

文藻外語大學教師評審委員會設置辦法

Guidelines for the Establishment of Faculty Evaluation Committees of Wenzao Ursuline University of Languages

- 民國 91 年 06 月 29 日校務會議修正通過
Amended and Approved at the University Affairs Committee meeting on June 29, 2002
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- 民國 96 年 03 月 24 日校務會議修正通過
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- 民國 98 年 01 月 10 日校務會議修正通過
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- 民國 99 年 03 月 27 日校務會議修正通過
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- 民國 100 年 06 月 25 日校務會議修正通過
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- 民國 102 年 09 月 06 日校務會議修正通過
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- 民國 103 年 04 月 15 日校教評會議修正通過
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- 民國 104 年 04 月 14 日校教評會議修正通過
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- 民國 104 年 06 月 17 日校務會議修正通過
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- 民國 105 年 06 月 21 日校教評會議修正通過
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- 民國 105 年 12 月 14 日校務會議修正通過
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- 民國 106 年 6 月 7 日校教評會議修正通過
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- 民國 106 年 6 月 14 日校務會議修正通過
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- 民國 111 年 4 月 21 日校教評會修正通過**
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- 民國 111 年 6 月 15 日校務會議修正通過**
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第一條 文藻外語大學（以下簡稱本校）依據大學法及本校組織規程之規定，設教師評審委員會。

Article I. The Wenzao Ursuline University of Languages (hereinafter “University”) has established Faculty Evaluation Committees according to the University Act and the University’ s organizational charter.

第二條 本校教師評審委員會分下列三級：

Article II. The University has three levels of Faculty Evaluation Committees:

- 一、系（所）、中心教師評審委員會（以下簡稱系教評會）。
 1. Departmental, (Graduate Institute), Center Faculty Evaluation Committee(hereinafter “Departmental Evaluation Committee”).
- 二、學院教師評審委員會（以下簡稱院教評會）。
 2. College Faculty Evaluation Committee (hereinafter “College Evaluation Committee”).
- 三、學校教師評審委員會（以下簡稱校教評會）。
 3. University Faculty Evaluation Committee (hereinafter “University Evaluation Committee”).

第三條 系、院、校三級教評會審議下列事項：

Article III. The three levels of Faculty Evaluation Committees are responsible for evaluation of the followings:

- 一、有關教師之聘任、聘期、停聘、解聘、不續聘及資遣原因之認定等事項。
 1. Matters related to appointment of faculty, length of appointment, non appointment, termination, non reappointment and determination of reasons for lay-off.
- 二、有關教師升等、研究、進修、延長服務及服務貢獻等事項。
 2. Matters related to faculty promotion, research, advanced studies, extension of service and service contributions.
- 三、有關教師評鑑事項。
 3. Matters related to faculty evaluation.
- 四、有關教師涉及教師法所列各事項須經教評會審議者。
 4. Matters related to faculty involved in items listed in Teachers’ Act that require evaluation by Faculty Evaluation Committees.
- 五、有關教師之其他重大獎懲事件。

5. Matters related to other major faculty commendations and demerits.

六、其他法令規定事項。

6. Matters mandated in other relevant laws.

前項須經三級教評會審議之事項由系教評會進行初審，院教評會進行複審，校教評會進行決審；其餘審議事項依各級教評會分工逐級審議。

Matters that must be reviewed at all three levels of Faculty Evaluation Committees are initially reviewed by the Departmental Committee, then by the College Committee and finally by the University Committee. Other matters are reviewed separately by each committee.

本校教師聘任、升等評審辦法另定之。

Evaluation of faculty appointments and promotions are stated in a separate document.

第四條 校教評會置委員19至26人，任一性別委員應占委員總數三分之一以上，由下列人員組成：

Article IV. The University Faculty Committee is comprised of 19 to 26 members. Members of each gender must exceed 1/3 of the total number of members.

一、當然委員：副校長、教務長、研發長、各學院院長及進修部主任。

1. Ex officio members: Vice-president, Dean of Academic Affairs, Dean of Research and Development, Deans of Colleges and Director of Continuing Education Division.

