

# **Regulations for the Establishment of the Teacher Evaluation Committee in the Department of Applied Chinese at Kainan University**

Article 1: To evaluate the hiring of full-time and adjunct faculty, in accordance with Article 20 of the University Act and the regulations governing the establishment of the teacher evaluation committee at the university, the Department of Applied Chinese (hereinafter referred to as the department) establishes the Teacher Evaluation Committee (hereinafter referred to as the committee).

Article 2: The responsibilities of the committee are as follows:

1. Review and evaluate teachers' service qualifications, qualifications, ranks, and appointment periods.
2. Review and evaluate teacher appointments, promotions, dismissals, suspensions, non-renewals, and terminations.
3. Review and evaluate teachers' requests for extended service, overseas teaching, research, and further education.
4. Review teachers' eligibility for leave.
5. Other matters required by laws, regulations, or university rules that need the committee's review.

Article 3: The committee is composed of full-time assistant professors or higher-ranking faculty members from the department, with the department head as the convener. However, the convener must recuse themselves in case of conflicts of interest. The teacher evaluation committee's member list should be submitted for secondary review by the university-level teacher evaluation committee. Except for ex-officio members, other committee members serve a one-year term, renewable upon completion.

Article 4: The convener serves as the chairperson during committee meetings. If the chairperson is unable to preside, they may designate another committee member with a similar level of faculty qualification to act as the chairperson.

Article 5: The committee holds regular meetings at least once per semester and may convene special meetings when necessary. For a quorum, more than two-thirds of the committee members must be present at meetings. Decisions require approval by a majority of attending members, but decisions related to dismissal, suspension, or non-renewal require approval by more than two-thirds of the committee members present.

Article 6: The committee should keep minutes of meetings, recording decisions, and submit them along with relevant personal information of the teacher to the university and college-level teacher evaluation committees for secondary review.

Article 7: During committee meetings, members should attend in person and cannot be represented by others. Voting on issues should be done by secret ballot. Members must strictly observe confidentiality during the meeting process and refrain from disclosing information externally.

Article 8: Committee members must recuse themselves when discussing matters related to themselves, their spouses, or third-degree relatives.

Article 9: If there is suspicion of plagiarism in a teacher's work submitted for promotion, the teacher should be notified to provide a defense. If plagiarism is confirmed, appropriate measures will be taken following relevant regulations.

Article 10: Applicants who disagree with the committee's decision may file an appeal according to the university's teacher evaluation committee regulations and other relevant laws.

Article 11: Matters not covered by these regulations shall be handled in accordance with relevant university regulations.

Article 12: These regulations are established by the departmental meeting, approved by the college-level teacher evaluation committee, submitted for final approval by the university-level teacher evaluation committee, and implemented after being ratified by the university president. The same process applies to amendments.