

Guidelines on the Establishment of Teacher Review Committee of Department of Health Management at I-Shou University

Adopted by the college-level Teacher Review Committee on
June 1, 2023, and promulgated with the consent from the
President dated June 19, 2023

- I. The Guidelines on the Establishment of Teacher Review Committee of Department of Health Management at I-Shou University (hereinafter referred to as "the Guidelines") are made by the Department of Health Management (hereinafter referred to as "the Department") 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 Department (hereinafter referred to as "the department-level Teacher Review Committee") is composed of the following members, including five to seven elected members:
 1. Ex-officio member: The Chair of the Department.
 2. Elected members: Candidates are the full-time professors of the Department and elected by all the 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, provided that at least two-thirds of the elected members are 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 research fellows with relevant expertise from within or outside I-Shou University (hereinafter referred to as "the University") (twice the number of elected members required) to the President for selection and appointment.
 3. Elected members shall serve a one-year term and may be re-elected.Committee meetings shall be convened and presided over by the Chair of the Department.
- III. One to three un-elected candidates shall be listed as alternate members. When an elected member can no longer fulfill his/her duties, an alternate member shall be appointed to fill the vacancy in a proper order to fulfill the rest of the original term.
- IV. The department-level Teacher Review Committee shall meet at least once every semester, and an ad hoc meeting may be convened if necessary.

- V. Elected members shall attend committee meetings in person and are not permitted to ask others to attend on their behalf, while the ex-officio member may appoint a faculty member at the level of professor to act on his/her 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 with position preservation 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 department-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 case 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 associate professors, visiting specialists, and emeritus professors;
 3. the legislation of and the amendments to regulations and rules about teacher qualifications accreditation conducted by the department-level Teacher Review Committee;
 4. the reconsideration of cases rejected by the President or the immediate superior college-level Teacher Review Committee; and
 5. other issues that need examining or reviewing by the department-level Teacher Review Committee according to law.
- The aforementioned issues shall be handled in accordance with the Table of Case Classification and Division of Labor for Teacher Review Committees at I-Shou University.
- VII. Regarding faculty appointment and promotion applications, committee members with a lower level of academic attainments are not eligible to conduct an accreditation review of an applicant with a higher level of academic attainments.
- VIII. Faculty appointment and promotion applications within the Department shall be dealt with in accordance with the applicable regulations and rules stipulated by the Department, the College of Medicine, and the University.
- IX. 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.

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

1. being the degree treatise supervisor of the party in the case in question;
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. the 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. However, if the number of members recusing themselves from a case accounts for more than half of the total membership, the case shall be suspended until the chairperson of the department-level Teacher Review Committee appoints qualified temporary members to fill the vacancies with prior consent from the President.

XI. 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 party in the case in question may apply to the department-level Teacher Review Committee for recusing such a committee member. Upon application, the party in the case in question shall provide sufficient reasons and evidence, as well as an explanatory statement. The committee member who has been asked to be recused from a case may offer opinions in writing regarding the application to the department-level Teacher Review Committee for a final decision.

If any of the committee members getting involved in one of the aforesaid situations neither recuse him/herself from a case nor is asked by the party in the case in question to be recused, the department-level Teacher Review Committee shall make a decision to ask him/her to be recused.

XII. The department-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.

XIII. Matters not mentioned herein, if any, shall be subject to the applicable 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 Committee and ratified by the President.