the vacancy, provided that at least two-thirds of the elected members are at the level of professor. If there are not enough faculty members at the level of professor within the Department, the Chair of the Department shall submit a list

of professors or research fellows with relevant expertise from within or outside I-Shou University (hereinafter referred to as "the University") (twice as many as the number of elected members required) to the President for selection and appointment.

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

Committee meetings shall be convened and presided over by the Chair of the Department.

- III. Based on the election results, one to three un-elected candidates with the highest number of votes shall be listed as alternate members. When an elected member can no longer fulfill his/her duties, an alternate member shall be appointed to fill the vacancy in a proper order to fulfill the rest of the original term.

If an election of new committee members cannot be held before the beginning of a new academic year, the incumbent committee members shall attend meetings until new committee members are elected.

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

- V. Elected members shall attend committee meetings in person and are not permitted to ask others to attend on their behalf, while the ex-officio member may appoint a faculty member at the level of professor to act on his/her behalf. Except for taking official leave, a committee member shall be dismissed from his/her post 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 committee 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 department-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 of full- and part-time faculty members, research fellows, and professional technicians, and the determination of reasons for a faculty member's being laid off with severance pay; notwithstanding the foregoing, exceptions may be permitted if the disciplinary action 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 specialists, and emeritus professors;

3. the legislation of and the amendments to regulations and rules about teacher qualifications accreditation conducted by the department-level Teacher Review Committee;
  4. the reconsideration of cases rejected by the President or the competent college-level Teacher Review Committee; and
  5. other issues subject to review or examination by the department-level Teacher Review Committee according to law.
- VII. Committee members shall not review any proposal or promotion application submitted by applicants with an academic rank higher than theirs.
- VIII. Faculty appointment and promotion applications at the Department shall be dealt with in accordance with the applicable regulations and rules stipulated by the Department, the College of Management, and the University.
- IX. 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 affairs, and consent from at least two-thirds of the members attending is required for resolutions on material affairs. A secret ballot shall be adopted. Committee members shall attend all the meetings when a case is being reviewed. A committee member is not permitted to vote if he/she fails to attend all the meetings.
- X. A committee member shall recuse him/herself from the following cases:
1. being the thesis/dissertation 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. However, if the number of members recusing themselves from a case accounts for more than half of the total membership, the case shall be suspended until the Chairperson of the department-level Teacher Review Committee appoints qualified temporary members to fill the vacancies with prior consent from the President.

- XI. If any of the committee members shall, but does not, recuse him/herself from a case under a conflict of interest, or 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 department-level Teacher Review Committee for recusing such a committee member. Upon application, the party in the case in question shall provide sufficient reasons and evidence, as well as an explanatory statement. The committee member who has been asked to be recused from a case may offer opinions in writing regarding the application to the department-level Teacher Review Committee for a final decision.
- If a committee member 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 department-level Teacher Review Committee shall decide to ask him/her to be recused.
- XII. The department-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.
- XIII. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
- XIV. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council and the competent college-level Teacher Review Committee, submitted to the University-level Teacher Review Committee for future reference, 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.*