

Ming Chuan University Physical Education Office Guidelines for Establishing Faculty Hiring and Promotion Committee

Passed by the Faculty Hiring and Promotion Committee on October 20, 1997

Revised and passed by the Faculty Hiring and Promotion Committee on September 1, 2003

Revised and Passed by the Faculty Hiring and Promotion Committee on January 17, 2006

Revised and passed by the Faculty Hiring and Promotion Committee on January 18, 2007

Revised and Passed by the Faculty Hiring and Promotion Committee on December 19, 2007

Revised and Passed by the Faculty Hiring and Promotion Committee on October 3, 2008

Revised and passed by the Faculty Hiring and Promotion Committee on January 9, 2009

Revised and Passed by the Faculty Hiring and Promotion Committee on January 15, 2010

Revised and Passed by the General Education Faculty Hiring and Promotion Committee on August 19, 2014

Revised and Passed by the General Education Faculty Hiring and Promotion Committee on October 2, 2017

Article 1 Ming Chuan University Physical Education Office Guidelines for Establishing Faculty Hiring and Promotion Committee were established in accordance with Article 9 of Ming Chuan University Regulations for Establishing Department (Graduate Program) Faculty Hiring and Promotion Committees.

Article 2 The responsibilities of the Physical Education Office (herein referred to as this Office) Faculty Hiring and Promotion Committee (herein referred to as this Committee) are as follows:

1. To establish Physical Education Office Faculty Hiring and Promotion Committee evaluation and review procedures.
2. To conduct preliminary reviews of cases of full- and part-time faculty appointment, promotion, termination of contract, suspension of contract, non-renewal of contract, severance pay, and so on.
3. To conduct preliminary review of leaves requested for programs of lecture, study, or research carried out at other domestic and international institutions.
4. To review and discuss applications for faculty extension of service.
5. To review and discuss applications for faculty sabbatical leaves.
6. To review and discuss matters related to faculty members of the department (graduate program) found to have violated the institutional Faculty Appointment Regulations, Article 14 and 17 of Faculty Employment Law, or who have spoken or behaved inappropriately so as to affect campus safety or harmony.
7. To discuss other related issues in accordance with relevant laws and regulations.

Article 3 The Physical Education Office Faculty Hiring and Promotion Committee is consists of five to nine members. The Director is an ex-officio member and the convener. From full-time associate professors of the Office, 6-10 candidates are nominated and then proposed to the Convener of General Education for appointment. In principle, more than 2/3 of the members should be Professors or Associate Professors. However, should a vacancy not be filled by a suitable candidate in the Office, faculty from a relevant department may be nominated to participate in the Committee.

Article 4 The term of the Faculty and Promotion Committee members is one school year without payment. The committee members can be re-nominated when the term expires.

- Article 5 Should a Committee member find himself or herself unable to continue his or her appointment due to career changes or other reasons during the term, he or she is automatically considered to have resigned. The vacancy can be filled through a nomination procedure and the successor will keep the appointment until the term expires.
- Article 6 The Physical Education Office Faculty Hiring and Promotion Committee is convened once every semester. A supplementary session may be hosted when the need arises.
- Article 7 Except for resolutions pertaining to Article 14 of the Faculty Employment Law, the Physical Education Office Faculty Hiring and Promotion Committee resolutions must be reached with at least two thirds or more of the total committee members' presence and with at least two thirds or above of the present members' consent. Resolutions of other matters must be reached with half or more of the total members' presence and half or more of the present members' agreement. Resolutions of the Physical Education Office Faculty Hiring and Promotion Committee must be produced as minutes and submitted to the School Faculty Hiring and Promotion Committee along with the faculty members' applications or other relevant materials, for further review.
- Should the need arise, the convener may invite relevant persons to attend the meeting to report or to present a case. When the Physical Education Office Faculty Hiring and Promotion Committee is convened, committee members must be present in person, and may not designate a proxy to attend the meeting. In the case of three absences without special reason, the committee member will be disqualified for service.
- Article 8 The committee members must avoid attending sessions in which issues discussed may result in a conflict of interest. Committee members shall not participate in the discussion of faculty promotion review cases higher than his or her rank. In cases where there are insufficient committee members to conduct a review, Director of Physical Education Office may submit an official document for the President's approval to appoint scholars from on or off campus to this committee.
- Article 9 Matters not covered in these guidelines will be dealt with in accordance with the laws and regulations and the related University Procedures.
- Article 10 Upon being passed at the Physical Education Office Faculty Hiring and Promotion Committee Meeting and approved by the General Education Faculty Hiring and Promotion Committee, these guidelines were announced and implemented. Any revision must follow the same procedure.