

# 義守大學餐旅管理學系新聘教師甄選委員會設置及甄選作業要點

九十七學年度第二學期第一次系教評會議初訂通過(98.04.01)

- 一、 本要點依據「義守大學新聘教師聘任作業要點」規定訂定之。
- 二、 辦理本系新聘教師甄選事宜，特設立餐旅管理學系新聘教師甄選委員會（以下簡稱本會）。
- 三、 本會委員組成方式：
  - （一） 由本系系務會議推派及管理學院院長指派之副教授以上教師。聘期一年，可連選連任之。
  - （二） 本會由五至九名委員組成之。
  - （三） 本系推派之委員人數應較院長指派委員多一名，但本系副教授以上教師人不足時，指派委員人數不受此限。
  - （四） 本會主席由院長就委員中指派一人擔任之。
- 四、 本會任務與權責如下：
  - （一） 本會原則上應於擬新聘專任教師起聘日半年前，將徵才公告內容及方式送請管理學院同意，陳請校長核定後，由人事室統一公開刊登於國內、外知名之報紙、雜誌或網站，並由管理學院於收件後，將應徵資料轉本會進行教師甄選，公開徵才期間至少應達二個月。

前項如有特殊原因，經本會認定，送請院長同意並陳請校長核定者，不在此限。
  - （二） 本會應於報名截止後，且應徵人數達三人以上時，始得進行甄選程序。未達三人者，除應徵人選傑出經本會委員三分之二以上同意外，應再重新公開徵才作業。如有特殊原因，經本會認定，送請院長同意並陳請校長核定者，不在此限。
  - （三） 辦理教師甄選事宜，應就每位應徵者之學經歷、專長與著作等資料，書面審查篩選後，推薦面試人選。
  - （四） 本會依面試結果，將推薦人選向系教師評審委員會推薦。如有不推薦者，應敘明理由送管理學院備查。

(五) 候選人如其最高學歷為本校授予，且畢業後未在其他單位從事與教學、研究相關之工作二年以上，不得列入為候選人，惟具有特殊專長或優異表現且經本會認定者，不在此限。

五、本要點如有未盡事宜，悉依本校相關規定辦理。

六、本要點經系教評會審議通過，送交管理學院核備後實施，修正時亦同。

# **Guidelines on Establishment of Selection Committee for New Teachers and Selection Procedures by Department of Hospitality Management at I-Shou University**

Adopted on April 1, 2008 at the first meeting of the Departmental Affairs Council in the second semester of the academic year 2008

- I. The Guidelines on Establishment of Selection Committee for New Teachers and Selection Procedures by Department of Hospitality Management at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted in accordance with the Guidelines on Appointment of New Teachers at I-Shou University.
- II. The Department of Hospitality Management (hereinafter referred to as the “Department”) hereby establishes the Selection Committee for New Teachers (hereinafter referred to as the “Committee”) to take charge of affairs with respect to new faculty selection by the Department.
- III. Membership of the Committee:
  1. The Committee members shall be appointed by the Departmental Affairs Council and the Dean of the College of Management. The members shall be faculty members at or above the level of associate professor. The term of office for committee members is one year, and committee members may be re-appointed.
  2. The Committee consists of five to nine members.
  3. The number of members appointed by the Department shall be one more than that appointed by the Dean. However, if the number of faculty members at or above the level of associate professor is less than the required number of committee members, any vacancy on the Committee shall be filled by any faculty member from the Department or other departments at the University as appointed by the Dean without meeting the requirements for the academic rank.
  4. One committee member shall be appointed by the Dean as the Chairperson of the Committee.
- IV. The mission and the responsibility of the Committee are as follows:
  1. In principle, the Committee shall submit the information on faculty openings and methods of application to the College and the President for ratification, and

then deliver it to the Office of Human Resources for publication in popular newspapers, magazines and websites at home and abroad at least six months before the beginning date of the appointment of new full-time faculty members. After receiving applications, the College shall refer these applications to the Committee for new faculty selection. The open recruitment period shall be a minimum of two months.

2. The Committee will not proceed to new faculty selection at the end of the application period unless a minimum of three applicants apply for certain post. If the number of applicants is less than three, only with consent of at least two-thirds of the members of the Committee can outstanding applicants be directly referred to the Committee for review. Otherwise, the Committee shall resume the recruitment procedure.
  3. 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 after graduation. 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.
  4. Upon completion of new faculty selection, 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 submit reasons for not selecting those applicants to the College for future reference.
  5. If an applicant received the highest degree from I-Shou University, he or she can only be candidate after having more than 2 years teaching and research work experience in other institutions after graduation, with the exception that when the candidate has special expertise or excellent performance and is recognized by the Committee.
- V. Any issues not mentioned herein shall be governed by relevant regulations and rules of the University.
- VII. The Guidelines become effective after being adopted by the department-, college- and university-level Teacher Review Committees 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.*