

Guidelines on the Establishment of Teacher Review Committee of College of Medicine at I-Shou University

Adopted by the University-level Teacher Review Committee
on June 26, 2019, and promulgated with the consent from the
President dated on July 10, 2019

Amendments to Provisions I, II, IV-VI, and VIII-XIV
adopted by the University-level Teacher Review Committee
on September 29, 2021, and promulgated with the consent
from the President dated on October 21, 2021

- I. The Guidelines on the Establishment of Teacher Review Committee of College of Medicine at I-Shou University (hereinafter referred to as "the Guidelines") are made by the College of Medicine (hereinafter referred to as "the College") pursuant to Article 2 of the Regulations for the Establishment of Teacher Review Committees at I-Shou University.
- II. The Teacher Review Committee of the College (hereinafter referred to as "the college-level Teacher Review Committee") shall be composed of the following members, including at least four elected members:
 1. Ex-officio members: the Dean of the College and department chairs (institute/program directors) at the level of Professor; and
 2. Elected members: In principle, one member is elected from each department (institute/program) within the College, and a department (institute/program) with 20 or more full-time faculty members may have two members. Candidates are the full-time professors of one department (institute/program) and elected by the full-time faculty members of the same department (institute/program). If the chair of a department (or the director of an institute/program) is an ex-officio member, the number of elected members of his/her department (institute/program) shall be deducted by one. If one department (institute/program) has no faculty member at the level of Professor, or the number of professors within the department (institute/program) is less than that required for elected members, the Dean of the College shall nominate professors or research fellows in relevant subject areas from within or outside I-Shou University (hereinafter referred to as "the University"), and then submit a list of candidates (twice the number of elected members needed)

to the President for selection and appointment.

If a department chair (or an institute/program director) is not at the level of Professor, he/she shall attend committee meetings as a participant without the power to vote.

Elected members shall serve a one-year term and may be re-elected.

Committee meetings shall be convened and presided over by the Dean of the College.

- III. Based on the election results, one to three un-elected candidates with the highest number of votes shall be listed as alternate members. When any elected member becomes unavailable, an alternate member shall be appointed to fill the vacancy in a proper order to fulfill the remainder of the original term.

If an election of new committee members cannot be held during the summer vacation, the incumbent committee members shall attend meetings until new committee members are elected.

In order for the Teacher Review Committees at all levels to handle cases in an objective and fair manner, a single faculty member shall not concurrently serve as a member of a) the Teacher Review Committee of his/her department, b) the Teacher Review Committee of his/her college, and c) the University-level Teacher Review Committee.

- IV. Committee members shall meet once every semester. An extraordinary session may be held whenever necessary.

A quorum of at least two-thirds of the total membership will be required to validate a committee meeting; consent from at least half of the members attending is required for resolutions on general affairs, and consent from at least two-thirds of the members attending is required for resolutions on material affairs. A secret ballot shall be adopted. Committee members shall attend all meetings when a case is being reviewed. A committee member is not permitted to vote if he/she fails to attend all the meetings.

- V. Elected members shall attend committee meetings in person and are not permitted to ask others to attend on their behalf, while ex-officio members may appoint a faculty member at the level of professor to act on their behalf. Except for taking official leave, a committee member shall be dismissed from his/her post if he/she takes sabbatical leave, goes abroad or takes unpaid leave for a period of more than six months, or is absent from two consecutive meetings without reasons during his/her term. In that case, an alternate member shall be appointed to fill the vacancy based on the number of votes he/she has received.

- VI. The college-level Teacher Review Committee shall deliberate the following:

1. issues relating to the appointment, the term of appointment, faculty promotions, the dismissal/suspension/non-renewal of appointments, and reasons for severance of

full- and part-time faculty members, research fellows, and professional technicians; notwithstanding the foregoing, exceptions may be permitted if the disciplinary action need not be deliberated by the competent Teacher Review Committees as stipulated in the Teachers' Act;

2. issues relating to the appointment of visiting professors, visiting specialists, and emeritus professors;
3. new legislation of or amendments to the regulations and rules concerning teacher qualifications accreditation conducted by the college-level Teacher Review Committee and its subordinate department-level Teacher Review Committees;
4. the reconsideration of cases rejected by the President or the University-level Teacher Review Committee; and
5. other issues subject to review or examination by the college-level Teacher Review Committee according to law.

