

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Mechanical and Electromechanical Engineering Regulations for Establishment of Faculty Evaluation Committee

Approved by the 9<sup>th</sup> Department General Meeting on May 24, 2000, School Year 68.

Approved by the 5<sup>th</sup> Department General Meeting on January 15, 2003, School Year 91.

Approved by the 3<sup>rd</sup> Department General Meeting on November 30, 2005, School Year 94.

Approved by the 12<sup>th</sup> Department General Meeting on May 31, 2014, School Year 104.

Approved by the 2<sup>nd</sup> Department General Meeting on October 25, 2015, School Year 106.

Approved by the 2<sup>nd</sup> College of Engineering's Faculty Evaluation Committee on November 17, 2015, School Year 106.

Authorized by the president on December 1, 2015, School Year 106.

- I. “Department of Mechanical and Electromechanical Engineering Regulations for Establishment of Faculty Evaluation Committee” are specifically issued in accordance to Article LVIII of National Sun Yat-sen University’s Organizational Bylaws.
- II. The department’s Faculty Evaluation Committee (hereafter referred to as “the Committee”) shall handle all matters relating to faculty appointments, appointment terms, promotions, temporary appointment terminations, permanent appointment terminations, reappointments, service extensions, transfers, lectures abroad, research, personal advancements, research leaves, salary bonus, and other matters in accordance with relevant regulations.
- III. The Committee is convened by the department chair. All faculty members in assistant professor or higher positions must select through anonymous voting eight full-time professors (not including the department chair) to be committee members. Each division of the department must be represented by at least one committee member (department chair not included). Committee members are appointed to serve for one year (in conjunction with a school year) and may be reappointed if reselected. If committee members fall vacant for some reason during the appointment, the vacancy shall be replaced by the current candidate with a higher vote (As the votes are the same, the decision shall be made by lot.) and the office term expires on the date when the current term expires.
- IV. Committee meetings are held irregularly as needed. To convene, a meeting must have at least two-thirds of the committee members personally attending—proxies for the members are not permitted. Matters discussed are approved only with approvals of two-thirds of the attending members.
- V. The Committee may invite relevant personnel to attend meetings for clarification and explanation.
- VI. Committee members must avoid attending meetings discussing matters with conflicts of interests. If a faculty member in discussion has sufficient proof that a certain committee member has biased opinion towards the case, the faculty member may apply for the committee member to be recused from the relevant meetings. Recused committee members are not included in the calculation for the number of required attendees.
- VII. The present regulations shall be implemented following approvals of institute general meetings, the College of Engineering’s Faculty Evaluation Committee and **the president**. The same procedure shall be carried out when amendments are to be made.