

**National Chung Hsing University Department of Chemical
Engineering Teacher
Review Committee Organizational Guidelines**

Revised and implemented at Department Affairs Meetings:

July 22, 1998; August 15, 2001; October 14, 2005

Revised and approved at an Interim Department Affairs Meeting: March 2, 2009

Revised and approved at Department Affairs Meetings:

April 15, 2009; August 12, 2009; August 23, 2010

Revised and approved at a Department Affairs Meeting: June 27, 2011 (Articles 2, 4, 5~7)

Revised and approved at a Department Affairs Meeting: June 22, 2012 (Articles 4, 5)

Revised and approved at an Interim Department Affairs Meeting: November 1, 2012 (Article 2)

Revised and approved at a Department Affairs Meeting: June 19, 2013 (Article 3)

Revised and approved at a Department Affairs Meeting: November 13, 2013 (Article 1)

Revised and approved at a Department Affairs Meeting: June 21, 2017 (Articles 1~3)

Revised and approved at a Department Affairs Meeting: August 22, 2024 (Articles 2, 3)

Article 1

The responsibilities of this Committee include reviewing matters regarding the hiring, promotion, reappointment, awards, extension of service, dismissal, suspension, and non-renewal of both full-time and part-time faculty in the Department.

Article 2

This Committee is composed of full professors who meet the qualification criteria for election to the College of Engineering Teacher Review Committee. The Department Chair serves as the convener of this Committee. Members will not serve on the Committee for the current academic year under the following circumstances:

- (a) On secondment
- (b) Studying abroad or lecturing overseas
- (c) On sabbatical leave for research
- (d) Serving extended employment.

Article 3

The Committee meetings require a quorum of at least two-thirds of the members to convene. Decisions regarding faculty appointments, promotions, reappointments, and extensions of service must be

approved by at least two-thirds of the attending members before being forwarded to the College of Engineering Teacher Review Committee for evaluation. If fewer than seven members are available to review cases of new hires, promotions, reappointments, or service extensions, the Department Chair will recommend substitute members, subject to approval by the Dean.

Article 4

The regulations for full-time faculty appointments are detailed in the “National Chung Hsing University Department of Chemical Engineering Full-Time Faculty Appointment Guidelines.”

Article 5

The procedures and scoring methods for faculty promotions are detailed in the “National Chung Hsing University College of Engineering and Department of Chemical Engineering Faculty Promotion Review Guidelines.”

Article 6

These guidelines shall take effect following approval by the Department Affairs Meeting. The same process applies for amendments.

Article 7

Matters not covered by these guidelines shall be handled in accordance with the University’s Teacher Review Committee Organizational Regulations and relevant laws and regulations.