**NATIONAL SUN YAT-SEN UNIVERSITY**

**Department of Foreign Languages and Literature Regulations for Establishment of Faculty Evaluation Committee**

Amended and approved by the 1st Department of Foreign Languages and Literature General Meeting on March 21, 2007, School Year 95.

Amended and approved by the 6th College of Liberal Arts General Meeting on March 30, 2007, School Year 95.

Amended and approved by the 1st Department of Foreign Languages and Literature General Meeting on April 7, 2009, School Year 97.

I. This set of regulations is issued in accordance with Article II of Regulations for Establishment of Faculty Evaluation Committee of National Sun Yat-sen University (NSYSU).

II. The Department of Foreign Languages and Literature’s Faculty Evaluation Committee (hereinafter referred to as the committee) is established in order to review appointments, appointment periods, promotions, temporary terminations, terminations, non-renewals, extended services, secondments, lectures abroad, research, on-going studies, professor research leaves, nominations of chair professorships, and other faculty matters of the department.

1. There are seven members in the committee. The chairman of the department is a ex officio member and the convener. The other six members are generated through one anonymous vote of all full-time faculty members. Three to six personnel shall be selected on each faculty vote. If the number of candidates receiving the same votes exceeds the target number of committee members, those receiving the same amount of votes shall be re-elected. Among all committee members, there shall at least be three professors. If the professor number is less than three, vacancy shall be filled with the convener appointing professors of or from outside of NSYSU. The term of half of all members who receive the most votes is two years. The term of the remaining members is one year. Only half of the overall target number of members needs to be fulfilled when selecting committee members for the following school year.
2. Review items shall be submitted to the committee for reviews by the chairman of the department. The appointment of a full-time faculty member shall be reviewed by all members of the committee. Promotions are reviewed by committee(s) of higher level comprised of members with higher-level positions.
3. Please refer to "Act of Governing the Appointment of Educators," "Enforcement Rules of Act Governing the Appointment of Educators,” "Appointment and Payment Regulations for University and Independent College Teacher," "Regulations for Teacher Evaluation of University and Independent College or Junior College" issued by the Ministry of Education, "Regulations for Appointment of Teaching and Research Personnel" and "Regulations for Promotion Reviews of Teaching and Research Personnel" of NSYSU, the College’s "Guidelines for Faculty Appointment" and "Guidelines for Faculty Promotion Review.
4. Meetings of the committee (including meetings of sub-committee) are convened and held by the chairman of the department. Effective meeting shall have at least three-quarters of members attending. Full-time faculty members of the same level may serve as substitutes for members who expect to be absent due to reasons. Substitutive members shall not exceed one-fourths of the total members. An issue may be approved only if at least two-thirds of members who attend consent.
5. Relevant personnel may be invited for description in the meeting of the committee.
6. A committee member who expects to be absent for two consecutive meetings shall be replaced by substitutions through re-election or appointment organized by the convener to fulfill the number of members specified in Article II.
7. The present regulations shall be implemented following approvals of the department and the college faculty committees. The same procedure shall be carried out when amendments are to be made.