

# Ming Chuan University Employee Review Committee Procedures

Revised and passed at the Administrative Council Meeting on April 12, 2010

- Article 1. The Employee Review Committee is established to review cases of reward and punishment, dismissal, severance pay, and other major personnel affairs.
- Article 2. The employees referred to in this procedure include all full-time paid teaching assistants, staff, general laborers and contract employees.
- Article 3. The responsibilities of the committee are as follows:
1. To review major cases involving reward or punishment of employees.
  2. To review cases of promotion and evaluation.
  3. To review cases of contract discontinuation and dismissal for employees.
  4. To discuss other issues related to the rights and benefits of employees or other major relevant personnel policies.
- Article 4. The committee consists of 21 members. Nine are ex-officio members, and include the Vice President for Academic Affairs, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Dean of Libraries, the Controller, the Executive Director of Research and Development Division, the Executive Director of Taoyuan Campus, and the Dean of the School of Law. The rest are nominated members appointed by the president. Two members are school deans, three are faculty members with no administrative appointment, five are staff, and two are technical staff members. However, no less than one third of the committee members may be of one gender. The Vice President for Academic Affairs acts as the convener and also chairs the committee. The Executive Director of Human Resources Division serves as Programs General Secretary of the committee.  
Committee representatives of general employees and technical employees must have served at the university for three consecutive years and have received an A in their latest annual performance appraisals.
- Article 5. The term of the Employee Review Committee members is one academic year, and members are not paid. The committee members can be re-nominated when the term expires.
- Article 6. The committee is convened once every academic year. A supplementary meeting may be hosted if the need arises. The committee may invite the subject of the reviewed case or other related persons to attend the session and make a report.
- Article 7. The committee meeting begins when two thirds of the members are present. A valid resolution must have been passed with half or more of the total members' agreement.
- Article 8. When the University Employee Review Committee is convened, the committee members must be present in person, and may not designate a proxy to attend the meeting.
- Article 9. The committee meeting is not open to the public. Members and other persons present must maintain strict confidentiality and not release any information regarding cases outside the meeting. Should a conflict of interest occur, the concerned member must voluntarily request to be excused from the meeting.
- Article 10. Should the president consider a resolution to have been obstructed in any way, he or she may return the resolution to the committee for further discussion or modify the resolution directly.
- Article 11. Should the subject of the case not agree with the resolution, he or she may submit his or her reasons in writing and return the resolution to the committee within ten days of receipt of the resolution notice. Such an appeal may be made only once.
- Article 12. Matters not covered in these procedures will be dealt with in accordance with the Ministry of Education laws and related university procedures.
- Article 13. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures 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.\*\***