

# 義守大學國際財務金融學系教師評審委員會設置 要點

## Guidelines on Establishment of Teacher Review Committee of Department of International Finance of I-Shou University

102年01月04日校長核定公告

Full text reviewed and promulgated by the President on 04 Jan., 2013

- 一、 本要點依據本校教師評審委員會設置辦法訂定。

These Guidelines herein are established pursuant to the Regulations for Establishment of Teacher Evaluation Committees of I-Shou University.

- 二、 本系教師評審委員會(以下簡稱系教評會)由下列人員組成，其中選任委員應有五至七人：

The Department's Teacher Review Committee should be contained five to seven elected members (hereinafter referred to as the TRC) and the composition is:

- (一) 當然委員：系主任。

Ex-officio member: Chair of IBA department.

- (二) 選任委員：由本系專任教師就本系教授票選之，若教授人數不足，就本系副教授選任補足之，惟應有三分之二以上具有教授資格。若教授人數不足時，由系主任推薦校內、外相關領域教授或研究員，加倍人選簽請校長圈聘之。

Elected member: Full-time faculty members of the Department shall vote among professors of the Department; if there are not enough professors, associate professors of the Department may be elected to make up the required number. When there are associate professors in the TRC, qualified professors shall still make up at least two-thirds of the committee. When there are not enough professors, the Chair may recommend a double

number of professors in related fields from other departments or outside the university to the President for appointment.

選任委員任期一年，連選得連任。

系教評會由系主任召集，並為會議主席。

The tenure for TRC members is one year, with the possibility of re-appointment if re-elected.

- 三、 系教評會應列候補委員一至三名，於委員出缺時依序遞補，任期至原任期屆滿為止。

One to three alternate members shall be listed among the un-elected candidates with the highest numbers of votes. When members become unavailable, alternate members shall fill up the vacancies in proper order, for the remaining of the original tenure.

- 四、 系教評會每學期至少開會一次，必要時得召開臨時會議。

One TRC meeting shall be held per semester, and provisional meetings may be convened when necessary.

- 五、 系教評會委員除當然委員得指定具教授資格之代理人出席外，應親自出席會議，不得委託他人代理。

TRC members shall attend meetings in person, and shall not commission a delegate. Except for official leave, members who are going on sabbatical, going abroad or on suspension without pay for more than six months, or absent from two consecutive meetings without reason, shall be disqualified, and the vacancy shall be filled up by an alternate member in proper order.

除公假外，委員於任期中休假研究、出國或留職停薪超過半年，或連續二次無故未出席會議者，應取消委員資格，遺缺由候補委員依次序遞補之。

- 六、 系教評會審議下列事項：

TRC shall deliberate the following items:

- (一) 評審有關專(兼)任教師、研究人員、專業技術人員之聘任、聘期、升等、解聘、停聘、不續聘及資遣原因認定等事項。

Review and recognize the reason for appointment, term of appointment, promotion, dismissal, termination of appointment, denial of re-appointment and dismissal for redundancy of full-time (part-time) teachers, researchers, and technicians.

- (二) 關於客座教授、客座副教授、客座專家等之聘任事項。

Matters relating to the appointment of visiting professors, visiting associate professors, and visiting specialists, etc.

- (三) 訂定或修正系教評會教師資格審查相關規章。

Establish and amend regulations relating to the TRC accreditation of faculty qualifications.

- (四) 校長或院級教評會退回覆議案件。

Cases sent back by the President or college-level Teacher Review Committee for reconsideration.

- (五) 其他依法令應予審議之事項。

Other matters that shall be deliberated (discussed) pursuant to laws and regulations.

- 七、系教評會審議教師之聘任及升等案件時，低階不得高審。

Teachers' Review Committee members of lower professorship shall not review appointment and promotion cases of applicants with higher professorship.

- 八、本系教師之聘任及升等，應依系、院與校教師聘任及教師升等相關辦法辦理。

For appointment recommendation of professors (full-time, part-time and visiting) and promotion of associate professors to professorship, deliberation shall be made by TRC members with professor qualification.

九、 系教評會開會時，應有全體委員三分之二以上出席方得開議，出席委員三分之二以上之同意始得決議。投票以無記名方式為之。

A TRC meeting shall be held with at least two-thirds of all members present, and decisions shall be made with the agreement of at least two-thirds of the present members. Votes shall be anonymous.

系教評會審議時，教評會委員應全程參與。如對該審議案件未能全程參與時，不得參與該案件之決議。

For deliberation of a case, TRC members shall attend the whole process of deliberation. If a member fails to attend the whole process of deliberation, he/she shall not be involved in the decision making of the case.

十、 系教評會委員應迴避下列審議案：

A TRC member shall excuse in case of the following:

(一) 遇有審查或討論與本人利益有關之事項時。

When the deliberation or discussion is related to his/her interest.

(二) 對同級教師之升等案。

In case of promotion of same-level faculty members.

(三) 對配偶或四親等內親屬之聘任、升等案。

In case of appointment or promotion of his/her spouse or relatives within the fourth degree of kinship.

(四) 對代表作共同作者之升等案。

(五) In case of promotion of a co-author of his/her representative work.

迴避之委員人數不計入出席人數。惟迴避委員人數超過全體委員人數二分之一時，該審議案應由系教評會主席另行增聘符合委員資格之臨時委員，經校長核定補足後，再行審議之。

The number of excusing members shall be deducted from the legitimate number of members present. When the number of excusing members exceeds half of all members, the case shall be

deliberated by qualified provisional members appointed by the TRC Chairperson and approved by the President when there are enough members recruited.

