

Ming Chuan University Regulations for Establishing Department (Graduate Program) Faculty Hiring and Promotion Committees

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

- Article 1. The Regulations for Establishing Department (Graduate Program) Faculty Evaluation Committees are in accordance with Article 20 of the University Act, Article 7 of the University Faculty Hiring and Promotion Committee Procedures, and relevant regulations.
- Article 2. Responsibilities of the Department (Graduate Program) Faculty Hiring and Promotion Committee are as follows:
1. To establish Department (Graduate Program) Faculty Hiring and Promotion Committee evaluation and review procedures.
 2. To conduct preliminary reviews of cases of full- and part-time faculty appointment, promotion, termination of contract, suspension of contract, non-renewal of contract, severance pay, and so on.
 3. To conduct preliminary review of leaves requested for programs of lecture, study, or research carried out at other domestic and international institutions.
 4. To review and discuss applications for faculty extension of service.
 5. To review and discuss applications for faculty sabbatical leaves.
 6. 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.
 7. To review and discuss all relevant faculty affairs under the jurisdiction of departments, including graduate programs and schools.
- Article 3. The School Faculty Hiring and Promotion Committee is convened by a dean, who is an ex-officio member and consists of five to nine members. Six to ten members of the rank above Assistant Professors will be nominated by individual departments and graduate programs or graduate schools within the School. Proposed candidates must be approved by the Dean of the school. More than two thirds of the nominated members must be Professors or Associate Professors. Should a vacancy be impossible to fill with Professor or Associate Professors, faculty members with relevant expertise may be nominated.
- Article 4. The term of the Department (Graduate Program) Faculty Hiring and Promotion Committee members is one academic year without payment. The committee members can be re-nominated when the term expires.
- Article 5. If a Department (Graduate Program) Faculty Hiring and Promotion Committee member finds himself or herself unable to continue his or her appointment due to career change or other reasons during the term, he or she is automatically considered to have resigned. The vacancy can be filled by a replacement or through a nomination procedure and the successor will fill the appointment until the term expires.
- Article 6. The Department (Graduate Program) Faculty Hiring and Promotion Committee is convened once every semester. A supplementary session may be called 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 Department (Graduate) 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 his or her causes. When the Department (Graduate Program) Faculty Hiring and

Promotion Committee is convened, committee members must be present in person, and may not designate a proxy to attend the meeting. In the case of three absences without special reason, the committee member will be disqualified for service.

- Article 8. The Department (Graduate Program) Faculty Hiring and Promotion Committee members must avoid attending sessions in which issues at hand may lead to a personal conflict of interest. The Committee members are not to participate in resolutions on cases of faculty members ranked higher than themselves.
In cases where there is a shortage of committee members, internal or external scholars may be nominated by each School Dean and selected by the president for final appointment.
- Article 9. Individual departments (graduate programs) must abide by these standards when setting procedures for establishing Department Faculty Hiring and Promotion Committees. Procedures must be approved at the Department (Graduate Programs) Affairs Committee Meeting and are implemented after the approval of the School Faculty Hiring and Promotion Committee is given.
- Article 10. The establishment of the Faculty Hiring and Promotion Committee for the General Education Center, Physical Education Office, Teacher Education Center, English Language Center and Specialized Degree Program must follow the precedent of the Department (Graduate Programs) Faculty Hiring and Promotion Committee.
- Article 11. Matters not covered in these standards will be dealt with in accordance with the related University Procedures.
- Article 12. Upon being passed at the University Faculty Hiring and Promotion 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.****