

National Chung Hsing University Institute of Clinical Nursing

Faculty Evaluation Committee Establishment Guidelines

1. The "Institute of Clinical Medicine Faculty Evaluation Committee" (hereinafter referred to as this Committee) is established in accordance with Article 7 of the "National Chung Hsing University Faculty Evaluation Committee Organization Guidelines for Departments (Institutes)."
2. The Committee shall consist of five to seven members, with at least two-thirds of the members holding the qualifications of a professor. The members of the Committee shall be composed of the following personnel:

(a) Ex officio member: The Institute Director (who also serves as the convener).

(b) Elected members: Four to six professors or associate professors, nominated by full-time faculty members (assistant professor or above) within the Institute. If there are insufficient numbers of professors or associate professors, additional members will be selected from professors of similar departments or institutes within the university or from domestic research institutions with equivalent qualifications. A list of substitute members may also be proposed and approved by the Institute Affairs Meeting, then submitted to the President for approval. The term of each member is one year, and they may be re-elected.

Members must have not been subject to academic ethics violations as determined by the university's Faculty Evaluation Committee.

The qualifications for elected members include at least one of the following:

- **Published research:** At least three papers (or equivalent outputs such as patents, new variety cultivations, or technology transfers) in internationally recognized journals within the past five years (as the first author or corresponding author).
- **Research project leadership:** Have been the principal investigator for a national research program for more than three years in the past five years.

If the Institute Director does not meet the qualifications for an elected member, one of the elected members shall be selected by the Committee to serve as the convener. For meetings to be held, at least two-thirds of the members must attend, and at least five members must participate in voting. If this quorum is

not met, substitutes will be proposed by the Institute Affairs Meeting (following the regulations in point 2, item 3) and submitted for the President's approval.

For reviews involving faculty of a higher rank, faculty of a lower rank are not permitted to attend or participate in the review.

3. The Committee shall meet once per semester as a principle, and additional ad-hoc meetings may be held when necessary.
4. The Committee will review the following matters:
 - (a) Appointment and contract duration of full-time, project-based, and adjunct faculty.
 - (b) Promotion and reappointment of full-time, project-based, and adjunct faculty.
 - (c) Termination, dismissal, and non-renewal of contracts for full-time, project-based, and adjunct faculty.
 - (d) Other important matters related to faculty evaluations (e.g., teaching, research, professional development, extension of service, dismissal for cause, and handling violations of faculty duties). However, for short-term matters (less than one month or during the winter/summer break), the administrative process may be used to directly submit for approval by the President.
 - (e) Proposals made by the President or the Dean.

Reviews of research personnel, except for contract extensions, will follow the same process as faculty evaluations.

5. After the Committee reviews and approves a faculty member's appointment and contract duration, the results will be submitted to the College Faculty Evaluation Committee for further recommendation. After reviewing and approving faculty promotion and reappointment, the results will also be submitted for the College Faculty Evaluation Committee's recommendation. Other important faculty evaluations and proposals from the President will be reviewed according to the needs of the Institute and relevant regulations, and processed in accordance with related policies.
6. All members must attend in person. If any member has a conflict of interest, such as a close relationship with the faculty member being evaluated (e.g., teacher-student relationship, relatives within three degrees of kinship, academic

cooperation, or other related interests), they must recuse themselves. If a member does not voluntarily recuse themselves, the convener may decide to request the member's recusal during the meeting.

If a member should have recused themselves but did not, or if there are specific facts indicating potential bias in their decision, the concerned party may apply for the member's recusal and provide the reasons for the request. The recused member must fully abstain from involvement in the case and not be counted in the total number of participants during voting.

7. Matters not covered in these guidelines shall be handled according to relevant laws and regulations, as well as the university's applicable rules.
8. These guidelines shall be implemented after being approved by the Dean following review by the Institute Affairs Meeting. Amendments shall follow the same process.