

國立政治大學東南亞語文學系教師評審委員會設置要點

113年6月7日東南亞語文學系籌備委員會通過
113年9月4日院教評會備查

- 一 國立政治大學(以下簡稱本校)東南亞語文學系(以下簡稱本系)依據本校教師評審委員會設置辦法第十四條之規定訂定本要點。
- 二 本系教師評審委員會(以下簡稱本會)審議下列事項：
 - (一) 教師之聘任資格、職級、聘期。
 - (二) 教師之升等、改聘、合聘。
 - (三) 教師之解聘、停聘、不續聘。
 - (四) 延長服務、資遣原因之認定。
 - (五) 名譽教授之敦聘。
 - (六) 其他依法令應予審議之事項。本會通過前項之初審，應送院教評會複審。
本系教師聘任、升等評審作業要點另定之。
- 三 本會委員區分為當然委員和推選委員，置委員五至七人。
系主任為召集人，並擔任當然委員。推選委員由系主任推薦本系任教年資連續滿二年之專任助理教授以上(含)擔任，任期為一年。必要時得由系主任推薦系外教師或研究人員擔任。
教師基本績效評量未經校教評會備查通過者，次學期起不得擔任本會委員，俟通過後，次學期起恢復教評會委員資格。
系主任因迴避或低階高審不得擔任時，由委員互推一人擔任召集人。
- 四 本會應有全體委員二分之一以上出席，方得開會；出席委員三分之二以上同意，方得決議，如有應行迴避情事者，於決議時不計入該案件之出席人數，開會時得視需要邀請其他有關人員列席報告或說明。有關解聘、停聘、不續聘之出席及決議門檻應依教師法相關規定辦理。
本會委員應親自出席會議。
- 五 涉及審定教師資格之聘任及升等案之審議不得低階高審，低階者就升等個案不得參與表決。
審議前項案若具資格委員人數不足五人時，其不足名額，應由本會決議遴薦相關領域具資格者加倍人數，簽請院長擇聘補足之。
- 六 本會委員審議案件時，如本人、配偶、前配偶、四親等內之血親或三親等內之姻親為當事人，委員應迴避。如有其他利害關係應主動迴避而未自行迴避者，得經本會決議令其迴避。
本會委員就審議案件如認為有前項以外之特殊事由應迴避時，得向本會申請迴避。
有具體事實足認本會委員就審議案件有偏頗之虞者，當事人得向本會申請該委員迴避，並應舉其原因事實。
第二、三項之迴避申請，由本會決議之。
- 七 本要點經系務會議通過後施行，並報請院教評會備查，修正時亦同。

**Directives Governing the Establishment of the Teacher Evaluation Committee for
Department of Southeast Asian Languages and Cultures in National Chengchi University (Draft)**

Approved by the Preparatory Committee for the Department on the 7 of June, 2024
Reported to the Teacher Evaluation Committee of the College on the 4 of September, 2024

(In the event that there are interpretation discrepancies between two versions, the Chinese version shall prevail.)

- Article 1 The Department of Southeast Asian Languages and Cultures (hereinafter the Department), National Chengchi University (hereinafter the University) formulates the directives in accordance with the provisions of Article 14 of the University's Teacher Evaluation Committee Establishment Regulation.
- Article 2 The Department Teacher Evaluation Committee (hereinafter the Committee) considers the following matters:
1. Appointment qualifications, ranks, and terms of appointment of teachers
 2. Promotions, re-employments and joint appointments of teachers
 3. Dismissals, suspensions and non-renewals of teachers
 4. Determinations of reasons for prolonged service and severance
 5. Appointment of emeritus professors
 6. Other matters that should be deliberated in accordance with laws and regulations
- After the committee passes the preliminary review of the preceding paragraph, it should be submitted to the College Evaluation Committee for the second review.
The Directives Governing the Review of Appointments and Promotions are deemed separately.
- Article 3 The committee is divided into ex officio members and elected members, with a total of five to seven members. The department chair serves as the convener and is also an ex officio member. Elected members are recommended by the chair of the department among assistant professors and above with at least two consecutive years of teaching experience in the department, with a term of one year. If necessary, the chair of the department may recommend external faculty members or researchers to serve on the committee. Teachers whose basic performance evaluations have not been approved by the university's teacher evaluation committee will not be eligible to serve as members of the committee from the next semester onwards. Once approved, they can regain their eligibility from the following semester. If the chair of the department is recused or ineligible due to the lower rank/higher review rule (see Article 5), the members will collectively select one person to serve as the convener.
- Article 4 The committee must have at least half of its members present to hold a meeting; decisions require the agreement of at least two-thirds of the attending members. In cases where recusal is required, the attendance of those individuals is not counted in the decision-making process. Additional relevant personnel may be invited to attend the meeting to provide reports or explanations as needed. Regarding dismissal, suspension, or non-renewal, the attendance and decision thresholds should follow the relevant regulations of the Teachers' Law of the Ministry of Education. The committee members are required to attend the meetings in person.
- Article 5 The review of appointments and promotions related to teacher qualifications must not be conducted by members of a lower rank than the candidate. Members of a lower rank are not allowed to participate in the voting on promotion cases. If the number of qualified committee members for reviewing the aforementioned cases is lower than five, the insufficient number of members should be supplemented by nominating twice the number of qualified individuals from relevant fields by the Committee, and shall be selected and appointed by the dean.
- Article 6 When deliberating a case, the members of the Committee shall recuse themselves when the litigant of the case are themselves, their spouse, their ex-spouse, their blood relatives within the fourth degree of kinship, or their relatives by marriage within the third degree of kinship. Those who have other interests that should voluntarily withdraw but fail to do so may be ordered to withdraw by a resolution of the Committee. The members of the Committee shall withdraw themselves by applying for withdrawal to the Committee if they consider there are reasons other than the preceding paragraph that they should withdraw themselves from the deliberating case. If there are specific facts sufficient to confirm that members of the Committee may be biased in deliberating the case, concerned litigants may apply to the Committee for members' recusal. The reasons and facts should be cited. Applications of recusal for the paragraph two and three of this article shall be resolved by the Committee.
- Article 7 These directives are effective with the approval from the Committee and report to the College Teacher Evaluation Committee for future reference. Amendments must follow the same procedure.