Guidelines on the Establishment of Teacher Review Committee of Department of Healthcare Administration at I-Shou University

Adopted on March 18, 2009, at the ninth meeting of the Departmental Affairs Council in the academic year 2008

Adopted on August 15, 2012, at the first meeting of the Departmental Affairs Council in the academic year 2012

Amendments to the Guidelines promulgated with the consent from the President dated on February 7, 2013

Amendments to the Guidelines adopted by the college-level Teacher Review Committee on November 25, 2021, and promulgated with the consent from the President dated on January 19, 2022

1. The Guidelines on the Establishment of Teacher Review Committee of Department of Healthcare Administration at I-Shou University (hereinafter referred to as "the Guidelines") are made by the Department of Healthcare Administration (hereinafter referred to as "the Department") pursuant to Article 2 of the Regulations for the Establishment of Teacher Review Committees at I-Shou University.
2. The Teacher Review Committee of the Department (hereinafter referred to as "the department-level Teacher Review Committee") is composed of the following members, including 5-7 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. 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.

1. 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 disciplinary action 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 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 competent college-level Teacher Review Committee; and
   5. other issues subject to review or examination by the department-level Teacher Review Committee according to law.

The aforementioned issues shall be handled in accordance with the Table of Classification and Division of Labor for Teacher Review Committees at I-Shou University.

1. 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.
2. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
3. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council and the competent college-level Teacher Review Committee, submitted to the University-level Teacher Review Committee for future reference, and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*