

# NATIONAL TAIWAN UNIVERSITY

## Guidelines Governing the Establishment of the Faculty Evaluation Committee for Each College and Center

- October 24, 2020 Amended Articles 2, 5, 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
- March 20, 2021 Amended Article 6 passed by the University Council at its 1<sup>st</sup> meeting, spring semester, Academic Year 2020-21;  
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(Full amendment history at the end of this document)

Article 1 The *National Taiwan University* (NTU or “the University”) *Guidelines Governing the Establishment of the Faculty Evaluation Committee for Each College 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 college/center shall consist of a number of ex officio and elected members.

Ex officio members shall include the dean (director) of the college/center and chair/director of each subordinate department, division, graduate institute, degree program, office, and center (collectively, “academic programs”). The selection of additional ex officio members shall be determined by each college/center.

In principle, elected members shall be full-time professors who are academically accomplished, of good moral character, impartial, and dedicated to their work. Membership shall not be restricted to faculty who are exempted from evaluation. The selection method for elected members shall be formulated by each college/center, but the number of elected members on a committee may not be smaller than that of its ex officio members.

Faculty members of each college/center who are expected to be abroad for more than six months of a given academic year may not be appointed as elected members. Those who stay abroad for more than six months after being elected shall have their membership 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 dean (director) of each college/center shall serve as chair and convener of its faculty evaluation committee.

Article 4 Elected members of each college/center faculty evaluation committee 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 college/center in question shall elect another member in accordance with its regulations to serve out the remaining term.

Article 5 The duties of college/center faculty evaluation committees are as follows:

1. Review of faculty members' and researchers' qualifications for initial employment, assignment of rank, and term of employment.
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 the appointment of professors emeriti.
5. Review of tenure extensions for (associate) professors.
6. Other matters that require the review of each college/center faculty evaluation committee in accordance with applicable regulations.

In order to recruit faculty members (researchers) with outstanding academic/research achievements or who are working in a specialized field that meets the college's/center's developmental needs, each college/center may submit cases directly to its faculty evaluation committee for review without referring to the faculty evaluation committees of its subordinate academic programs. Such faculty members (researchers) shall be appointed upon approval by the college's/center's faculty evaluation committee and the NTU Faculty Evaluation Committee.

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.

Faculty members (researchers) who violate the Teachers' Act but not to the extent that necessitates dismissal, non-renewal of appointment, or suspension may be directly reviewed and processed by the competent college/center faculty evaluation committee.

If necessary, each college/center may establish an ad hoc promotion review committee in accordance with Article 2 of the Guidelines to review applications for promotion.

Each college/center faculty evaluation committee may move to modify a resolution passed by a subordinate academic program's faculty evaluation committee if the resolution is manifestly inappropriate or clearly inconsistent with applicable regulations. If necessary, the college/center faculty evaluation committee may also invite concerned parties or representatives from the academic program in question to attend meetings and make a statement.

Article 5-1 Reviews of promotion cases rejected by a subordinate academic program's faculty evaluation committee whose results have been revoked following an appeal with valid reasons or administrative remedial action shall be completed within the stipulated time frame. For cases with no defined time frame, the review shall be completed within three months starting from the day after the confirmation of valid grounds for the appeal or the delivery of the revocation notice for the original resolution. All such cases shall be

submitted to the competent college/center faculty evaluation committee, which may directly review and process any cases that are not settled within the aforementioned time frame.

College/center faculty evaluation committees may move to establish ad hoc case review committees to review cases of the type described in the preceding paragraph if deemed necessary. Ad hoc committees shall be convened by the convener of the college/center faculty evaluation committee in question, who shall also serve as the chair. Each ad hoc committee shall consist of at least five members, with the convener of the college/center faculty evaluation committee and the conveners of the concerned academic program's faculty evaluation committees as ex officio members. The remaining seats shall be filled by faculty evaluation committee members from the college/center and its subordinate academic programs based on the professional field of each case. The ad hoc committee shall submit a review report along with recommendations to the respective college/center faculty evaluation committee for review within two months.

