

Regulations for the Establishment of the Faculty Evaluation Committee

Department of Applied Chinese, Kainan University

Amended and approved at the 5th Department Affairs Meeting of Academic Year 2025 on
February 6, 2026

Amended and approved at the 5th College Faculty Evaluation Committee Meeting of Academic
Year 2025 on February 12, 2026

Amended and approved (Articles 1, 3, and 5) at the 7th University Faculty Evaluation Committee
Meeting of Academic Year 2025 on March 11, 2026

Article 1

The Department of Applied Chinese of Kainan University (hereinafter “the Department”), in accordance with Article 20 of the University Act, the University’s Regulations for the Establishment of Faculty Evaluation Committees, and other relevant laws and regulations, establishes the Department Faculty Evaluation Committee (hereinafter “the Committee”).

Article 2

The responsibilities of the Committee are as follows:

1. Review of faculty service records, qualifications, ranks, and terms of appointment.
2. Review of faculty appointment, promotion, dismissal, suspension, non-renewal of contracts, and severance.
3. Review of faculty applications for extended service, overseas lecturing, research, and further study.
4. Review of faculty eligibility for sabbatical leave.
5. Review of other matters that, according to laws, regulations, or University policies, require Committee deliberation.

Article 3

The Committee shall consist of at least five full-time faculty members of the Department at the rank of assistant professor or above. The Department Chair shall serve as the convener; however, the Chair must recuse themselves in cases of conflict of interest.

A roster of Committee members shall be submitted to the College Faculty Evaluation Committee for record.

In accordance with Article 8 of the University's Regulations for the Establishment of Faculty Evaluation Committees, if the number of qualified faculty members in the Department is insufficient, the Dean shall request the University President to appoint qualified scholars or experts from within or outside the University to serve as Committee members.

Except for ex officio members, all Committee members shall serve a one-year term and may be reappointed upon expiration.

Article 4

Meetings of the Committee shall be chaired by the convener. If the convener is unable to preside, they may designate a Committee member of equivalent academic rank to act as chair.

Article 5

The Committee shall convene at least once each semester and may hold special meetings when necessary.

A quorum shall consist of more than half of all Committee members, and resolutions shall require the approval of more than half of the members present. However, quorum and voting requirements for cases involving dismissal, suspension, non-renewal, or severance shall follow the relevant provisions of the Teachers' Act.

Meeting minutes shall be recorded, including resolutions, and submitted along with relevant faculty documents to the College and University Faculty Evaluation Committees for further review.

Article 6

When necessary, the convener may invite relevant personnel to attend meetings to present reports or provide explanations.

Article 7

Committee members must attend meetings in person and may not appoint proxies.

Voting shall be conducted by secret ballot.

All members must maintain strict confidentiality regarding meeting proceedings and shall not disclose information externally.

Article 8

Committee members shall recuse themselves from discussions involving matters related to themselves, their spouse, or relatives within the third degree of kinship.

Members may not participate in the review of promotion cases for faculty at a higher rank than their own.

Article 9

If a faculty member's submitted work for promotion is suspected of plagiarism, the individual shall be notified and given an opportunity to respond.

If plagiarism is confirmed, the case shall be handled in accordance with relevant regulations.

Article 10

If an applicant disagrees with a resolution of the Committee, they may file an appeal in accordance with the University's Regulations for the Establishment of Faculty Evaluation Committees and other applicable laws and regulations.

Article 11

Matters not specified in these Regulations shall be handled in accordance with relevant University rules.

Article 12

These Regulations shall be enacted after approval by the Department Affairs Meeting, deliberation by the College Faculty Evaluation Committee, and final approval by the University Faculty Evaluation Committee, followed by authorization from the University President.

The same procedure shall apply to any amendments