

National Taiwan Normal University
College of Education
Department of Child and Family Science

教師評審委員會設置要點
Directives for the Faculty Evaluation Committee

Amended and adopted at the 7th Department Affairs Meeting of the 112th Academic Year, May 3, 2024
Reviewed at the 6th Faculty Evaluation Meeting of the College of Education of the 112th Academic Year, May 29, 2024

Article 1. The National Taiwan Normal University (NTNU “the University”) College of Education (“the College”) Department of Child and Family Science (“the Department”) hereby establishes the Department Faculty Evaluation Committee (“the Committee”) in accordance with the NTNU *Organizational Regulations* and *Regulations for the Establishment of the Faculty Evaluation Committee* for the purpose of reviewing matters related to the appointment, promotion, and extension of employment of its faculty members.

Article 2. The Committee shall comprise 5–7 members. The Chairperson of the Department shall hold an ex officio position and shall assume the role of convener. Members shall be elected by the full-time faculty of the Department, and the eligible candidates shall be Professors or Associate Professors who have published papers and monographs within the preceding three years. The composition of the Committee shall ensure that at least two-thirds of the total members hold the rank of Professor. The members may include faculty of other departments of the NTNU or other universities. The elected members of the Committee shall be chosen annually before the end of June, serving a term corresponding to one academic year, with eligibility for re-election. In the event that a Committee member is unable to serve the term, a replacement shall be elected according to the Directives for Committee member elections.

For matters concerning faculty appointment, promotion and evaluation, the Committee member shall neither serve as a reviewer nor participate in the voting for cases concerning faculty members with a higher relative rank.

Article 3. The Committee may convene periodically to address needs as they arise, but at least one meeting shall be called each academic year. The Chairperson of the Department shall hold the Chairperson of the Committee, if necessary, may be designated by the members.

Article 4. The Committee’s duties include review of the following matters:

1. Review matters pertaining to full-time faculty members’ initial appointment, renewal of appointment, employment duration, promotion, change of rank, termination, non-renewal of appointment, suspension; evaluation, long-term appointment, determination of reasons for severance, prerequisites for voluntary or compulsory retirement requiring review in accordance with the law, and extension of service of full-time faculty members; as well as

appointment of professors emeritus or those jointly-appointed with Academia Sinica or other universities.

2. Review matters pertaining to adjunct faculty members' initial appointment, renewal of appointment, employment duration, change of rank, termination, non-renewal of appointment, suspension.
3. Review matters pertaining to teaching assistants' initial appointment, renewal of appointment, non-renewal of appointment.
4. Review matters pertaining to contract staffs' initial appointment, renewal of appointment, non-renewal of appointment.
5. Review matters pertaining to full-time faculty members' studying, sabbatical leaves, reduce teaching hours.

Article 5. Members are required to attend meetings in person. A meeting of the Committee shall be called to order with the attendance of a minimum of two-thirds of all Committee members. Attending members of the committees shall recuse himself/herself if the committee is reviewing matters pertaining to the said member.

Article 6. A case under review by the committee shall be fully deliberated by members in attendance and resolved by means of anonymous voting. The Committee may only make a resolution with at least two thirds of its members present.

In the case of termination, non-renewal of appointment, or suspension, the committee shall give the concerned party an opportunity to make a statement. The quorum for attendance and resolutions shall be handled in accordance with the relevant provisions of the Teachers' Act.

Article 7. Except for initial appointments, where the committee renders a negative resolution, the committee shall cite substantive reasons and notify the concerned party in writing within ten days after the resolutions are made. Should said party disagree with such resolutions, they may lodge an appeal with the University's Faculty Appeals and Arbitration Committee, except when resolutions pertain to termination, non-renewal of appointment, and suspension of faculty members. Such an appeal shall not be lodged until a final evaluation by the University Faculty Evaluation Committee has concluded.

Article 8. Directives for Faculty Evaluation of the Department shall be separately formulated.

Article 9. The Directives must receive approval from the Department Affairs Meeting, undergo review by the Education College Faculty Evaluation Committee, and be submitted to the President of the University for final approval before publication and implementation. The same process applies to any subsequent amendments.