

Tajen University

Guidelines for the Establishment of the Department Faculty Evaluation Committee of the Department of Fire Safety

114.10.20 Approved by the Department Affairs Council

114.11.05 Approved by the College Faculty Evaluation Committee

114.XX.XX Approved by the University Faculty Evaluation Committee

I.

These Guidelines are established pursuant to the **Regulations Governing the Establishment of Faculty Evaluation Committees of Tajen University** (hereinafter referred to as “the University”) to establish the **Department Faculty Evaluation Committee of the Department of Fire Safety** (hereinafter referred to as “the Department Faculty Evaluation Committee”) of the Department of Fire Safety (hereinafter referred to as “the Department”).

II.

The Department Faculty Evaluation Committee shall consist of 3 to 5 members, organized as follows:

(1) Ex officio Member:

The Chair of the Department.

(2) Elected Members:

1. Full-time faculty members at the rank of Lecturer or above shall be elected by the Department Affairs Council as faculty representatives, and several alternate members shall also be elected.
2. If the number of elected members is insufficient to constitute the Committee, the Chair of the Department may submit a written request to the Dean for approval to appoint faculty members from outside the Department to fill the vacancies.

If the Department has no faculty members qualified for election to the required rank, has ceased enrollment, or is unable to convene a meeting due to other circumstances, the College Faculty Evaluation Committee shall directly review and deliberate on the relevant matters.

III.

The duties of the Department Faculty Evaluation Committee are as follows:

- (1) To conduct preliminary review of matters concerning the appointment, terms of appointment, further study, promotion, secondment, leave without pay, sabbatical leave, extension of service, and other matters concerning faculty members of the Department.
- (2) To conduct preliminary review of matters concerning teaching, research, service, student guidance, creative works and inventions, academic publications, service contributions, and the selection of outstanding faculty members of the Department.

(3) To conduct preliminary review of matters concerning dismissal due to redundancy, suspension of employment, dismissal, non-renewal of appointment, rewards and disciplinary actions, and other related matters concerning faculty members of the Department.

(4) To deliberate on violations by faculty members of the obligations prescribed by the Teachers' Act and the University's faculty employment contracts.

(5) To deliberate on other matters that shall be reviewed pursuant to University regulations or applicable laws and regulations.

IV.

The Department Faculty Evaluation Committee shall be convened by the Chair of the Department, who shall also serve as the chairperson of the meeting. If the chairperson is unable to preside over a meeting due to circumstances, the attending members shall elect one member among themselves to act as chairperson.

Committee members shall attend meetings in person and may not appoint another person to attend on their behalf.

V.

Committee members shall serve without remuneration. Elected members shall serve a term of one year and may be re-elected.

VI.

If an elected member leaves the position during the term of office, or is seconded, takes sabbatical leave, takes leave without pay, undertakes further study or research, takes long-term sick leave, or is unable to attend meetings three or more times in total, the Department Faculty Evaluation Committee shall approve the termination of the member's duties, and the alternate members shall fill the vacancy in order of precedence. The term of the replacement member shall be limited to the remainder of the original member's term.

VII.

The Department Faculty Evaluation Committee shall convene meetings as necessary. A meeting shall require the attendance of at least two-thirds of all Committee members. Resolutions shall require the approval of more than one-half of the attending members. However, matters concerning dismissal due to redundancy, suspension of employment, dismissal, non-renewal of appointment, or other matters deemed major by the Department Faculty Evaluation Committee shall require the approval of at least two-thirds of the attending members.

When reviewing a faculty promotion case, the Committee shall not allow a lower-ranking member to participate in the review of a higher-ranking faculty member. At least five qualified reviewers shall participate in the review. If the number of qualified Committee members is insufficient, the Chair of the Department shall submit a written request to the Dean for approval to appoint scholars or experts from outside the Department whose academic expertise is relevant to the applicant's field to form a temporary Department Faculty Evaluation Committee. The Chair of the Department shall serve as the chairperson of the temporary Committee. At least two-thirds of the Committee members shall attend the meeting, and the resolution shall require the approval of more than one-half of the attending members.

VIII.

When reviewing a case, a Committee member shall voluntarily recuse himself/herself if any of the following circumstances applies:

- (1) The Committee member, his/her spouse or former spouse, a blood relative within the fourth degree of kinship, a relative by marriage within the third degree of kinship, or a person who previously had such a relationship is a party to the case.
- (2) The Committee member currently has or previously had a student-teacher relationship with the party as the supervisor of a doctoral or master's thesis.
- (3) The case involves the Committee member's personal interests.
- (4) The Committee member is currently or was previously an agent, advisor, witness, or expert appraiser in the case.

If a Committee member is required to recuse himself/herself under the preceding paragraph but fails to do so, another Committee member may apply to the Department Faculty Evaluation Committee for the member's recusal.

If there are specific facts sufficient to establish that a Committee member may have a conflict of interest or bias in reviewing a case, the party concerned may state the reasons and facts and apply to the Department Faculty Evaluation Committee for the member's recusal.

Applications under the preceding two paragraphs shall be decided by the Department Faculty Evaluation Committee. The same shall apply when the Committee determines that a member has grounds for recusal but fails to voluntarily recuse himself/herself or fails to apply for recusal.

When a Committee member is recused, that member shall not be counted toward the number of attending members or the number of members required for a resolution. The number of attending members shall be recalculated accordingly before the matter is put to a vote.

IX.

The Department Faculty Evaluation Committee may adopt secret ballots when voting on matters under review and may, when necessary, invite relevant personnel to attend meetings to provide reports or explanations.

X.

If a matter under review requires approval by the University Faculty Evaluation Committee before it becomes effective, when the Department Faculty Evaluation Committee notifies the party concerned in writing of the review result, the written notification shall clearly state that the matter shall not formally take effect until it has been reviewed and approved by the University Faculty Evaluation Committee.

If a faculty member disagrees with the review result of the Department Faculty Evaluation Committee, he/she may file an appeal with the University in accordance with the relevant provisions of the **Regulations Governing the Organization and Evaluation of the Faculty Appeals Committee of Tajen University**.

XI.

Matters not covered by these Guidelines shall be handled in accordance with relevant laws and regulations.

XII.

These Guidelines shall be implemented after being approved by the Department Affairs Council and the College Faculty Evaluation Committee and submitted to the University Faculty Evaluation Committee for approval and record. The same procedure shall apply to any amendments thereto.