

Guidelines on Appointment of New Faculty Members at I-Shou University

Adopted on December 3, 2008 at the fourth meeting of the university-level Teacher Review Committee in the first semester of the academic year 2008

Amendments to Articles 2 and 5 ratified by the President on March 21, 2013

- I. The Guidelines on Appointment of New Faculty members at I-Shou University (hereinafter referred to as the “Guidelines”) are established in accordance with Article 3 of the Regulations for Faculty Appointment of the University to maintain excellent faculty and keep faculty appointment in line with the University’s current development.
- II. Each department (graduate institute, program or center) shall draw up a mid- and long-term faculty appointment project on the basis of current faculty and curriculum planning. Such a project shall be submitted to the College (Center) Affairs Council concerned for review and then delivered to the Office of Human Resources for future reference upon ratification by the President. This project shall be reviewed regularly, and concrete reasons shall be proposed to the College (Center) if there are any amendments.
- III. To recruit new full-time faculty members, each department (graduate institute, program or center) shall establish the Selection Committee for New Teachers (hereinafter referred to as the “Committee”) to take charge of affairs with respect to new teacher selection. Upon completion of the teacher selection process, the Committee shall recommend selected candidates to the department-level Teacher Review Committee for review. For applicants not recommended by the Committee, the Committee shall elaborate on and then submit reasons for the non-selection of those applicants to the College concerned for future reference.
- IV. The Committee shall comprise 5-9 members at least at or above the level of associate professor who are recommended by the academic unit in charge of appointment or appointed by the Dean (Director) of the College (Center). The members recommended by the academic unit shall be one more than that appointed by the Dean (Director). However, when the number of the faculty members at or above the level of associate professor serving at the academic unit falls short of the requirement, there is no limit to the number of the members appointed by the Dean (Director).
The members appointed by the Dean (Director) may be faculty members serving at or outside the academic unit.
The Chairperson of the Committee shall be one of the members and is to be appointed by

the Dean of the College.

- V. In principle, the Committee shall submit the information on faculty openings and methods of application to the College (Center) for approval, report to the President for ratification, and finally deliver them to the Office of Human Resources for publication in popular newspapers, magazines and websites at home and abroad at least six months prior to the beginning date of the appointment of new full-time faculty members. After receiving applications, the College (Center) shall refer these applications to the Committee for teacher selection. The open recruitment period shall be a minimum of two months. In special circumstances, the requirements referred to in the foregoing paragraph may not necessarily be complied with upon recognition by the Committee, approval by the Dean (Director), and ratification by the President.
- VI. The Committee will not proceed to teacher selection at the end of the application unless a minimum of three applicants apply for a certain post. If the number of the applicants is less than three, with consent of more than two-thirds of the members of the Committee, outstanding applicants may be directly referred to the Teacher Review Committee for review; otherwise, the Committee shall resume the recruitment procedure.
- VII. When the highest degree earned by an applicant is conferred by the University, such an applicant shall not be considered a candidate if he/she has not worked in teaching or research capacity in other institutions for at least two years. However, the foregoing rule is not applicable to applicants who possess specialties and have extraordinary accomplishments, and at the same time are recognized by the Committee.
- VIII. Each academic unit shall prescribe the Guidelines on Establishment of Selection Committee for New Teachers & Selection Procedures in accordance with the Guidelines and submit the prescribed Guidelines to their College (Center) for review.
- IX. The provisions of the Guidelines shall apply to programs of study offered by each college.
- X. The Guidelines become effective since the academic year 2009 upon adoption by the university-level Teacher Review Committee and ratification by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.