

# Regulations for the Establishment of the Teacher Evaluation Committee of the Department of Health and Nutrition, Kainan University

Passed by the first departmental affairs meeting of the 97th academic year on August 15, 2008.  
Revised and passed by the second academic meeting of the 97th academic year on August 20, 2008.  
Passed by the seventh departmental affairs meeting of the 97th academic year on March 12, 2009.  
Revised and passed by the fifth academic evaluation meeting of the 97th academic year on April 14, 2009.  
Revised and passed by the second departmental affairs meeting of the 98th academic year on October 21, 2009.  
Revised and passed by the second academic evaluation meeting of the 98th academic year on November 3, 2009.  
Revised and passed by the fifth school evaluation meeting of the 98th academic year on November 11, 2009.

**Article 1:** The Department of Health and Nutrition (hereinafter referred to as the Department) of this university, in accordance with the provisions of Article 2 of the Regulations for the Establishment of the Teacher Evaluation Committee of this university, establishes the Teacher Evaluation Committee (hereinafter referred to as the Committee).

**Article 2:** The Committee shall have the following duties:

1. Review of teachers' service qualifications, qualifications, ranks, and terms of appointment.
2. Review of teachers' appointment, promotion, dismissal, suspension, non-renewal, and severance.
3. Review of teachers' extension of service and overseas lectures, research, and study.
4. Review of teachers' leave qualifications.
5. Other matters that should be reviewed by the Committee in accordance with laws and regulations or the rules of this university.

**Article 3:** The Committee shall consist of at least five full-time assistant professors or above from the Department, and the department head shall be the convener, but must recuse himself/herself when there is a conflict of interest. If there are not enough qualified teachers, the dean of the college shall request the president to appoint qualified scholars from inside or outside the university to serve as members of the department-level teacher evaluation committee. Except for ex officio members, the term of office of the members of the department teacher evaluation committee shall be one year, and they may be re-elected upon expiration.

**Article 4:** The members of the department teacher evaluation committee shall register and submit to the college teacher evaluation committee for reference.

**Article 5:** When the Committee meets, the convener shall act as the chairperson, and if the

chairperson is unable to preside due to any reason, he/she shall designate another member to act on his/her behalf.

**Article 6:** The Committee shall meet once every semester, and may convene an ad hoc meeting if necessary. The Committee shall have more than half (inclusive) of all members present to convene, and shall have the consent of more than half (inclusive) of the members present to make a resolution; but for the review of dismissal, suspension, reappointment, non-renewal, and severance, more than two-thirds (inclusive) of all members shall be present, and more than half (inclusive) of the total number of members present shall agree to make a resolution. The meeting shall make a record of the resolutions, and report them to the university teacher evaluation committee for review, together with the relevant personal information of the teachers.

**Article 7:** When the Committee meets, the convener may invite relevant personnel to attend and report or explain as needed according to the facts.

**Article 8:** When the Committee meets, the members shall attend in person and may not delegate to others; the voting on the cases shall be by secret ballot; the members shall keep the proceedings of the meeting confidential and shall not disclose them to the public.

**Article 9:** The members of the Committee shall recuse themselves when discussing the evaluation matters submitted by themselves, their spouses, or their relatives within the third degree of kinship.

**Article 10:** The members of the Committee shall recuse themselves when reviewing the cases higher than their own ranks, and shall not be counted as the number of members present, but if there are not enough legal members, the convener shall appoint appropriate rank teachers to serve as such.

**Article 11:** Teachers who apply for promotion and whose works are found to be suspected of plagiarism after review shall be notified to appeal to the Committee within a reasonable period of time. Those who do not appeal or whose appeal is deemed unreasonable shall be handled in accordance with the relevant regulations.

**Article 12:** Applicants who disagree with the resolution of the Committee may file an appeal (complaint) in accordance with the Regulations for the Establishment of the Teacher Evaluation Committee of this university and other relevant laws and regulations.

**Article 13:** Matters not stipulated in these regulations shall be handled in accordance with

the relevant regulations of this university.

**Article 14:** These regulations shall be formulated by the department affairs meeting, approved by the college-level teacher evaluation committee, submitted to the university-level teacher evaluation committee for approval, reported to the university for approval, and implemented after approval. The same shall apply to amendments.