

Ming Chuan University Faculty Hiring and Promotion Committee Procedures

Passed at the University Affairs Committee Meeting on June 7, 2021

- Article 1. The Faculty Hiring and Promotion Committee Procedures were established in accordance with Article 20 of the University Act and Article 47 of the Ming Chuan University Organizational Code.
- Article 2. The responsibilities of the Faculty Hiring and Promotion Committee are as follows:
1. To establish the Faculty Hiring and Promotion Committee Procedures and to review and discuss the guidelines for establishing school and department (graduate programs) Faculty Evaluation Committees.
 2. To review and discuss issues concerning appointment, term of appointment, promotion, termination of contract, suspension of contract, non-renewal of contract, severance pay, and so on.
 3. To review and discuss dissent with regard to cases under the examination by the Faculty Hiring and Promotion Committee at the school level.
 4. To review and discuss applications for Instructors who wish to lecture, conduct research, or pursue further studies at other academic institutions both domestically and abroad.
 5. To review and discuss applications by faculty members for extension of service.
 6. To review and discuss applications for sabbatical leave.
 7. To review and discuss cases of violations regarding faculty qualification screening or academic ethics.
 8. To review and discuss matters related to faculty members found to have violated the university's Faculty Appointment Regulations in situations such as dismissal, non-renewal of contract, temporary suspension, severance and similar items as mentioned in Chapter 4 of the Teachers' Act, or who have spoken or behaved inappropriately so as to affect campus safety or harmony.
 9. To discuss other related issues in accordance with relevant laws and regulations.
- Article 3. The matter of reviewing faculty members' theses or works for promotion by external scholars will be conducted by the Faculty Review and Evaluation Committee, and the procedures are dealt with separately.
- Article 4. The university has established the Faculty Hiring and Promotion Committee (hereinafter referred to as the Faculty Committee) in individual departments (programs), and schools. This committee reviews and discusses items regulated by Article 2 on the department (program), school, and university levels. Minutes of individual levels of committee meetings in which resolutions are precisely recorded should be produced. As the reviewing process proceeds, the lower committee will present documentation to the higher committee.
- In any cases where impropriety, violation, or misinterpretation are found in the records of the lower committee, the higher level committee may, in accordance with its responsibilities and rights, return the resolutions for further discussion at the lower committee level.
- When the Department (Graduate Program) Faculty Hiring and Promotion Committee resolutions concerning the termination, suspension, or non-renewal of a faculty member's contract has been supported by evidence, the School Faculty Hiring and Promotion Committee may review and revise the resolutions if an obvious violation of the law is found. The same procedure will be followed if the university-level Faculty Hiring and Promotion Committee encounters a similar situation with the school-level Faculty Evaluation Committee.
- Article 5. The University Faculty Hiring and Promotion Committee consists of 27 to 35 committee members. This includes ex-officio members such as the President, Vice President for Academic Affairs, Dean of Academic Affairs, Deans of individual Schools, and one to two professorial representatives nominated by individual Schools. During the process of nominating two Professors as representatives, issues of gender equality must be assured. In principle, the non ex-officio members should be Professors from this institution. However, should the vacancy not be filled by a

Professor, an Associate Professor from this institution or a specialized scholar from another institution may be nominated to participate in the Faculty Evaluation Committee. Additionally, the total number with no administrative appointment and those who are not ex-officio members should not be less than half of the number of the total committee members. Members of one gender may not make up more than two thirds of the committee. A shortage of members of one gender can be made up for by a Professor of the minority gender who has been nominated by the president. Members of the University Faculty Hiring and Promotion Committee may not simultaneously serve as members of the University Faculty Appeal and Review Committee.

A faculty member who temporarily continues to be employed while his/her dismissal, non-renewal of appointment or final stage suspension case is still under process cannot serve as a member of the Committee.

Article 6. The School Faculty Hiring and Promotion Committee is convened by a dean and consists of five to 13 members. This includes ex-officio members such as the dean of the school, chairs of individual departments, and directors of individual graduate programs. Nominated members are nominated by individual departments and graduate programs or graduate schools within the school, with one to two candidate(s) per unit. Proposed candidates must be approved by the president; these regulations are dealt with separately.

In principle, nominated members should be nominated from Professors of the university. Should the vacancy be impossible to fill with a Professor, Associate Professors of the university or from other institutions with relevant expertise can be nominated to participate in the committee.

Article 7. The Department (Graduate Program) Faculty Hiring and Promotion Committee is convened by the Department Chair (or graduate program or school director) and consists of five to nine members. Department chairs (or graduate program or school directors) are ex-officio members in the committee. Nominated members are full-time Associate Professors or above, nominated at individual Department Affairs Committee Meeting or Graduate Program or School Affairs Committee Meetings. Normally six to eight candidates per unit will be nominated for approval by the president; these regulations are dealt with separately.

In principle, nominated members must be of the rank full-time Associate Professor or above. Should a vacancy be impossible to fill with an Associate Professor, Assistant Professors or Instructors with relevant expertise may be nominated.

Article 8. Terms of the University Faculty Hiring and Promotion Committee members are one academic year and members are not paid. The committee members may be re-nominated for the appointment when their terms expire.

Article 9. Should a University Faculty Hiring and Promotion Committee member find himself or herself unable to continue his or her appointment during the term due to career changes or other reasons, he or she is automatically considered to have resigned. The vacancy can be filled by his or her replacement or through nomination procedure; the successor will keep the appointment until the term expires.

Article 10. The University Faculty Hiring and Promotion Committee is convened once every semester. A provisional meeting may be hosted when the need arises. The University Faculty Hiring and Promotion Committee is convened and chaired by the president, and the Executive Director of Human Resources Division serves as the Executive Secretary.

Article 11. For dismissal, non-renewal of appointment, suspension and severance cases, the threshold number for committee members present and for passing a resolution must comply with relevant regulations of the Teachers' Act. Resolutions of other matters must be reached with at least a majority of the total members present and agreement by at least a majority of the members present. Resolutions of the Committee must be produced as minutes and submitted to the president for approval.

When the Committee is convened, committee members must be present in person, and may not designate a proxy to attend the meeting. Any committee member who is absent from three meetings will be removed from membership.

Should the situation warrant it, the convener may invite persons who have some knowledge of the matter at hand to attend the meeting or to make a report.

Cases of a faculty member involved with sexual assault, sexual harassment or sexual bullying to be temporarily suspended while awaiting investigation results are to be enforced only after being passed at a meeting of the University Faculty Hiring and Promotion Committee.

- Article 12. A Process Committee, consisting of nine to eleven members, is selected from among the University Faculty Hiring and Promotion Committee membership by the president for appointment. The Process Committee members will review the relevant information and procedural content of each case first and report their resolutions in the University Evaluation Committee Meeting.
- Article 13. The University Faculty Hiring and Promotion Committee members, spouse, ex-spouse, relative by blood within the fourth degree, or relative by marriage within the third degree should avoid attending sessions in which issues at hand may lead to a conflict of interest, or a conflict of interest involving his or her spouse or relatives of the second degree or closer. Committee members cannot review cases for faculty members whose positions are of higher rank than their own.
- Article 14. Matters not covered in these procedures will be dealt with in accordance with the laws and regulations and the relevant university procedures.
- Article 15. Upon being passed at the University Faculty Hiring and Promotion Committee Meeting and the University Affairs Committee Meeting, and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****