

**NATIONAL TAIWAN UNIVERSITY**  
**Guidelines Governing the Establishment of the**  
**Faculty Evaluation Committee of Each Department, Division,**  
**Graduate Institute, Degree Program, Office, and Center**

October 24, 2020 Amended Articles 2, 5, 6, and 7 passed by the University Council at its 1<sup>st</sup> meeting, fall semester, Academic Year 2020-21;  
November 11, 2020 Promulgated via NTU official letter Hsiao Jen Tzu No. 1090080606

(Full amendment history at the end of this document)

- Article 1 Article 1 *The National Taiwan University* (NTU or “the University”) *Guidelines Governing the Establishment of the Faculty Evaluation Committee of Each Department, Division, Graduate Institute, Degree Program, Office, and Center* (“the Guidelines”) are formulated in accordance with Article 49 of the University’s *Organizational Charter*.
- Article 2 The faculty evaluation committee of each department, division, graduate institute, degree program, office, and center (collectively, “academic programs”) shall consist of at least five members, which shall include both ex officio and elected members. If the number of full-time faculty members is not sufficient to fill the five required seats, the academic program in question shall request its superordinate unit to help appoint faculty members with relevant expertise to the committee, whose composition shall be approved by the college/center affairs meeting (or equivalent).  
In addition to its chair/director, each academic program may appoint additional ex officio members as necessary.  
In principle, elected members shall be full-time faculty members who are academically accomplished, of good moral character, impartial, and dedicated to their work. Selection of elected members shall not be restricted to faculty members who are exempted from evaluation. The selection method shall be formulated by each academic program, but the number of elected members may not be smaller than that of ex officio members.  
Faculty members who are expected to be abroad for more than six months of a given academic year may not be appointed as elected members of their academic program. The membership of those who remain abroad for more than six months after being elected shall be revoked immediately.  
Faculty members whose appointment is temporarily continued while their dismissal, non-renewal of appointment, or suspension is being processed may not serve as members.  
Committee members of a lower rank may not review cases of initial employment, promotion, or change of appointment to members of a higher rank.
- Article 3 The chair/director of each academic program shall serve as the chair and convener of its faculty evaluation committee.

Article 4 Elected committee members shall serve a one-year term and may serve consecutively if reappointed.

Should a vacancy arise prior to the conclusion of a member's term, the academic program in question shall elect another member in accordance with its regulations to serve out the remainder of the term.

Article 5 The duties of the faculty evaluation committees are as follows:

1. Review of faculty members' and researchers' qualifications for initial employment, assignment of rank, and employment period.
2. Review of faculty members' and researchers' promotions and changes of appointment.
3. Review of faculty members' and researchers' non-renewals of appointment, suspensions, and dismissals.
4. Review of tenure extensions for (associate) professors.
5. Review of applications for (associate) professors' sabbaticals and faculty members' lectures, research projects, and further studies overseas.
6. Other matters that require the review of the faculty evaluation committee in accordance with applicable regulations.

The non-renewal of appointment/severance procedures for those who fail the re-evaluation of faculty members shall be handled in accordance with the University's *Faculty Evaluation Guidelines*.

Article 6 Faculty evaluations shall cover the following three constructs: teaching, research, and service. Detailed evaluation directives shall be formulated by each academic program.

Each faculty evaluation committee shall review promotion cases in accordance with the following provisions:

1. Evaluation criteria:
  - 1) Objective review criteria shall be established to determine faculty members' teaching, research, and service performance. Those who meet the criteria for teaching and research may then undergo an external publication review.
  - 2) In principle, publications submitted for the external review shall have undergone rigorous academic review prior to publication.
2. Review procedures:
  - 1) Each academic program shall forward the regulations for promotion to prospective applicants during its promotion review for the given academic year. If the applicants have doubts over promotion regulations or current provisions regarding faculty promotion at any rank, they may request an official interpretation of the regulations/provisions in question three months prior to the promotion review by their academic program.
  - 2) The various review tasks shall be performed by a task force consisting of all or at least three committee members.
  - 3) Each faculty evaluation committee shall formulate regulations that encourage its members to thoroughly study applications for promotion, and the promotion meeting notice for the given

academic year shall include stipulations requiring all members to do so.

- 4) Members or their proxies must attend the entire meeting in order to participate in voting. Disputes arising from this provision shall be referred to the chair for decision.
- 5) Applicants for promotion shall be given an opportunity to make a statement in person.
- 6) For rejected applications, the applicant shall be notified in writing of the concrete reasons for the rejection. For the review of academic research, committee members must present concrete reasons backed by professional/academic evidence sufficient to overturn the credibility and accuracy of professional review results should they disagree with the external review. The written notice shall clearly inform applicants that if they wish to appeal the committee's decision, they may do so with the NTU Faculty Member Grievances Committee within 30 days from the day following delivery of notice, or they may file an administrative appeal with the Ministry of Education.
- 7) Faculty members whose applications for promotion are passed by the academic program's faculty evaluation committee but rejected by the college-/center-level faculty evaluation committee must submit any subsequent promotion applications to the faculty evaluation committee of the original academic program.

