

## **Regulations for the Establishment of Faculty Review Committee, College of Liberal Arts, National Cheng Kung University**

Amended and approved by College Council Meeting on May 24<sup>th</sup>, 1996 and was approved and filed with the 4<sup>th</sup> University  
Faculty Review Committee on June 24<sup>th</sup>, 1996.

Amended and approved by College Council Meeting on Sept. 19<sup>th</sup>, 2002 and was approved and filed with the 3<sup>rd</sup> University  
Faculty Review Committee on December 2<sup>nd</sup>, 2002.

Amended and approved by College Council Meeting on December 12<sup>th</sup>, 2002 and was approved and filed with the 4<sup>th</sup> University  
Faculty Review Committee on December 31<sup>st</sup>, 2002.

Amended and approved by College Council Meeting on January 13<sup>th</sup>, 2005 and was approved and filed with the 7<sup>th</sup> University  
Faculty Review Committee on May 25<sup>th</sup>, 2005.

Amended and approved by College Council Meeting on July 24<sup>th</sup>, 2007 and was approved and filed with the 9<sup>th</sup> University  
Faculty Review Committee of Academic Year 2006 on July 24<sup>th</sup>, 2007.

Amended and approved by College Council Meeting on October 11<sup>th</sup>, 2007 and was approved and filed with the 2<sup>nd</sup> University  
Faculty Review Committee of Academic Year 2007 on October 29<sup>th</sup>, 2007.

Amended and approved by College Council Meeting on December 23<sup>rd</sup>, 2010 and was approved and filed with the 7<sup>th</sup> University  
Faculty Review Committee of Academic Year 2011 on June 15<sup>th</sup>, 2012.

Amended and approved by College Council Meeting on September 17<sup>th</sup>, 2015 and was approved and filed with the 1<sup>st</sup> University  
Faculty Review Committee of Academic Year 2015 on October 21<sup>st</sup>, 2015.

Amended and approved by College Council Meeting on April 8<sup>th</sup>, 2021 and was approved and filed with the 5<sup>th</sup> University  
Faculty Review Committee of Academic Year 2020 on June 21<sup>st</sup>, 2021.

Amended and approved by College Council Meeting on December 30<sup>th</sup>, 2021 and was approved and filed with the 4<sup>th</sup> University  
Faculty Review Committee of Academic Year 2021 on March 4<sup>th</sup>, 2022.

Article 1 The College of Liberal Arts (hereinafter referred to as the College) of National Cheng Kung University (hereinafter referred to as the University) drafted these regulations according to the regulations for the establishment of faculty review committee of various colleges in National Cheng Kung University.

Article 2 The Faculty Review Committee of the College (hereinafter referred to as the Committee) has eleven members, consisting of 11 committee members from the following:

1. Ex-officio member: The Dean (also the convener).
2. Selected committee members: full-time professors (those who do not serve as department / institute chairperson) from the department (institute) selected at the executive meeting of each department (institute).

Selected committee members: Two places are guaranteed for each department with a graduate institute, one place is guaranteed for an institute without a department. The Dean is not taking up any place of his/her department (institute). There are 10 committee members serving a term of 2 years. Each year, half of them will be replaced with an election, but a committee member can work consecutively if reelected. If a department (institute) does not have enough full-time faculty members, that department (institute) can select one faculty member from another department (institute) from the College. In circumstances when there are still not enough committee members from the departments and institutes, faculty members of similar fields from other colleges or universities can be invited. University Faculty Review Committee members should not be also College Faculty Review Committee members. Faculty members are denied the appointments to serve as review committee members during approved transfer / borrowing, sabbatical, full-time advanced studies, lectureship abroad or unpaid leaves.

If selected committee members become absent during the term, and back up committee members are not enough to fill in the vacancies, new committee members will be selected to finish the term.

Article 3 The committee is convened once every semester. An interim meeting will be held when situation demands.

