

# Organizational Regulations for the Faculty Evaluation Committee of the Department of Electrical Engineering, Yuan Ze University

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Amended by the 1<sup>st</sup> Department Affairs Meeting, Academic Year 2024, on March 24, 2025  
Amended by the 7<sup>th</sup> Faculty Evaluation Committee Meeting of the College, Academic Year 2024, on April 22, 2025  
Approved by the 7<sup>th</sup> Faculty Evaluation Committee of School, Academic Year 2024, on May 14, 2025

Article 1: In accordance with the University's "Organizational Regulations for Faculty Evaluation Committees," the Department establishes a Faculty Evaluation Committee (hereinafter referred to as "the Committee").

Article 2: The duties of the Committee shall be as follows:

1. Review matters concerning faculty appointment, term of employment, suspension, dismissal, and non-renewal.
2. Review faculty promotion, sabbatical leave for professors, and extension of service.
3. Review faculty academic research and publications.
4. Deliberate on violations of obligations stipulated by the Teachers' Act.
5. Determine reasons for faculty dismissal.
6. Other matters subject to review or deliberation as required by laws or regulations.

Article 3: The Committee shall be composed of five or more professors or associate professors (with priority given to professors). The Department Chair and section heads (group directors) shall serve as ex-officio members. Each section shall additionally elect three professors or associate professors as members. The term of office for each member is one academic year, and reappointment is permitted.

Members who are on secondment, research leave, retirement, or on long-term leave (including paid or unpaid personal or sick leave) shall not serve as members.

Members must attend meetings in person; proxies are not allowed.

All members and attendees must adhere to the University's "Confidentiality Guidelines for Faculty and Staff" and are legally responsible for any breach.

A member who is the subject of a case under deliberation, or who has a conflict of interest (such as a spouse, relative within the third degree of kinship, or similar), shall voluntarily recuse themselves. If the member fails to do so, the Chair may request recusal based on a resolution.

If a member with a conflict refuses to recuse or shows apparent bias, the party under review may file a recusal request with the Committee and must state the reasons. A recused member must abstain from the case entirely and will not count toward quorum.

If the number of members falls below five during the term due to recusal or vacancy, replacement members shall be appointed.

Article 4: The Department Chair shall serve as the Convener and shall preside over meetings. If the Chair is unable to preside, the professor-level members attending the meeting shall elect one from among themselves to act as Chair.

Article 5: The Committee shall convene at least once per semester. Additional meetings may be convened by the Convener when necessary.

When reviewing proposals such as new appointments, reappointments, promotions, or extensions of service, the principle of “no lower-rank review of higher-rank proposals” must be observed.

For cases involving promotion to Professor, if there are fewer than five professors in the Committee, a list of candidates amounting to twice the number of the shortfall shall be submitted to the Chair of the College Faculty Evaluation Committee for selection.

Article 6: Review procedures for full-time faculty appointment and promotion:

1. New appointments for full-time faculty shall be reviewed by the respective section meeting, which shall identify suitable candidates for external review. The case shall be reviewed and approved by the Committee and then forwarded to the College Faculty Evaluation Committee.
2. Promotion cases shall be reviewed and approved by the respective section, followed by the Committee, before being submitted to the College Faculty Evaluation Committee. The procedure shall comply with the Department’s “Faculty Promotion Review Regulations.”

Article 7: Review procedures for dismissal, non-renewal, or suspension:

If a full-time faculty member, during their employment period, meets any of the conditions specified in Article 14 of the University’s “Faculty Appointment and Service Regulations,” the case shall be submitted to the Committee for deliberation. Upon approval, the resolution for dismissal, non-renewal, or suspension shall be forwarded to the College Faculty Evaluation Committee.

The quorum and voting thresholds shall comply with the Teachers’ Act.

If a part-time faculty member meets the criteria under Article 14 of the “Part-Time Faculty Appointment Guidelines,” the contract may be suspended or terminated in writing upon verification.

Article 8: Deliberations of the Committee shall be conducted by anonymous vote or by consensus. During deliberation, the basis and rationale for the decision must be discussed thoroughly. All decisions shall be properly recorded and preserved in written or electronic form.

Quorum and voting thresholds:

1. Cases of dismissal, non-renewal, or suspension shall follow the Teachers’ Act.
2. For all other cases, at least two-thirds of the members must be present, and at least two-thirds of those present must approve the case for it to pass.

Article 9: To safeguard faculty rights, any faculty member who considers a resolution made by the Committee to be unlawful or inappropriate may submit specific supporting materials and file a grievance to the University Faculty Grievance Review Committee in accordance with University procedures.

Article 10: These Regulations shall take effect upon approval by the Department Affairs Meeting and ratification by both the College and University Faculty Evaluation Committees. The same procedure applies for any amendments.