

Kainan University Regulations Governing the Establishment of the Department of Applied Chinese Faculty Evaluation Committee

**Revised and approved by the 5th Department Affairs Meeting of the 2025 Academic Year on
February 6, 2026**

**Revised and approved by the 5th College Faculty Evaluation Committee Meeting of the 2025
Academic Year on February 12, 2026**

**Revised and approved by the 7th University Faculty Evaluation Committee Meeting of the 2025
Academic Year on March 11, 2026, amending Articles 1, 3, and 5**

**Revised and approved by the 12th Department Affairs Meeting of the 2025 Academic Year on
May 26, 2026**

**Revised and approved by the 7th College Faculty Evaluation Committee Meeting of the 2025
Academic Year on June 10, 2026**

**Revised and approved by the 1st University Faculty Evaluation Committee Meeting of the 2026
Academic Year on September 23, 2026**

Article 1

The Department of Applied Chinese of Kainan University (hereinafter referred to as “the Department”), in accordance with Article 2 of the Kainan University Regulations Governing Faculty Evaluation Committees (hereinafter referred to as “the Faculty Evaluation Committee Regulations”), hereby establishes the Department Faculty Evaluation Committee (hereinafter referred to as “the Committee”) and adopts these Regulations.

Article 2

The duties and responsibilities of the Committee are as follows:

1. To deliberate on matters concerning faculty members’ service records, qualifications, academic ranks, terms of appointment, and other related matters.
2. To deliberate on matters concerning the appointment, promotion, dismissal, suspension of appointment, non-renewal of appointment, and severance of faculty members.
3. To deliberate on matters concerning extension of service, overseas lecturing,

research, further study, and other related matters.

4. To review faculty members' eligibility for sabbatical research.
5. To deliberate on other matters that, pursuant to applicable laws and regulations or Kainan University regulations, are required to be reviewed by the Department Faculty Evaluation Committee.

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, with preference given to Associate Professors or Professors. The Department Chair shall serve as the Convener, but shall recuse themselves when a conflict of interest exists.

If the Department does not have a sufficient number of qualified faculty members, the Dean of the College shall consult with the President to appoint qualified scholars or experts from within or outside the University who possess faculty qualifications to serve as Committee members. A roster of such members shall be submitted to the College Faculty Evaluation Committee for record.

Members of either gender shall constitute at least one-third of the total membership of the Committee; however, this requirement shall not apply when the number of faculty members of either gender in the Department is less than one-third of the total number of Committee members.

The term of office for Committee members shall be one year. Members may be reappointed upon expiration of their terms.

Article 4

The Convener shall serve as the chairperson of Committee meetings. If the Convener is unable to preside over a meeting for any reason, the Convener shall designate a Committee member holding the same academic rank to preside, or the Committee members shall elect one qualified member of the same academic rank to act as chairperson.

Article 5

The Committee shall convene at least once each semester and may convene

extraordinary meetings when necessary.

A meeting shall require the attendance of at least one-half (50% or more) of all Committee members to constitute a quorum. A resolution shall require the approval of at least one-half (50% or more) of the attending members.

However, for cases concerning the dismissal, suspension of appointment, non-renewal of appointment, or severance of faculty members, the attendance and voting thresholds shall be handled in accordance with the relevant provisions of the Teachers' Act.

Minutes shall be prepared for each meeting, documenting the resolutions adopted. The minutes, together with relevant personal materials concerning the faculty member, shall be submitted to the College and University Faculty Evaluation Committees for review.

Article 6

For cases concerning faculty promotion, the required number of attending Committee members and the voting threshold shall be handled in accordance with the relevant provisions of the Kainan University Regulations Governing Faculty Appointment and Promotion Review.

When a Committee member is reviewing a promotion case to an academic rank higher than the member's own rank, that member shall recuse themselves and shall not be counted toward the required number of attending members.

If the number of eligible members is insufficient to constitute a quorum, the Dean of the College shall consult with the President to appoint a faculty member of an appropriate academic rank to serve on the Committee.

Article 7

A Committee member shall recuse themselves when the Committee deliberates on a matter concerning the member themselves, their spouse, or a relative within the third degree of kinship.

Article 8

Committee members shall attend meetings in person and may not appoint another

person to attend on their behalf.

Voting on cases shall be conducted by secret ballot. All Committee members shall maintain strict confidentiality regarding the proceedings and shall not disclose such information to external parties.

Article 9

When necessary, the Convener may invite relevant individuals to attend a Committee meeting to provide reports or explanations.

Article 10

If a publication submitted by a faculty member applying for promotion is determined upon review to be suspected of plagiarism, the faculty member shall be notified and given an appropriate period within which to submit an appeal to the Committee.

If the faculty member does not file an appeal within the prescribed period, or if the appeal is determined to be without merit, the case shall be handled in accordance with the relevant regulations.

Article 11

If an applicant objects to a resolution adopted by the Committee, the applicant may file an appeal in accordance with the Kainan University Regulations Governing Faculty Evaluation Committees and other applicable laws and regulations.

Article 12

Matters not provided for in these Regulations shall be handled in accordance with the relevant regulations of Kainan University.

Article 13

These Regulations shall be adopted by the Department Affairs Meeting, submitted to the College Faculty Evaluation Committee and the University Faculty Evaluation Committee for review and approval, and then submitted to the President for final approval. These Regulations shall take effect on the date of promulgation. The same procedure shall apply to any amendments thereto.