

National Taiwan Normal University
Department of Special Education and Graduate Institute of
Rehabilitation Counseling and Gerontological Wellbeing
Directives Governing the Establishment of Faculty Evaluation
Committees

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Filed by the 161st University Faculty Evaluation Committee for future reference
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Amendment approved at the 7th Department and Institute Affairs Meeting in the 2023–2024 academic year on May 7, 2024
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Article 1. The National Taiwan Normal University (hereinafter referred to as “the University”) Department of Special Education and Graduate Institute of Rehabilitation Counseling and Gerontological Wellbeing (hereinafter referred to as “the Department” and “the Institute,” respectively) *Directives Governing the Establishment of Faculty Evaluation Committees* (hereinafter referred to as “the Directives”) has been formulated in accordance with the University’s *Regulations Governing the Establishment of Faculty Evaluation Committees* and the College of Education’s *Charter Governing the Establishment of Faculty Evaluation Committees* to handle matters concerning the appointment, promotion, and service extensions of faculty members of the Department and Institute.

Article 2. The Department and Institute Faculty Evaluation Committee (hereinafter “the Committee”) consists of nine members. The Department and Institute chair serves as an ex officio member and the convener. The remaining members are elected by secret ballot from among the full-time professors or associate professors of the Department and Institute who have published journal articles or monographs within the past three years; however, the number of members holding the rank of professor shall not be less than two-thirds of the total number of Committee members.

Article 3. Committee members serve a term of one academic year and may be re-elected. These members shall attend meetings in person. When a matter under review concerns the member personally or concerns the member’s spouse, relative by blood or marriage within the third degree of kinship, thesis adviser, or related stakeholders, the member shall recuse themselves voluntarily. If the member fails to do so, the chair may, upon resolution at the meeting, request the member to recuse themselves

to maintain the impartiality and objectivity of the Committee. When the Committee reviews cases of appointment, promotion, and evaluation, reviews by faculty members of lower rank than the applicant are not allowed.

Recused members shall withdraw themselves from the entire review process of relevant cases and shall not be counted toward the number of Committee members required for the case meetings to be held.

Article 4. Matters to be reviewed by the Committee include:

- (1) The initial appointment, renewal of appointment, employment duration, change of rank, non-renewal of appointment, suspension, dismissal or termination, evaluation, long-term appointment, and severance of full-time and adjunct faculty members of the Department and Institute.
- (2) The promotion of full-time faculty members of the Department and Institute.
- (3) Determination of the service extensions of full-time faculty members of the Department and Institute; determination of severance causes; appointment of professors emeritus; and joint appointment of faculty members with Academia Sinica or other universities.

Article 5. Committee meetings may be convened only when at least two-thirds of the Committee members are present. Cases under review shall be fully discussed by the attending members. Except for promotion cases, which shall be handled in accordance with Article 13-1 of the University's *Faculty Evaluation Regulations*, decisions shall be made by secret ballot and be deemed approved only upon receiving the consent of at least two-thirds of the attending members. With respect to the review results of scholarly works, the Committee shall respect the judgment of the reviewers. The Committee can reject the review results only if the Committee can present specific reasons grounded in professional academic judgment and obtains the approval of at least two-thirds of the attending members.

Article 6. Cases resolved by the Committee shall be notified to the parties concerned in writing within 10 days after the resolution, and the meeting records shall be submitted to the Faculty Evaluation Committee of the College of Education.

Article 7. Matters not stipulated in the Directives shall be handled in accordance with relevant regulations. Any questions concerning the interpretation thereof shall be resolved at Department and Institute Affairs Meetings.

Article 8. The Directives and any amendment thereto shall be implemented upon passage in Department and Institute Affairs Meetings, submission to the College Faculty Evaluation Committee to be filed for future reference, and approval by the President.