

**銘傳大學健康科技學院教師評審委員會設置要點**  
**Ming Chuan University School of Health Technology**  
**Guidelines for the Establishment of Faculty Hiring and**  
**Promotion Committee**

民國95年06月20日院務會議修正通過

民國97年10月06日院務會議修正通過

民國97年12月30日院務會議修正通過

民國98年03月30日院務會議修正通過

民國99年06月29日院務會議修正通過

Passed at the School Affairs Committee Meeting on June 20, 2006

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Passed at the School Affairs Committee Meeting on March 30, 2009

Passed at the School Affairs Committee Meeting on June 29, 2010

- 一、依大學法第二十條及本校教師評審委員會設置辦法第三條及有關法令之規定，訂定健康科技學院教師評審委員會(以下簡稱院評會)設置要點。

Article 1 The School of Health Technology Guidelines for the Establishment of Faculty Hiring and Promotion Committee (herein referred to as the Committee) were established in accordance with Article 20 of the University Act, Article 3 of the University Faculty Hiring and Promotion Committee Charter and other relevant regulations.

- 二、院評會職掌如下：

Article 2 The responsibilities of the School of Health Technology Faculty Hiring and Promotion Committee are as follows:

(一)訂定學院教師評審委員會評審辦法。

1. To establish the School of Health Technology Faculty Hiring and Promotion Committee Procedures.

(二)所屬系(所)教師評審委員會所提報教師之聘任、升等、解聘、停聘、不續聘、資遣等事項之審議。

2. To review and discuss issues concerning appointment, promotion, termination of contract, suspension of contract, non-renewal of contract, severance pay, and so on.

(三)對系(所)教師評審委員會審查所屬教師升等案未通過之申訴。

3. To review and discuss dissent with regard to cases under examination by the Faculty Hiring and Promotion Committee at the department (graduate program) level.

(四)所屬系(所)教師評審委員會提報教師赴國內外機構教學、進

修及研究申請案等事項之審議。

4. To review and discuss applications for instructors who wish to lecture, conduct research, or pursue further studies at other academic institutions both domestically and abroad.

(五)所屬系(所)教師評審委員會提報之教師申請延長服務之審議。

5. To review and discuss applications by faculty members for extension of service.

(六)所屬系(所)教師評審委員會提報之教師休假研究案之審議。

6. To review and discuss applications for sabbatical leave.

(七)所屬系(所)其他教師有關事項之審議。

7. To discuss other related issues in accordance with relevant laws and regulations.

三、院評會由委員七人組成，除院長、所屬系(所)主任為當然委員，並由院長兼召集人外，另由本院所屬系(所)自專任教授以上推選委員候選人一至二人，報請校長核定之。

惟選任委員人數三分之二以上應由教授擔任，如無適當人選得聘請校內外相關系所之教師擔任。

Article 3 The School of Health Technology Faculty Hiring and Promotion Committee consists of 7 committee members and the Dean of the School of Health Technology is the convener. This includes ex-officio members such as the Department Chairs and one to two professorial representatives nominated from among full-time Professors or above and approved by the president. However, more than two thirds of the total number of Committee members must be full-time Professors. Should a vacancy be impossible to fill with a Professor, Associate Professors of the university or from other institutions with relevant expertise can be nominated to participate in the Committee

四、院評會委員任期一學年，連選得連任，均為無給職。

Article 4 Terms of the School of Health Technology Faculty Hiring and Promotion Committee members are one academic year and members are not paid. The Committee members may be re-nominated for reappointment when their terms expire.

五、院評會委員於任期內因職務變動或其他原因無法繼續擔任委員時，視同辭職，其缺額由職務接替人遞補或由原學院另行遴選

並報請校長核定，繼任至原任期屆滿時為止。

Article 5 Should a School of Health Technology Faculty Hiring and Promotion Committee member find himself or herself unable to continue his or her appointment during the term due to career changes or other reasons, he or she is automatically considered to have resigned. The vacancy can be filled by his or her replacement or through nomination procedure and approval by the president; the successor will be appointed for the duration of the term.

六、院評會每學期召開一次會議，必要時得召開臨時會議。

Article 6 The School of Health Technology Faculty Hiring and Promotion Committee is convened once every semester in principle. A provisional meeting may be held when the need arises.

七、院評會之決議，除有關教師法第十四條第一項第六款或第八款之議案，應有全體委員三分之二以上(含)出席，出席委員二分之一以上(含)之同意為之外，其他事項決議應有全體委員二分之一以上(含)出席，出席委員二分之一以上(含)之同意為之。院評會決議應作成會議記錄，連同教師個人送審等資料提報校教師評審委員會複審。

院評會開會時，得視事實需要，由召集人邀請相關人員列席報告或說明。

院評會開會時，委員應親自出席，不得委由他人代理，無故缺席三次者，取消其委員資格。

Article 7 Except for resolutions pertaining to Article 14, Section 1, Clause 6 or 8 of the Faculty Employment Law, the School of Health Technology Faculty Hiring and Promotion Committee resolutions must be reached with at least two thirds or more of the total committee members present and with at least a majority agreement of those members present. Resolutions on other matters must be reached with majority (or more) of the total members present and by majority agreement of the members present. Resolutions of the School of Health Technology Faculty Hiring and Promotion Committee must be produced as minutes and submitted with faculty member's personal information to the University Faculty Hiring and Promotion Committee for approval.

Should the situation warrant it, the convener may invite persons who have some knowledge of the matter at hand to attend the

meeting or to make a report.

When the School of Health Technology Faculty Hiring and Promotion Committee is convened, Committee members must be present in person, and may not designate a proxy to attend the meeting. Any Committee member who is absent from three meetings will be removed from membership.

- 八、 院評會委員討論與其本人有利害關係之案件時，應行迴避。  
委員不得參與審議高於本身職等之教師升等案。  
審查委員人數不足時，得由院長簽請校長遴聘校內外學者專家補足之。

Article 8 The School Faculty Hiring and Promotion Committee members should avoid attending sessions in which issues at hand may lead to a conflict of interest, or involve a conflict of interest for himself or herself.

Committee members cannot review cases for faculty members whose positions are of higher rank than their own.

In cases where there are insufficient Committee members, the Dean of the School may ask the president to appoint on- or off-campus experts to be on the Committee.

- 九、 本要點未規定事項，悉依本校相關辦法辦理。

Article 9 Matters not covered in these procedures will be dealt with in accordance with the relevant university procedures.

- 十、 本要點經院務會議通過，提報校教師評審委員會通過後實施，修正時亦同。

Article 10 Upon being passed at the School Affairs Committee Meeting and approved by the University Faculty Hiring and Promotion Committee, these procedures were announced and implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*