

## **Organization Regulations of the DFCLC Teachers' Evaluation Committee College of Humanities, Fo Guang University**

Approved by the Departmental Affairs Committee on Aug. 31 2007

Approved by the Collegiate Affairs Committee on Oct. 9 2007

Revised and Approved by the Departmental Affairs Committee  
on May 15 2014

Approved by the College of Humanities Teachers' Evaluation Committee  
on Jun. 25 2014

- I. The Organization Regulations of the DFCLC Teachers' Evaluation Committee (hence forth referred to as "the Regulations") are based on the Organization Regulations of the FGU, the FGU Guidelines on the Establishment of the Teachers' Evaluation Committee for all departments and colleges, and other relevant regulations.
- II. The Committee consists of five members: the Head of the Department is an ex-officio member and calls the meetings, and the other four members are elected by the Departmental Affairs Committee from the full-time professors, associate professors, and assistant professors of the Department. Professors and associate professors must constitute at least two thirds of the Committee. If necessary, members of the Committee may be elected from professors and associate professors of similar disciplines from other departments in the University or from other universities.  
Members of the Committee are elected for a term of one year. There are no restrictions on the re-election of members.  
(The number of five members for the Committee is the minimum requirement. The actual number may be determined by each department, and the requirement that professors and associate professors constitute at least two thirds of the Committee must be met.)
- III. The Committee must hold at least one meeting every semester. If necessary, urgent meetings may be held.
- IV. The Committee holds primary reviews of the applications for recruitment, term of contract, dismissal, suspense of employment, non-renewal of contract, and promotion of the faculty of the Department. The applications approved by the Committee will be sent over to the Collegiate Teachers' Evaluation Committee

for further review and to the University Teachers' Evaluation Committee for final review.

- V. In order to conduct a meeting, a quorum of at least two thirds of the Committee members must be present. Proposals are passed if they are approved by at least two thirds of the Committee present. (When the members are reviewing or discussing matters concerning a member's personal affairs, this member should not be present at the meeting and must not be counted.) If necessary, people related to the matters under discussion may be invited to attend meetings to make reports or elucidate related matters.

Assistant professors serving on the Committee must not be present at the meetings held to review promotion applications of professors or associate professors.

- VI. When the Committee reviews proposals, members should not attend the meetings if they are spouses or ex-spouses of the people involved in the proposals under discussion or if they are fourth-degree relatives by blood or third-degree relatives by marriage to the people involved in the proposals under discussion.

When people involved in the proposals under discussion find members of the Committee have person prejudice, they may provide specific facts and apply to the Committee for the exclusion of the aforementioned members from the meeting.

Applications based on the first and second clauses are processed by the Committee.

- VII. When the number of members attending the meeting is less than three because of the second clause of Article V and the first and second clauses of Article VI, the Committee must report to the Collegiate Teachers' Evaluation Committee, which will elect three members for the meeting to be continued.