

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Mechanical and Electromechanical Engineering Regulations for Appeals in Faculty Promotions

Approved by the Department Approved by the Department of Mechanical and Electromechanical Engineering General Meeting on March 27, 1991.

Approved by the College of Engineering Faculty Evaluation Committee Meeting on April 10, 1991.

- I. The present regulations are issued by the Department of Mechanical and Electromechanical Engineering (hereafter referred to as “the Department”) for evaluation of appeals made against failed faculty promotion evaluations in accordance with National Sun Yat-sen University’s “Regulations on Faculty Promotion Evaluation.”
- II. The Department Faculty Promotion Evaluation Committee (hereafter referred to as “the Committee”) must notify faculty members in writing of results of their initial evaluations within the timeframe set by the Department’s “Regulations on Standard Procedure for Faculty Promotion.”
- III. A faculty member who does not pass the initial evaluation and wish to make an appeal must do so in writing to the Department Faculty Evaluation Committee within seven days after being notified of the initial evaluation result. The Faculty Evaluation Committee must complete the appeal evaluation within the timeframe set for faculty promotion initial evaluations.
- IV. Faculty members making appeals must clearly state their reasons in the appeal forms and submit the forms with Articles III and IV of the “College of Engineering Guidelines for Faculty Promotion Evaluation” for reference. The appeal committee meeting must evaluate appeals based on reasons stated in the appeal forms and invite appealers to attend to provide further explanation. When necessary, relevant personnel may also be invited to attend for clarifications.
- V. The appeal committee meeting must have at least three-quarters of the committee members present to convene a meeting. The evaluation results are decided through anonymous voting. An appeal is approved if it received the approval of at least two-thirds of the committee members in attendance. Applications approved through appeals are returned to the College Faculty Evaluation Committee for re-evaluation.
- VI. Faculty members whose appeals do not pass may not submit another appeal against promotion evaluation within three semesters (including the semester in which an appeal is made).
- VII. The present regulations shall be implemented following approvals of college general meetings, university executive meetings, and the College of Engineering Faculty Evaluation Committee as well as authorization by the president. The same procedure shall be carried out when amendments are to be made.