

Guidelines for the Faculty Evaluation Committee in the Bachelor's Degree Program of International Business English, Wenzao Ursuline University of Languages

April 18, 2014 Approved by the Affairs Committee in the Bachelor's Degree Program of International Business English
May 28, 2014 Approved by the Faculty Evaluation Committee at the College of English and International Studies

- I. The Bachelor's Degree Program of International Business English (hereinafter referred to as "the Program") shall establish the Bachelor's Degree Program of International Business English Faculty Evaluation Committee (hereinafter referred to 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 members. 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 and the chair of the Department of International Business Administration 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 50% or more of the committee members. Meetings shall only be conducted when 75% or more of the committee members are present, and matters requiring approval shall only be considered approved upon agreement from 50% 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 established by the Committee shall become effective upon approval by the Bachelor's Degree of International Business English Affairs Committee and the Faculty Evaluation Committee of the College of English and International Studies. The same process applies to modification of the guidelines.