

National Chung Hsing University

Graduate Institute of Clinical Medicine

Guidelines for the Establishment of the Faculty Review Committee

October 14, 2024 - Approved during the 3rd Institute Affairs Meeting (via communication) of the 113th Academic Year, 1st Semester

Article 1

In accordance with Article 7 of the "National Chung Hsing University Regulations for the Organization of Faculty Review Committees," the "Graduate Institute of Clinical Medicine Faculty Review Committee" (hereinafter referred to as "the Committee") is established.

Article 2

The Committee comprises 5 to 7 members, with at least two-thirds holding qualifications equivalent to those of a professor. The composition is as follows:

1. **Ex-officio member:** The Institute Director (who also serves as the convener).
2. **Elected (or selected) members:** Full-time (or project) faculty members at the rank of Assistant Professor or above in the Institute elect 4 to 6 eligible professors or associate professors. If there are insufficient numbers of professors or associate professors within the Institute, additional members may be selected from professors of related departments at the university or researchers with equivalent qualifications at domestic research institutions. Alternate members may also be proposed, subject to approval by the Institute Affairs Meeting and appointment by the university president. Committee members serve a term of one year and may be re-elected.

Members must not have been subject to disciplinary action by the university's Faculty Review Committee for academic ethics violations.

Qualifications for elected (or selected) members must meet one of the following criteria:

1. Published at least three papers (or equivalent achievements such as patents, new variety development, or technology transfers) in international journals recognized by the College of Medicine within the past five years, as the first

author or corresponding author.

2. Served as the principal investigator for research projects funded by the National Science and Technology Council for at least three years within the past five years.

If the Institute Director does not meet the qualifications for elected (or selected) committee members mentioned above, the Committee shall elect one member to serve as the convener. Meetings of the Faculty Review Committee require the attendance of at least two-thirds (inclusive) of eligible members to commence. A minimum of five members must participate in voting. If this number is not met, replacement candidates (in compliance with the qualifications outlined in Article 2, Section 3) shall be recommended by the Institute Affairs Meeting and submitted for approval by the university president.

When reviewing cases involving higher-ranked faculty, lower-ranked faculty members are excluded from the attendance count and may not participate in the review of the higher-ranked faculty's qualifications.

For cases involving new appointments, promotions, reappointments, service extensions, dismissals, suspensions, or non-renewals, at least five members must participate in voting. If this number is not met, alternate members shall fill vacancies in sequential order.

Article 3

As a rule, the committee meets once per semester, but extraordinary meetings may be convened when necessary.

Article 4

The Committee is responsible for reviewing the following matters:

1. Appointment and contract terms for full-time, project, and adjunct faculty.
2. Promotion and reappointment of full-time, project, and adjunct faculty.
3. Suspension, dismissal, and non-renewal of full-time, project, and adjunct faculty.
4. Other important matters related to faculty review (e.g., lectures, research, further education, service extensions, determination of layoff causes, handling

of faculty obligation violations, etc.). However, administrative procedures may be directly followed for lectures or research lasting less than one month or conducted during summer or winter breaks, with approval from the university president.

5. Matters proposed by the university President or the dean of the College of Medicine.

The Committee shall conduct the review of researchers, except for service extensions, in the same manner as for faculty.

Article 5

The Committee shall review and approve faculty appointments and contract terms and then recommend them to the college-level Faculty Review Committee.

The Committee shall review and approve faculty promotions and reappointments and then recommend them to the college-level Faculty Review Committee.

The Committee shall review other important faculty review matters and proposals from the university President based on the Institute's developmental needs and relevant regulations. Upon approval, these matters shall be handled in accordance with applicable regulations.

Article 6

All Committee members must attend meetings in person. Members with conflicts of interest, such as student-teacher relationships, kinship within the third degree, academic collaboration, or other related interests, must recuse themselves. Failure to do so will result in recusal upon resolution by the Committee.

If there is concrete evidence of potential bias, affected parties may request the member's recusal, providing reasons. Recused members must abstain from all related discussions and voting.

Article 7

Matters not covered in these guidelines shall be handled in accordance with relevant laws and university regulations.

Article 8

These guidelines take effect upon approval by the Institute Affairs Meeting and the College of Medicine. Amendments follow the same procedure.