

Guidelines for the Establishment of Faculty Evaluation Committees of Wenzao Ursuline University of Languages

Amended and Approved at the University Affairs Committee meeting on June 29, 2002
Filed for reference by the Ministry of Education's Letter Tai (91) Ji (3) Zi No. 91100290 on July 8, 2002
Amended and Approved at the University Affairs Committee meeting on April 9, 2005
Filed for reference by the Ministry of Education's Letter Tai (94) Ji (3) Zi No. 0940076826 on June 8, 2002
Amended and Approved at the University Affairs Committee meeting on October 14, 2006
Amended and Approved at the University Affairs Committee meeting on March 24, 2007
Amended and Approved at the University Affairs Committee meeting on January 10, 2009
Amended and Approved at the University Affairs Committee meeting on March 27, 2010
Amended and Approved at the University Affairs Committee meeting on June 25, 2011
Amended and Approved at the University Affairs Committee meeting on September 6, 2013
Amended and Approved at the Guidelines for the Establishment of
Faculty Evaluation Committees meeting on April 15, 2014
Amended and Approved at the University Affairs Committee meeting on June 7, 2014
Amended and Approved at the Guidelines for the Establishment of Faculty Evaluation Committees
meeting on April 14, 2015
Amended and Approved at the University Affairs Committee meeting on June 17, 2015
Amended and Approved at the Guidelines for the Establishment of Faculty Evaluation Committees
meeting on June 21, 2016
Amended and Approved at the University Affairs Committee meeting on December 14, 2016
Amended and Approved at the Guidelines for the Establishment of Faculty Evaluation Committees
meeting on June 7, 2017
Amended and Approved at the University Affairs Committee meeting on June 14, 2017
**Amended and Approved at the Guidelines for the Establishment of Faculty Evaluation Committees
meeting on April 21, 2022**
Amended and Approved at the University Affairs Committee meeting on June 15, 2022
**Approved by the President on December 12, 2025, and revised in coordination with the
merger of the Continuing and Extension Education Division.**

Article I. The Wenzao Ursuline University of Languages (hereinafter "University") has established Faculty Evaluation Committees according to the University Act and the University's organizational charter.

Article II. The University has three levels of Faculty Evaluation Committees:

1. Departmental, (Graduate Institute), Center Faculty Evaluation Committee(hereinafter "Departmental Evaluation Committee").
2. College Faculty Evaluation Committee (hereinafter "College Evaluation Committee").
3. University Faculty Evaluation Committee (hereinafter "University Evaluation Committee").

Article III. The three levels of Faculty Evaluation Committees are responsible for evaluation of the followings:

1. Matters related to appointment of faculty, length of appointment, non appointment,termination, non reappointment and determination of reasons for lay-off.
2. Matters related to faculty promotion, research, advanced studies, extension of service and service contributions.

3. Matters related to faculty evaluation.
4. Matters related to faculty involved in items listed in Teachers' Act that require evaluation by Faculty Evaluation Committees.
5. Matters related to other major faculty commendations and demerits.
6. Matters mandated in other relevant laws.

Matters that must be reviewed at all three levels of Faculty Evaluation Committees are initially reviewed by the Departmental Committee, then by the College Committee and finally by the University Committee. Other matters are reviewed separately by each committee.

Evaluation of faculty appointments and promotions are stated in a separate document.

Article IV. The University Faculty Committee is comprised of 19 to **26** members. Members of each gender must exceed 1/3 of the total number of members.

1. Ex officio members: Vice-president, Dean of Academic Affairs, Dean of Research and Development, Deans of Colleges and Director of the Continuing and Extension Education.
2. Elected members: Each college shall elect three members from among full-time instructors with the rank of Associate Professor or above through open elections. Colleges with more than a hundred full-time faculty members may elect one more member. Colleges with less than thirty full-time faculty members shall elect one less member. If the University has a faculty senate, it should incorporate faculty representatives according to section E or Article XXVII of the Teachers' Act.

The number and gender of ex officio members should be taken into consideration for selecting elected members.

Except for ex officio members, Evaluation Committee members serve for terms of one academic year and may be re-elected. Vacant positions should be filled with members with the highest number of votes, who will serve for the remaining of the term.

