

# **Guidelines on Establishment of Selection Committee for New Teachers and Selection Procedures by Department of Digital Media Design at I-Shou University**

Adopted on January 18, 2012 at the meeting of the department-level Teacher Review Committee

Adopted on February 9, 2012 at the first meeting of the college-level Teacher Review Committee in the second semester of the academic year 2011

Adopted on February 17, 2012 at the first meeting of the university-level Teacher Review Committee in the second semester of the academic year 2011

Ratified and promulgated by the President on May 14, 2012

- I. The Guidelines on Establishment of Selection Committee for New Teachers and Selection Procedures by Department of Digital Media Design at I-Shou University (hereinafter referred to as “the Guidelines”) are established pursuant to Provision VIII of the Guidelines on Appointment of New Teachers at I-Shou University.
- II. The Department of Digital Media Design (hereinafter referred to as “the Department”) hereby establishes the Selection Committee for New Teachers (hereinafter referred to as “the Committee”) to take charge of affairs with respect to new faculty selection by the Department.
- III. Membership of the Committee:
  1. The Committee consists of five to nine members as appointed by either the Department or the Dean of the College of Communication and Design. The members shall be faculty members at or above the level of associate professor. The term of office for committee members is one year, and committee members may be re-appointed.
  2. The number of members appointed by the Department shall be one more than that appointed by the Dean. However, if the number of faculty members at or above the level of associate professor is less than the required number of committee members, any vacancy on the Committee shall be filled by any faculty member from the Department or other departments at the University as appointed by the Dean without meeting the requirements for the academic rank.
  3. One committee member shall be appointed by the Dean as the Chairperson of the

Committee.

- IV. The quorum of a meeting requires at least two-thirds of total members. Only with the consent of more than half of the members present can a decision be made.
- V. The department-level selection procedure is as follows:
  1. In principle, the Committee shall submit the information on faculty openings and methods of application to the College and the President for ratification, and then deliver it to the Office of Human Resources for publication in popular newspapers, magazines and websites at home and abroad at least six months before the beginning date of the appointment of new full-time faculty members. After receiving applications, the College shall refer these applications to the Committee for new faculty selection. The open recruitment period shall be a minimum of two months. Under special circumstances, the requirements referred to in the foregoing paragraph may not necessarily be complied with upon recognition by the Committee and ratification by the President.
  2. The Committee will not proceed to new faculty selection at the end of the application period unless a minimum of three applicants apply for certain post. If the number of applicants is less than three, only with consent of at least two-thirds of the members of the Committee can outstanding applicants be directly referred to the Committee for review. Otherwise, the Committee shall resume the recruitment procedure.
  3. When the highest degree earned by an applicant is conferred by the University, such an applicant shall not be considered a candidate if he/she has not worked in teaching or research capacity in other institutions for at least two years after graduation. However, the foregoing rule is not applicable to applicants who possess specialties and have extraordinary accomplishments, and at the same time are recognized by the Committee.
  4. Upon completion of new faculty selection, the Committee shall recommend selected candidates to the department-level Teacher Review Committee for review. For applicants not recommended by the Committee, the Committee shall elaborate on and submit reasons for not selecting those applicants to the College for future reference.
- VI. The review of full-time (part-time) faculty member is divided into two stages. In the first stage, the Committee reviews written materials of applicants, and those who meet the requirements may enter the second stage; in the second stage, the Committee will interview applicants, and those who pass the interview will received an qualification screening given by the department-level Teacher Review Committee.
- VII. Any issues not mentioned herein shall be subject to applicable regulations and rules of the University.
- VIII. The Guidelines become effective after being adopted by the department-, college- and

university-level Teacher Review Committees and ratified by the President.

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