Article 4 The meeting will consider the following matters:

1. The appointment, term of appointment, promotion, dismissal, suspension of employment, non-renewal of employment, determination on the reasons for severance, etc. of full-time faculty members.
2. The appointment, term of appointment, dismissal and suspension of part-time faculty members.
3. Reply to appeal from faculty members who did not pass the preliminary review for promotion. The measures of re-appealing application are stipulated separately.
4. The appointment of honorary professors.
5. Other important matters related to faculty review and relevant regulations that need to be reviewed and discuss by the Committee.

Article 5 The appointment, term of appointment, dismissal, suspension and non-renewal of faculty members of the College shall be preliminarily examined by the Faculty Review Committee of the Department (Institute) in accordance with the faculty employment measures of the University, and then have them sent to the College Faculty Review Committee before they are approved and submitted to the

University Faculty Review Committee to be reviewed.

The measures for reviewing the appeal to faculty appointments of the College are stipulated separately.

If the facts are clear on major matters such as dismissal, suspension, non-renewal and suspension of faculty member's rights, yet the resolutions made by the Faculty Review Committee of the Department (Institute) are obviously inconsistent with the provisions of the laws and regulations, the College Faculty Review Committee may deliberately change them in accordance with the regulations. When necessary, the parties or representatives of the party (institute) may be invited to attend and explain.

If, for some reason, the Department (Institute) Faculty Review Committee is unable to make a resolution, it shall strive to finish the task within a certain period of time after being notified by the University. If a resolution is still unable to be reached after the due date, the Dean may ask for the President's approval to have the College Review Committee take over and make the decision on the department's (Institute's) behalf.

Article 6 The promotion of faculty members of the College shall be handled by the Faculty Review Committee of the Department (Institute) first in accordance with the methods for the promotion of faculty members of the University. After being approved, it shall be sent to the Committee for reviewing, and then have it recommended to the Faculty Review Committee of the University after being approved. The measures for the re-appeal of faculty members' promotion of this College are stipulated separately.

Article 7 The Dean of the College of Liberal Arts serves as the convener of the Committee. In circumstances of recusal or when the Dean is unable to chair the Committee meetings, an acting chairperson should be selected among committee members. When the Dean is also the chairperson of the department (institute), the convener of the faculty review committee should be elected by the department (institute) affairs council meeting.

Article 8 When the committee meeting is held, unless otherwise stipulated by the Teachers' Act, decisions shall be approved by more than two-thirds of the committee members and the consent of more than two-thirds of the committee members present.

When there is (are) college faculty review committee member(s) who should be

recused, the recused member(s) will not be counted into committee members present in a decision.

When the meeting is held, relevant units and personnel may be invited to report or explain.

Article 9 Members of this committee shall withdraw on their own due to any of the following circumstances when reviewing a case:

1. The person reviewed is or was his/her spouse, blood relatives within the fourth degree of kinship, or in-laws within the third degree of kinship.
2. The person reviewed was an advisee of the committee member (the reviewee's thesis / dissertation advisor).
3. Other interests between committee members and the reviewees, and should be withdrawn by the resolution of the Committee.

The committee members may apply to the Committee for recusal if they consider that there are special reasons other than those listed in the preceding paragraph that should have them withdrawn.

If there are specific facts that verify that a committee member of this Committee is likely to be biased in the reviewing of the case, the concerning party may apply to the Committee for the recusal of the committee member by citing the reasons and facts. The application in the preceding two paragraphs shall be decided by this Committee; the same shall apply if the Committee deems that there are reasons for recusal, but the concerning member does not voluntarily resign or apply for recusal.

If a committee member serves in faculty review committees of both levels, following the principle of recusal, he/she should vote only in the previous level. If, for some reason, he/she fails to attend the previous level faculty review committee, he/she then can vote in the latter-level faculty review committee. However, if the reviewed case demands explanation from that particular member, he/she can be summoned to attend the meeting and explain.

Article 10 Matters not covered in these regulations shall be handled in accordance with the relevant regulations of the University.

Article 11 These regulations have been approved by the College Council meeting, and implemented after filed with the Faculty Evaluation Committee. The same

procedure will apply when amended.