With the exception of ex officio members, University Evaluation Committee members who cannot attend meetings may appoint a proxy approved by the Chairperson. Other members may not be substituted.

Article V. The University Evaluation Committee is headed by a Chairperson who acts as convener and chair. This position is held by the Vice-president. The Committee has a Secretary. The Director of the Personnel Office holds this position. When the Chairperson is unable to attend a committee meeting, he or she may appoint a proxy.

Article VI. Each Faculty Evaluation Committees must hold meetings at least once every semester. Extraordinary meetings may be called when necessary.

When the University Evaluation Committee deliberates faculty appointments, at least 1/2 of the members must be present and at least 2/3 of the members must be

in favor for the motion to be approved. When deliberating terminations, non-appointments, or non-reappointments, at least 2/3 of the members must be present and at least 2/3 of the members must be in favor for the motion to be approved. When deliberating other matters, at least 1/2 of the members must be present and the majority of the members must be in favor for the motion to be approved. In the event of a major motion that is dubious, at least 1/2 of the members must first confirm it, and then at least 2/3 of the members must be in favor of the confirmed motion to be approved. Motions are implemented after ratification by the University President.

When the Committee deliberates matters related to a committee member, a committee member's spouse, or a relative within three degrees of kinship, said committee member should recuse him or herself. Said committee member does not count toward the total number of members in attendance and cannot vote.

Elected committee members who are absent twice without asking for leave shall be removed from their positions upon confirmation by the University Evaluation Committee.

Article VII. When each Evaluation Committee holds meetings, staff of relevant units may be invited to offer reports or explanations.

Article VIII. When reviewing qualifications of faculty members at the different levels of Evaluation Committees, the following guidelines must be followed:

1. Committee members may not evaluate faculty members of a higher rank. If the number of eligible committee members reviewing an application for promotion at a Departmental or College Evaluation Committee is less than five, then the Committee should propose two times the number of eligible members in related disciplines for the College Dean or the University President to appoint to the open positions.
2. When a Departmental or College Evaluation Committee evaluates a faculty member's teaching, research and service; it should do so based on a holistic view of all materials submitted and render a decision after a full discussion.
3. A Departmental or College Evaluation Committee should respect the determinations of external reviewers in research results unless it can present academic proof and specific reasons to question the reliability and accuracy of the professional review.
4. When a decision is made through voting, blank ballots, invalid ballots and abstentions are all considered votes in disagreement.

Article IX. Faculty members may submit appeals if they believe that a decision made by their Departmental or College Faculty Review Committee violates the law or is inappropriate and has damaged their rights. Faculty members may appeal to a higher level Faculty Evaluation Committee within fifteen days after receiving notification of decisions. Faculty members who disagree with the results of their appeals may further submit appeals to the Faculty Grievance Review Committee within fifteen days after receiving notification of the result of their appeals.

Faculty members who believe that a decision made by the University Faculty Review Committee violates the law or is inappropriate and has damaged their

rights may submit grievances and relevant documents following stipulations in the University's Faculty Grievance Review Committee Organization and Review Guidelines within thirty days after receiving notification of decisions.

Appeals are limited to one time only. Faculty members who have submitted grievances to the University's Faculty Grievance Review Committee may not make further appeals. Deliberations of second appeals in progress will be terminated immediately.

Article X. Each college, department, graduate institute, and center shall organize its own Faculty Evaluation Committee. Guidelines for the establishment of these committees, the qualification of members, number of members, duration of terms, selection of members and other matters are stated in a separate document.

Article XI. When decisions made by a departmental or college evaluation committee regarding faculty termination, non-appointment or non-reappointment obviously violate laws or are clearly inappropriate, the higher level evaluation committee shall review and make changes.

Article XII. The administrative tasks of the University Evaluation Committee are undertaken jointly by the Office of Personnel and the Office of Academic Affairs.

Article XIII. Other matters not stated in these Guidelines are addressed according to relevant regulations established by the Ministry of Education.

Article XIV. These Guidelines become effective upon approval by the University Evaluation Committee and the University Affairs Committee, and after ratification by the University President. Amendments must follow the same procedure.

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)