

Guidelines for the Faculty Evaluation Committee in the Bachelor's Degree Program of International Tourism and MICE, Wenzao Ursuline University of Languages

April 21, 2014 Approved by the Academic Affairs Committee

May 28, 2014 Approved by the College of English and International Studies Faculty Evaluation Committee

January 26, 2014 Approved by the Bachelor's Degree Program of International Tourism and MICE Affairs Committee

I. The Bachelor's Degree Program of International Tourism and MICE (hereinafter referred to as "the Program") shall establish the Bachelor's Degree Program of International Tourism and MICE Faculty Evaluation Committee (hereinafter referred as "the Committee") as stipulated by the program guideline.

II. The Committee is responsible for reviewing the hiring of part-time teachers for the Program and conducting initial reviews of all items related to faculty evaluation such as new hiring, contract modification, contract renewal/non-renewal, contract suspension and contract termination.

III. The Committee shall consist of seven member; at least half of the members must be associate professor or higher. If the abovementioned ratio cannot be achieved, the dean of the said college may appoint other appropriate faculty members to the Committee.

IV. The program chair, the chair of the Department of English and the chair of the General Education Center shall serve as ex-officio committee members. Other committee members shall be appointed by the program chair to serve for a period of one year with possible re-appointment.

V. The Committee shall meet as needed, and the meetings shall be convened by the program chair; who shall serve as the committee chair, or in the event when the chair receives a meeting petition from 1/2 or more of the committee members. Meetings on faculty hiring shall only be conducted when 1/2 or more of the committee members are present, and matters requiring approval shall only be considered approved upon agreement from 2/3 or more of the committee members. Matters on the promotion of the faculty, contract non-renewal, contract suspension and contract termination shall only be conducted when 2/3 or more of the committee members are present, and matters requiring approval shall only be considered approved upon agreement from 2/3 or more of the committee members. Other matters shall only be conducted when 1/2 or more of the committee members are present, and matters requiring approval shall only be considered approved upon agreement from 1/2 or more of the committee members.

VI. Decisions reached by the Committee shall be notified to the party involved by the program chair. Important personnel decisions such as contract suspension, contract termination, or contract non-renewal shall be communicated in writing. The party involved may appeal if he/she does not agree with the decision.

VII. Members of the Committee shall attend the meeting personally, and substitution is not permitted. Committee members shall also refrain from attending the meeting when the party involved is the member himself/herself, the member's spouse, or a relative by affinity within the third degree of kinship.

VIII. The Committee may invite members from concerned organizations to attend the meeting in order to provide a report or an explanation.

IX. Matters not addressed in this guideline shall be handled by other relevant guidelines of the school.

X. Guidelines are initially reviewed by the Bachelor's Degree Program of International Tourism and MICE Faculty Evaluation Committee, then by the Faculty Evaluation Committee of the College of English and International Studies and finally by the University Faculty Evaluation Committee and ratified by the University President. The same process applies to modification of the guidelines.