The aforementioned issues shall be handled in accordance with the Table of Classification and Division of Labor for Teacher Review Committees at I-Shou University.

- VII. The college-level Teacher Review Committee shall establish an exact external review system for the purpose of teacher qualifications accreditation and have respect for professional judgments made. If a committee member doubts the reliability and validity of external review results, he/she shall provide sufficient reasons as to why; it is improper to adopt the secret ballot to make a decision.
- VIII. Faculty appointment and promotion applications within the College shall be handled under the Regulations for Faculty Appointments at I-Shou University and the Regulations for Faculty Promotion System at I-Shou University.
- IX. The dismissal, suspension or non-renewal of appointment, faculty appointment, faculty promotion, termination of a faculty appointment, or other affairs that shall be deliberated according to law are subject to the contract for full-time faculty, the table of classification and division of labor for the Teacher Review Committees at all levels, and other applicable regulations and rules.

If the department-level Teacher Review Committee does not deliberate the aforesaid cases timely and fails to deliberate them before a given deadline after being investigated and notified by the competent unit, the competent unit may request the President to directly refer such cases to the college-level and university-level Teacher Review Committee for deliberation.

For faculty members who get involved in a situation pertaining to non-renewal, suspension, or termination of a faculty appointment as stipulated in the Teachers' Act, their

appointment may be suspended or terminated, or their renewal of appointment may be denied,

and the review procedure is subject to the Teachers' Act.

- X. When sufficient evidence is present to support the dismissal, suspension or non-renewal of appointment, faculty appointment, faculty promotion, termination of a faculty appointment, or other affairs that shall be deliberated according to law, and the resolution adopted by the responsible department-level Teacher Review Committee is obviously contradictory to the law or the University's regulations and rules, the college-level Teacher Review Committee may directly deliberate the case and overturn the aforesaid resolution in accordance with the applicable regulations and rules.

- XI. A committee member shall recuse him/herself from the following cases:

1. being the thesis/dissertation supervisor of an applicant;
2. the review or discussion of issues associated with his/her own interests;
3. the review of a promotion application submitted by a faculty member of the equivalent level;
4. a faculty appointment or promotion application of his/her spouse or relative within the fourth degree of kinship;
5. a promotion application in which the representative work has been co-authored by him/her; or
6. being required by other applicable laws and regulations.

Those who have recused themselves due to a conflict of interest shall not be included in the total number of committee members attending a meeting. If the number of members recusing themselves from a case accounts for more than half of the total membership, the review of the case shall be suspended until the Chairperson of the college-level Teacher Review Committee appoints qualified temporary members to fill the vacancies with prior consent from the President.

- XII. If any of the committee members shall, but does not, recuse him/herself from a case under a conflict of interest, or there is concrete evidence showing that any of the committee members might be biased when performing his/her duties, the person(s) concerned may apply to the college-level Teacher Review Committee for recusing such a committee member. Upon application, the person(s) concerned shall provide sufficient reasons and evidence, as well as an explanatory statement. The committee member who is asked to be recused from a case may offer opinions in writing regarding the application to the college-level Teacher Review Committee for a final decision.

If any of the committee members getting involved in any of the aforesaid situations neither

recuse him/herself from a case nor is asked by the person(s) concerned to be recused, the college-level Teacher Review Committee shall make a decision to ask him/her to be recused.

- XIII. The college-level Teacher Review Committee may invite persons relevant to the case in question to attend meetings to make an oral report or give an explanation. Persons irrelevant to the case in question shall not be invited to attend meetings or provide a statement in order to avoid any partial or unjust decisions.
- XIV. Matters not mentioned herein, if any, shall be subject to the applicable laws of the Ministry of Education and the applicable regulations and rules of the University.
- XV. The Guidelines become effective on the third day of promulgation after being adopted by the College Affairs Council and the University-level Teacher Review Committee and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.