

Ming Chuan University Regulations for Establishing School Faculty Hiring and Promotion Committees

Revised and passed at the University Faculty Hiring and Promotion Committee Meeting on May 25, 2021

- Article 1. The Regulations for Establishing the School Faculty Hiring and Promotion Committee are in accordance with Article 20 of the University Act, Article 6 of the University Faculty Hiring and Promotion Committee Procedures, and relevant laws and regulations.
- Article 2. Responsibilities of the School Faculty Hiring and Promotion Committee are as follows:
1. To establish the School Faculty Hiring and Promotion Committee evaluation and review guidelines.
 2. To review and discuss cases of faculty appointment, promotion, termination of contract, suspension of contract, non-renewal of contract, and severance pay under the jurisdiction of departments (including graduate programs) within the school.
 3. To review and discuss petitions of rejected faculty promotions under the jurisdiction of departments (including graduate programs) within the school.
 4. To review and discuss applications for exchange lecturing and study or research leave under the jurisdiction of departments (including graduate programs) within the school.
 5. To review and discuss applications for faculty extension of service under the jurisdiction of departments (including graduate programs) within the school.
 6. To review and discuss applications for faculty sabbatical leaves under the jurisdiction of departments (including graduate programs or schools) within the school.
 7. To review and discuss matters related to faculty members of the School's departments (graduate programs) 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.
 8. To review and discuss all relevant faculty affairs under the jurisdiction of departments (including graduate programs) within the school.
- Article 3. 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 with Associate Professor rank or above 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.
- In principle, at least two thirds or more of the nominated members should be nominated from Professors of the university. Should the vacancy be impossible to fill with a Professor, other faculty members with relevant expertise can be nominated as committee members.
- Article 4. The term of the School Faculty and Promotion Committee members is one academic year without payment. The committee members can be re-nominated when the term expires.
- Article 5. Should a University Faculty Hiring and Promotion Committee member find himself or herself unable to continue his or her appointment due to career changes or other reasons during the term, he or she is automatically considered to have resigned. The vacancy can be filled through a nomination procedure and the successor will keep the appointment until the term expires.
- Article 6. The School Faculty Hiring and Promotion Committee is convened once every semester. A provisional meeting may be hosted when the need arises.
- Article 7. Only for final resolutions on cases of dismissal, non-renewal of contract, temporary suspension, and severance does the number of committee members present and in agreement need to follow the Teachers' Act; resolutions on 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 School Faculty Hiring and Promotion Committee must be produced as minutes and submitted to the University Faculty Hiring and Promotion Committee along with the faculty members'

applications or other relevant materials, for further review.

Should the need arise, the convener may invite relevant persons to attend the meeting to report or to present a case. When the School Faculty Hiring and Promotion Committee is convened, committee members must be present in person, and may not designate a proxy to attend the meeting.

- Article 8. The School Faculty Hiring and Promotion Committee members must avoid attending sessions in which issues discussed may result in a conflict of interest.
In cases where there is a shortage of committee members, internal or external scholars are nominated by each School Dean and selected by the president for final appointment.
- Article 9. Individual schools must abide by these regulations when setting guidelines for establishing the School Faculty Evaluation Committee. These procedures must be approved at the School Affairs Committee Meeting and may only be implemented after the approval of the University Faculty Hiring and Promotion Committee is given.
- Article 10. The evaluation items raised by the Faculty Hiring and Promotion Committee of the General Education Center, Physical Education Office, and Teacher Education Center should be processed by the General Education Faculty Review and Evaluation Committee. The establishment of the General Education Faculty Review and Evaluation Committee must abide by the precedent of the School Faculty Evaluation Committee.
- Article 11. Matters not covered in these regulations will be dealt with in accordance with relevant university procedures.
- Article 12. Upon being passed at the University Faculty Evaluation Committee, and approved by the president, these regulations were 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.****