

# **Guidelines on Establishment of Teacher Review Committee of Department of Digital Media Design at I-Shou University**

Amended on October 19, 2011 at the meeting of the  
Departmental Affairs Council in the first semester of the  
academic year 2011

Ratified and promulgated by the President on January 18,  
2012

Amendments ratified and promulgated by the President on  
September 12, 2012

- I. The Guidelines on Establishment of Teacher Review Committee of Department of Digital Media Design at I-Shou University (hereinafter referred to as “the Guidelines”) are established by the Department of Digital Media Design (hereinafter referred to as “the Department”) in accordance with Article 2 of the Regulations for Establishment of Teacher Review Committees at I-Shou University.
- II. The Teacher Review Committee of the Department (hereinafter referred to as “the department-level Teacher Review Committee”) is composed of the following members, including 5 to 7 elected members:
  1. Ex-officio member: The Chair of the Department.
  2. Elected members: The members shall be elected among full-time professors of the Department by full-time faculty members of the Department. If there are not enough faculty members at the level of professor, associate professors shall be elected to fill the vacancy, and at least two-thirds of the elected members shall be at the level of professor. If there are not enough faculty members at the level of professor within the Department, the Chair of the Department shall submit a list of professors or researchers with relevant expertise from within or outside the University (twice as many as the number of elected members needed) to the President for appointment.Elected members shall serve a one-year term and can be re-elected.  
Committee meetings shall be convened and presided over by the Chair of the Department.
- III. Based on the voting results of the election, one to three un-elected candidates with the highest numbers of votes shall be listed as alternate members. When any elected members become unavailable, alternate members shall fill the vacancies in a proper order to fulfill the remaining

of the original term

- IV. The members to the Committee shall meet at least twice every semester. Extraordinary sessions may be convened whenever necessary.
- V. Members to the department-level Teacher Review Committee shall attend meetings in person, and they are not allowed to ask others to attend as a deputy, while the ex-officio member may appoint a deputy at the level of professor to stand in for him/her. Any member shall be disqualified if he/she takes sabbatical leave, goes abroad or take leave with the position retained and no pay for more than six months, or is absent from two meetings consecutively without reasons during their term unless taking official leave. An alternate member shall fill the vacancy based on the order of the number of votes he/she has received.
- VI. The department-level Teacher Review Committee shall review the following affairs:
  - 1. Issues relevant to the appointment, term of appointment, promotion, dismissal/suspension/non-renewal of appointments, and recognition of reasons for layoff of full-time/part-time faculty members, research fellows and professional technicians.
  - 2. Issues relevant to the appointment of visiting professors, visiting associate professors and visiting specialists.
  - 3. The establishments or amendments of regulations and rules relevant to teacher qualifications accreditation conducted by the department-level Teacher Review Committee.
  - 4. Reconsideration of cases rejected by the President or the college-level Teacher Review Committee.
  - 5. Other issues subject to review or examination by the department-level Teacher Review Committee pursuant to relevant regulations and rules.
- VII. For appointment of professors (full-time, part-time and visiting ones) and the promotion of associate professors to professorship, deliberation shall be made only by Committee members at the level of professor.
- VIII. The appointment and promotion of faculty members of the Department shall be carried out pursuant to regulations relevant to faculty appointment and promotions stipulated by the Department, the College of Culinary Arts Management and the University.
- IX. The quorum of a meeting of the department-level Teacher Review Committee requires at least two-thirds of all members. With the consent of at least two-thirds of the members present, a decision may be made. The secret ballot shall be adopted. The members to the department-level Teacher Review Committee shall attend all of the meetings when a case is being reviewed. A member is not allowed to vote for a case if he/she fails to attend all the meetings.

- X. The members to the department-level Teacher Review Committee shall excuse themselves from reviewing the following cases:
1. a review or discussion of issues associated with their own interests.
  2. a review of the promotion application for faculty members with the same academic rank as the members.
  3. a faculty appointment or promotion application of their spouses or relatives within the fourth degree of kinship.
  4. a promotion application in which the representative publication has been co-authored by him/her.

The committee members who excuse themselves due to conflict of interest are not included in the total number of the members to the department-level Teacher Review Committee. However, if the number of members excusing themselves from reviewing a case accounts for half or more of the total members, the case shall be suspended until the Chairperson of the department-level Teacher Review Committee appoints qualified temporary members to fill the vacancies upon ratification by the President.

- XI. If any of the members to the department-level Teacher Review Committee fails to excuse him/herself from reviewing a case due to conflict of interest, or there is concrete evidence showing that any of the committee members would be biased when performing his/her duties, the person concerned may apply to the department-level Teacher Review Committee for excusing such a committee member. Upon application, the person concerned shall provide proper reasons and evidence, as well as an explanatory statement. The committee member who is asked to be excused from reviewing the case shall submit opinions regarding the application to the department-level Teacher Review Committee for final resolution.

If any of the committee members does not excuse himself/herself from reviewing the case when any of the aforesaid circumstances happens and is not asked by the person concerned to be excused, the department-level Teacher Review Committee shall make a resolution to ask him/her to excuse.

- XII. The department-level Teacher Review Committee may invite related parties to provide reports or explanatory statements at meetings if necessary.

- XIII. Any issue not mentioned herein shall be governed by relevant regulations and rules of the University.

- XIV. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council and the college-level Teacher Review Committees and ratified by the President.

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