

Asia Eastern University of Science and Technology

File no.		File name	Version	Revised in November 2013 Passed in department meeting on January 14, 2015
Drafting unit	Department of Electronic Engineering	Guidelines on Establishment of a Department-Level Faculty Evaluation Committee	Page count	Page 1

- Article 1 The Department hereby establishes a Department-Level Faculty Evaluation Committee (hereinafter referred to as “the Committee”) in accordance with the University’s organizational rules and the **Guidelines on Establishment of a University-Level Faculty Evaluation Committee**.
- Article 2 The duties of the Committee are as follows:
- I. Review of matters related to teacher hiring, term of appointment, **reappointment, change of appointment**, dismissal, **non-reappointment**, suspension of employment, promotion, continuing study, extension of service, etc.
 - II. **Review of teaching, research and innovation, academic work, and service contributions** related to the promotion of teachers.
 - III. **Appraisal of teacher’s violations of obligations as stated under the Teachers’ Act.**
 - IV. Recognition of reasons for a teacher's assignment.
 - V. Other matters that require review (evaluation) in accordance with laws and regulations.
- Article 3 The Committee is seated by five committee members and one alternate member. The dean is an ex officio member, while all remaining members are elected by the faculty of the department, in which associate professors and above are given priority. Committee members of a particular gender must account for more than one third of the total number of members. However, this limitation is not applicable if the number of teachers of a particular gender is less than one third of the total number of members. The term of office of Committee members is one academic year; members are elected at the beginning of each academic year and may be re-elected for an unlimited number of terms. If an originally elected member is dismissed for some reason, the alternate member will replace that member.
- Article 4 The dean of the department serves as the Committee convener, and serves as the chair during Committee meetings. If the dean is unable to convene the meeting for some reason, the Committee will recommend one person among them to serve as the acting chair for the meeting.
- Article 5 The affairs of the Committee are handled by the department office.
- Article 6 The Committee must convene at least once each semester. When necessary, an extraordinary meeting may be held.
- Article 7 With the exception of deliberation of faculty promotion proposals and the circumstances described under Article 14, Paragraph 1, Subparagraph 7 and Subparagraph 9 of the Teachers’ Act, a quorum equal to two thirds or more of the total members should be present; for all other deliberations, a quorum equal to one half or more of the total members should be present. Members shall attend the meetings in person and may not entrust other people to represent them at the meetings. If a member fails to attend the meeting twice (inclusive) or more for no reason and is recognized as having done so by the Committee, the member shall be removed from the positions as Committee members and replaced by the alternate member. When a member knows that he/she or his spouse, relative within the third degree of kinship, or in-law is referred to the committee for review, that member shall recuse him/herself; if that member does not

recuse him/herself in such circumstances, the chair may require that that member recuse him/herself by the decision of the Committee.

Article 8 Decisions made during the meeting are made by the agreement of two-thirds or more of the members present.

Article 9 When the Department-Level Faculty Evaluation Committee reviews the appointment and promotion of teachers, such appointment and promotion should be reviewed and resolved by members who possess at least the qualifications of the proposed appointment or promotion level. If there are an insufficient number of high-level members, the convener of the University-Level Faculty Evaluation Committee may agree to hire teachers in high-level academic fields from outside the department **or** outside the University to serve as members.

Article 10 If the party subject to the Committee's assessment is dissatisfied with the such assessment and has novel supporting evidence or materials available for review, the party may, within 15 days after receiving the notice of the resolution, submit the novel information and apply to the Committee for reconsideration. The Committee shall convene and reconsider the assessment within 15 days of the application. Such application for reconsideration is limited to once.

A party who is dissatisfied with the results of the reconsideration may submit an appeal to the University's Appeals and Arbitration Committee according to procedure.

Article 11 The Guidelines will take effect after being passed at a department affairs meeting and submitted to the School or University-Level Faculty Evaluation Committee. The same procedure will apply upon their revision.