二、選任委員：各學院就院內具副教授以上資格之專任教師分別自行公開選舉三人；各學院專任教師人數超過一百人者，得再增選一人；學院專任教師不足三十人，減少一人。本校如設有教師組織，應依教師法二十七條第五款規定將教師會代表納入。

2. Elected members: Each college shall elect three members from among full-time instructors with the rank of Associate Professor or above through open elections. Colleges with more than a hundred full-time faculty members may elect one more member. Colleges with less than thirty full-time faculty members shall elect one less member. If the University has a faculty senate, it should incorporate faculty representatives according to section E or Article XXVII of the Teachers' Act.

前項選任委員，應考慮所屬單位已有當然委員人數及性別。

The number and gender of ex officio members should be taken into consideration for selecting elected members.

教評會委員除當然委員外，任期一學年，得連選連任；因故出缺，依得票順序高低依序遞補，任期至原任期屆滿為止。

Except for ex officio members, Evaluation Committee members serve for terms of one academic year and may be re-elected. Vacant positions should be filled with members with the highest number of votes, who will serve for the remaining of the term.

校教評會委員因故不能出席會議時，除當然委員，得由主任委員同意之代理人出席外，其餘不得由他人代理。

With the exception of ex officio members, University Evaluation Committee members who cannot attend meetings may appoint a proxy approved by the Chairperson. Other members may not be substituted.

第五條 校教評會置主任委員一人，為本會召集人及主席，由副校長兼任；執行秘書一人，由人事室主任兼任。主任委員因故不能主持會議時，由其指派之委員代理。

Article V. The University Evaluation Committee is headed by a Chairperson who acts as convener and chair. This position is held by the Vice-president. The Committee has a Secretary. The Director of the Personnel Office holds this position. When the Chairperson is unable to attend a committee meeting, he or she may appoint a proxy.

第六條 各級教評會每學期至少召開會議一次，必要時得召開臨時會議。

Article VI. Each Faculty Evaluation Committees must hold meetings at least once every semester. Extraordinary meetings may be called when necessary.

校教評會開會時對於教師聘任之審議應有全體委員二分之一以上之出席，並經出席委員三分之二以上之同意，始得通過，但審議教師升等及教師解聘、停聘、不續聘等案件，應有全體委員三分之二以上之出席，並經出席委員三分之二以上之同意，始得通過；其他議案應以全體委員二分之一以上之出席及出席委員過半數同意。遇有疑義之重大議案需先經出席委員二分之一以上確認，確認後應經出席委員三分之二以上同意。各項議案審議後須陳請校長核定後行之。

When the University Evaluation Committee deliberates faculty appointments, at least 1/2 of the members must be present and at least 2/3 of the members must be in favor for the motion to be approved. When deliberating terminations, non-appointments, or non-reappointments, at least 2/3 of the members must be present and at least 2/3 of the members must be in favor for the motion to be approved. When deliberating other matters, at least 1/2 of the

members must be present and the majority of the members must be in favor for the motion to be approved. In the event of a major motion that is dubious, at least 1/2 of the members must first confirm it, and then at least 2/3 of the members must be in favor of the confirmed motion to be approved. Motions are implemented after ratification by the University President.

遇有關委員本人、配偶及三親等內親屬提會評審事項時，應行迴避，不算入出席數，並不得加入表決。

When the Committee deliberates matters related to a committee member, a committee member's spouse, or a relative within three degrees of kinship, said committee member should recuse him or herself. Said committee member does not count toward the total number of members in attendance and cannot vote.

選任委員若未請假無故不出席達二次者，經教評會確認後，應予解任。

Elected committee members who are absent twice without asking for leave shall be removed from their positions upon confirmation by the University Evaluation Committee.

第七條 各級教評會開會時，得視需要邀請有關單位人員列席報告或說明。

Article VII. When each Evaluation Committee holds meetings, staff of relevant units may be invited to offer reports or explanations.

第八條 各級教評會審查教師資格時，應依下列原則辦理：

Article VIII. When reviewing qualifications of faculty members at the different levels of Evaluation Committees, the following guidelines must be followed:

一、委員不得有低階高審之情形。若系或院教評會 審議升等案具資格委員人數不足五人時，其不足名額，應由系或院教評會決議遴薦相關領域具資格者加倍人數，簽請院長或校長擇聘補足之。

1. Committee members may not evaluate faculty members of a higher rank. If the number of eligible committee members reviewing an application for promotion at a Departmental or College Evaluation Committee is less than five, then the Committee should propose two times the number of eligible members in related disciplines for the College Dean or the University President to appoint to the open positions.