Article 5-2 The convener of each college/center faculty evaluation committee may require its subordinate academic programs' faculty evaluation committees to convene and submit their resolutions for review by a stipulated deadline if they fail to reach a decision in cases of faculty dismissal, suspension, or non-renewal of appointment three months prior to appointment expiry. The college/center faculty evaluation committee may directly review such cases if a subordinate academic program's faculty evaluation committee fails to do so by the deadline or cannot operate normally due to a faculty dispute or other extraordinary circumstances.

Article 6 Faculty evaluation shall cover the following three constructs: teaching, research, and service. Specific rules for the evaluation shall be formulated by each college/center.

Each college/center faculty evaluation committee shall review applications for promotion 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.
- 2) In principle, publications submitted for external review shall have undergone rigorous academic review prior to publication.

2. Review procedures:

- 1) Each college/center shall forward the promotion regulations to prospective applicants during its promotion review for the given academic year.

If an applicant has questions about the promotion regulations or current provisions for faculty promotion of any rank, they may request an official interpretation of the regulations/provisions in question three months prior to the promotion review by their respective college/center in accordance with applicable procedures.

- 2) Each college/center faculty evaluation committee shall establish

an academic achievement review committee and a teaching service evaluation committee to review applicants' academic achievements (including submitted publications) and teaching service performance. Some or all members of the aforementioned committees shall be members of the college/center faculty evaluation committee.

- 3) Upon completion of review by the committees described in the preceding item, applications for promotion shall be submitted to the college/center faculty evaluation committee.
- 4) Each college/center faculty evaluation committee shall formulate regulations that encourage its members to thoroughly study the applications for promotion, and the promotion meeting notice for the given academic year shall include stipulations requiring all members to do so.
- 5) Members of each college/center faculty evaluation committee (or their proxies) must attend the entire promotion meeting in order to participate in voting. Disputes arising from this provision shall be referred to the chair for decision.
- 6) Applicants for promotion shall be given an opportunity to make a statement in person.
- 7) 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 the notice, or they may file an administrative appeal with the Ministry of Education.
- 8) Faculty members whose application for promotion is passed by their college/center faculty evaluation committee but rejected by the NTU Faculty Evaluation Committee must submit any subsequent applications for promotion to the faculty evaluation committee of their respective academic program.

Article 7 Each college/center 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 college/center 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.

College/center faculty evaluation committee 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.

Each college/center faculty evaluation committee may invite concerned parties to attend its meetings to present reports or make statements.

The convener of each committee shall compile information on each passed motion for further review by the University.

**Article 8** Each college/center shall formulate a set of regulations for establishing a faculty evaluation committee and the specific rules for its corresponding review procedures in accordance with the Guidelines, which shall be submitted to the Administrative Meeting for approval and then implemented upon promulgation.

Each college's/center's regulations for establishing its faculty evaluation committee, as described in the preceding paragraph, shall be passed by its College/Center Affairs Meeting (or equivalent).

The provisions of the Guidelines shall apply mutatis mutandis to first-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]**

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 07, 2006	Amended and passed by the 2 <sup>nd</sup> Administrative Meeting, fall semester, Academic Year 2005-06
March 18, 2006	Amended and passed by the 1 <sup>st</sup> Administrative Meeting, spring semester, Academic Year 2005-06
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; January 30, 2007 Promulgated via NTU official letter Hsiao Jen Tzu No. 0960003545
June 14, 2008	Amended Article 1 and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2007-08; 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; November 15, 2009 Promulgated via NTU official letter Hsiao Jen Tzu No. 0980050690
March 19, 2011	Amended Articles 1, 2, and 4 through 9 and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2010-11; 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;  
October 25, 2013 Promulgated via NTU official letter Hsiao Jen Tzu No. 1020085815
- June 14, 2014 Amended Article 7 and passed by the University Council at its 2<sup>nd</sup> meeting, spring semester, Academic Year 2013–14;  
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;  
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;  
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
- October 21, 2017 Amended Articles 5, 5-1, and 5-2 and passed by the University Council at its 1<sup>st</sup> meeting, fall semester, Academic Year 2017–18;  
November 03, 2017 Promulgated via NTU official letter Hsiao Jen Tzu No. 1060066731