Specialist publications shall be reviewed by a panel of external experts and scholars, and the required number of Publication Review Feedback Forms shall be determined by each college/center. External reviewers may not be of a lower rank than the faculty member under review.

Article 7 A faculty evaluation committee may only convene with at least two-thirds of its members in attendance, and a resolution may only be made with more than half of the attending members in concurrence. Each academic program may set a higher quorum and passing threshold, but the quorum and passing threshold for cases of dismissal, non-renewal of appointment, and suspension shall be handled in accordance with the *Teachers' Act*.

Instead of a vote, applications for promotion may be scored against a rubric of faculty members' academic research, teaching, and service performance. Those who meet the evaluation criteria shall be ranked based on their total score.

Ex officio members who are unable to attend a meeting may appoint a non-member of the same faculty rank to attend on their behalf. Elected members, however, must attend meetings in person and may not appoint proxies.

Members shall recuse themselves from reviewing or discussing issues that may pose a conflict of interest. The chair of each committee may move to recuse members who refuse to do so themselves.

The calculation of quorums and passing thresholds shall exclude members who fall under the preceding paragraph and Article 2, Paragraph 6 of the Guidelines. The number of remaining members shall still satisfy the

provisions of Article 2, Paragraph 1 of the Guidelines.

The convener of each faculty evaluation committee shall compile the relevant information for each passed motion for a secondary review by their respective college/center.

Article 8 Each academic program shall formulate a set of regulations for establishing a faculty evaluation committee and the directives governing the corresponding review procedures, which shall be passed by the program's affairs meeting (or equivalent) and the competent College Affairs Meeting (or equivalent), submitted to the Administrative Meeting for reference, and then implemented on the date of promulgation.

The provisions of the Guidelines shall apply mutatis mutandis to second-level teaching/research units at the University which employ full-time faculty members and/or researchers.

Article 9 The Guidelines shall be passed by the Administrative Meeting and the University Council and then implemented on the date of promulgation.

[Full Amendment History]

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| November 02, 1991 | Passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 1991-92  |
| June 14, 1997     | Amended and passed by the University Council at the 1 <sup>st</sup> adjourned meeting of its 2 <sup>nd</sup> meeting, spring semester, Academic Year 1996-97   |
| November 05, 1997 | Filed by the Ministry of Education (MOE) for reference via official letter Tai (86) Shen Tzu No. 86127945  |
| January 13, 2007  | Amended Articles 7 and 9 and passed by the University Council at its 2 <sup>nd</sup> meeting, fall semester, Academic Year 2006-07;<br>January 30, 2007 Promulgated via NTU official letter Hsiao Jen Tzu No. 0960003545               |
| June 14, 2008     | Amended Articles 1, 5, and 8 and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2007-08;<br>July 15, 2008 Promulgated via NTU official letter Hsiao Jen Tzu No. 0970027122            |
| October 17, 2009  | Amended Article 7 and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2009-10;<br>November 5, 2009 Promulgated via NTU official letter Hsiao Jen Tzu No. 0980050690                      |
| March 19, 2011    | All articles amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2010-11;<br>April 11, 2011 Promulgated via NTU official letter Hsiao Jen Tzu No. 1000013549                   |
| October 19, 2013  | Amended Article 7 and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2013-14;<br>October 25, 2013 Promulgated via NTU official letter Hsiao Jen Tzu No. 1020085815                      |
| June 14, 2014     | Amended Articles 5 and 7 and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2013-14;<br>June 20, 2014 Promulgated via NTU official letter Hsiao Jen Tzu No. 1030044179                |
| October 17, 2015  | Amended Article 2 and passed by the University Council at its 1 <sup>st</sup> meeting, fall semester, Academic Year 2015-16;<br>October 26, 2015 Promulgated via NTU official letter Hsiao Jen Tzu No. 1040082471                      |
| January 09, 2016  | Amended title and Articles 2 through 8 and passed by the University Council at its 2 <sup>nd</sup> meeting, fall semester, Academic Year 2015-16;<br>January 20, 2016 Promulgated via NTU official letter Hsiao Jen Tzu No. 1050005333 |
| June 18, 2016     | Amended Article 5 and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2015-16;   |

June 30, 2016 Promulgated via NTU official letter Hsiao Jen Tzu No. 1050050728  
March 21, 2020 Amended Articles 7 and 8 and passed by the University Council at its 1st meeting,  
spring semester, Academic Year 2019–20;  
March 27, 2020 Promulgated via NTU official letter Hsiao Jen Tzu No.  
1090003191