二、系、院教評會對於送審人之教學、研究、服務成果評量，應根據送審人所提資料之完整性進行查核，並經充分討論後作成決定。

2. When a Departmental or College Evaluation Committee evaluates a faculty member's teaching, research and service; it should do so based on a holistic view of all materials submitted and render a decision after a full discussion.

三、院或校教評會對於外審委員就研究成果之專業審查意見，除能提出具有專業學術依據之具體理由，動搖該專業審查之可信度與正確性，否則即應尊重其判斷。

3. A Departmental or College Evaluation Committee should respect the determinations of external reviewers in research results unless it can present academic proof and specific reasons to question the reliability and accuracy of the professional review.

四、如以投票方式表決，其為空白票、廢票及棄權票以不同意票處理。

4. When a decision is made through voting, blank ballots, invalid ballots and abstentions are all considered votes in disagreement.

第九條 教師對所屬系或院教評會決議有關其個人之措施，認為違法或不當，致損害其權益者，於收到決議通知書次日起十五日內，得檢具相關資料向上一級教評會提出申復；教師如不服申復結果，得於知悉申復結果次日起十五日內向教師申訴評議委員會提出申訴。

Article IX. Faculty members may submit appeals if they believe that a decision made by their Departmental or College Faculty Review Committee violates the law or is inappropriate and has damaged their rights. Faculty members may appeal to a higher level Faculty Evaluation Committee within fifteen days after receiving notification of decisions. Faculty members who disagree with the results of their appeals may further submit appeals to the Faculty Grievance Review Committee within fifteen days after receiving notification of the result of their appeals.

教師對校教評會決議有關其個人之措施，認為違法或不當，致損害其權益者，於收到決議通知書之次日起三十日內，得檢具相關資料依本校教師申訴評議委員會組織及評議要點之相關規定提出申訴。

Faculty members who believe that a decision made by the University Faculty Review Committee violates the law or is inappropriate and has damaged their rights may submit grievances and relevant documents following stipulations in the University's Faculty Grievance Review Committee Organization and Review Guidelines within thirty days after receiving notification of decisions.

申復以一次為限。申請人如已向本校教師申訴評議委員會提出申訴，不得再提出申復，已進行之申復應立即停止審議。

Appeals are limited to one time only. Faculty members who have submitted grievances to the University's Faculty Grievance Review Committee may not make further appeals. Deliberations of second appeals in progress will be terminated immediately.

第十條 各學院及各系(所)、中心應分別組織教師評審委員會。

前項教師評審委員會之組成、委員資格、人數、任期、產生方式及其他應遵行事項之準則另定之。

Article X. Each college, department, graduate institute, and center shall organize its own Faculty Evaluation Committee. Guidelines for the establishment of these committees, the qualification of members, number of members, duration of terms, selection of members and other matters are stated in a separate document.

第十一條 系或院教評會有關教師解聘、停聘及不續聘之決議與法令規定顯然不合或顯有不當時，得由上一級教評會逕依規定審議變更之。

Article XI. When decisions made by a departmental or college evaluation committee regarding faculty termination, non-appointment or non-reappointment obviously violate laws or are clearly inappropriate, the higher level evaluation committee shall review and make changes.

第十二條 校教評會業務，由人事室會同教務處辦理。

Article XII. The administrative tasks of the University Evaluation Committee are undertaken jointly by the Office of Personnel and the Office of Academic Affairs.

第十三條 本辦法如有未盡事宜，另依教育部相關法令規定辦理。

Article XIII. Other matters not stated in these Guidelines are addressed according to relevant regulations established by the Ministry of Education.

第十四條 本辦法經校教師評審委員會、校務會議通過，校長核定後實施，修正時亦同。

Article XIV. These Guidelines become effective upon approval by the University Evaluation Committee and the University Affairs Committee, and after ratification by the University President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)