

Guidelines on Reconsideration and Appeal for Faculty Promotion

Results at I-Shou University

Adopted on December 16, 1998 at the second meeting of the university-level Teacher Review Committee in the first semester of the academic year 1998

Adopted on June 28, 2002 at the third meeting of the university-level Teacher Review Committee in the second semester of the academic year 2001

Amendments adopted on April 20, 2004 at the first meeting of the university-level Teacher Review Committee in the second semester of the academic year 2003

Amendments adopted on October 29, 2008 at the third meeting of the university-level Teacher Review Committee in the first semester of the academic year 2008

Amendments to III and V ratified and promulgated by the President on July 28, 2009

Amendments adopted on October 16, 2013 at the first meeting of the university-level Teacher Review Committee in the first semester of the academic year 2013

Amendments to the Guidelines ratified and promulgated by the President on October 21, 2013

Amendments adopted on January 8, 2014 at the fourth meeting of the university-level Teacher Review Committee in the first semester of the academic year 2013

Amendments to II and VI ratified and promulgated by the President on January 23, 2014

- I. The Guidelines on Reconsideration and Appeal for Faculty Promotion Results at I-Shou University (hereinafter referred to as the “Guidelines”) are made in accordance with Article 24 of the Regulations for Faculty Promotion System of I-Shou University (hereinafter referred to as the “University”) to cope with reconsideration applications filed by faculty members whose applications for promotion have not passed the department-level examination or the college-level review.

- II. If a faculty member applying for promotion doubts the results and has concrete evidence, he or she may file an application for reconsideration to the Teacher Review Committee concerned or an appeal to the University's Faculty Plea and Arbitration Committee within thirty days from the following day of receiving the notice of final results. If a faculty member applying for promotion raises any objection against the reconsideration results, he or she may file an appeal to the Faculty Plea and Arbitration Committee within thirty days from the following day of receiving the reconsideration results.

When a faculty member applying for promotion doubts the university-level review results and has concrete evidence, he or she is allowed to choose either of the following two relief measures: putting forward an appeal to the Faculty Plea and Arbitration Committee or an administrative appeal to the Appeal Review Committee of the Ministry of Education, within thirty days from the following day of receiving the notice of final results.

- III. Upon receipt of an application for reconsideration, the convener of the college/center-level or university-level Teacher Review Committee shall report to the President in a timely fashion, in order to organize a reconsideration task force consisting of three to five members of the Committee as appointed by the President. The convener of this task force is the Dean of college concerned (or the Director of the Center for General Education) to deal with affairs with respect to the application for reconsideration.

The task force shall make a decision within one month of receiving the application for reconsideration.

- IV. A faculty member applying for reconsideration shall clearly state his or her reasons for reconsideration on the application form, and submit concrete evidence (including achievements in teaching, counseling & service and research as well as documents listed in the Regulations for Faculty Promotion System of the University) for reference.

The task force shall make a review based on the reasons listed on the application form. If necessary, the task force may invite the applicant to be present for consultation, and related parties to be present for consultation as well.

- V. A quorum of at least two-thirds of total membership will be required to validate a meeting. A decision shall not be made unless at least two-thirds of the members present vote in favor of the proposal. The secret ballot shall be adopted.

The task force shall deliver documents with respect to the applicant, as well as reconsideration records, to the college/center-level or university-level Teacher Review Committee. If the college/center-level or university-level Committee agrees on the reasons for reconsideration, the Committee shall submit reconsideration records and documents with respect to the applicant to the Committee which has made the original decision, in order to have the application included in the scheduled session for promotion review. Otherwise, the

college/center-level or university-level Committee will dismiss the application for consideration by providing reasons.

- VI. A faculty member whose application for reconsideration, appeal or administrative appeal has been considered unsustainable or dismissed is not allowed to file another application for promotion within one academic year (including the semester in which he or she files an application for promotion).
- VII. The Guidelines become effective on the third day of promulgation after being adopted by the university-level Teacher Review Committee and ratified 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.