- 十一、系教評會委員遇有應行迴避之情形而不自行迴避者，或有具體事實，足認其審查有偏頗之虞者，當事人得向系教評會申請迴避。申請時應舉其原因及事實，並為適當之釋明；被申請迴避之委員，對於該申請得提出意見書，由系教評會決議之。

If a TRC member fails to excuse in a case that he/she should excuse, or when there are substantial facts pointing to potential bias in performing his/her duty, the person concerned may make a request to the TRC for excuse of a member. When making the request, the reason and fact shall be stated and properly explained; the member requested to excuse may submit a response to that request, which will be decided by the TRC.

系教評會委員有前項所定情形不自行迴避，而未經審查事項當事人申請迴避者，應由系教評會決議命其迴避。

For a TRC member who fails to excuse himself/herself in cases listed in the preceding paragraph, and the person concerned has not requested his/her excuse, the TRC shall order his/her excuse upon its decision.

- 十二、系教評會開會時如有必要，得邀請有關人員列席報告或說明。

Related personnel may be invited as observers in a TRC meeting for presentation or explanation.

- 十三、本要點未盡事宜，依本校相關規定辦理。

Other related regulations of the University and the Ministry of Education shall be supplements to the Guideline.

- 十四、本要點經三級教評會審議通過，陳校長核定後公告實施。

These Guidelines are promulgated for enforcement after being approved in the Department Affairs Council meeting, College Teacher

Review Committee meeting and University Teacher Review Committee meeting, and then submitted to the President for review.

# 義守大學國際財務金融學系教師評審委員會設置 要點逐條說明

| 條文  | 說明  |
|---|---|
| <p>一、 本要點依據本校教師評審委員會設置辦法訂定。</p>   | <p>本條說明本辦法之法源依據。</p>  |
| <p>二、 本系教師評審委員會(以下簡稱系教評會)由下列人員組成，其中選任委員應有五至七人：</p> <p>(一) 當然委員：系主任。</p> <p>(二) 選任委員：由本系專任教師就本系教授票選之，若教授人數不足，就本系副教授選任補足之，惟應有三分之二以上具有教授資格。若教授人數不足時，由系主任推薦校內、外相關領域教授或研究員，加倍人選簽請校長圈聘之。</p> <p>選任委員任期一年，連選得連任。</p> <p>系教評會由系主任召集，並為會議主席。</p> | <p>一、第一項規定本系教師評審委員會人員組成。</p> <p>二、第二項規定系教評會由系主任召集，並為會議主席。</p>   |
| <p>三、 系教評會應列候補委員一至三名，於委員出缺時依序遞補，任期至原任期屆滿為止。</p>   | <p>規定系教評會應列候補委員一至三名，於委員出缺時依序遞補，任期至原任期屆滿為止。</p>  |
| <p>四、 系教評會每學期至少開會一次，必要時得召開臨時會議。</p>   | <p>規定每學期至少開會一次，必要時得召開臨時會議。</p>  |
| <p>五、 系教評會委員除當然委員得指定具教授資格之代理人出席外，應親自出席會議，不得委託他人代理。</p> <p>除公假外，委員於任期中休假研究、出國或留職停薪超過半年，或連續二次無故未出席會議者，應取消委員資格，遺缺由候補委員依次序遞補之。</p>  | <p>一、第一項規定系教評會委員除當然委員得指定具教授資格之代理人出席外，應親自出席會議，不得委託他人代理。</p> <p>二、第二項規定除公假外，委員於任期中休假研究、出國或留職停薪超過半年，或連續二次無故未出席會議者，應取消委員資格，遺缺由候補委員依次序遞補之。</p> |
| <p>六、 系教評會審議下列事項：</p> <p>(一) 評審有關專(兼)任教師、研究人員、專業技術人員之聘任、聘期、</p>   | <p>明定系教評會審議事項。</p>  |

|   |  |
|---|--|
| <p>升等、解聘、停聘、不續聘及資遣原因認定等事項。</p> <p>(二)關於客座教授、客座副教授、客座專家等之聘任事項。</p> <p>(三)訂定或修正系教評會教師資格審查相關規章。</p> <p>(四)校長或院級教評會退回覆議案件。</p> <p>(五)其他依法令應予審議之事項。</p>  |  |
| <p>七、系教評會審議教師之聘任及升等案件時，低階不得高審。</p>  | <p>規定系教評會審議教師之聘任及升等案件時，低階不得高審。</p>   |
| <p>八、本系教師之聘任及升等，應依系、院與校教師聘任及教師升等相關辦法辦理。</p>   | <p>規定本系教師之聘任及升等，應依系、院與校教師聘任及教師升等相關辦法辦理。</p>  |
| <p>九、系教評會開會時，應有全體委員三分之二以上出席方得開議，出席委員三分之二以上之同意始得決議。投票以無記名方式為之。</p> <p>系教評會審議時，教評會委員應全程參與。如對該審議案件未能全程參與時，不得參與該案件之決議。</p>  | <p>一、第一項規定系教評會開會時，應有全體委員三分之二以上出席方得開議，出席委員三分之二以上之同意始得決議。投票以無記名方式為之。</p> <p>二、第二項規定系教評會審議時，教評會委員應全程參與。</p> |
| <p>十、系教評會委員應迴避下列審議案：</p> <p>(一)遇有審查或討論與本人利益有關之事項時。</p> <p>(二)對同級教師之升等案。</p> <p>(三)對配偶或四親等內親屬之聘任、升等案。</p> <p>(四)對代表作共同作者之升等案。</p> <p>迴避之委員人數不計入出席人數。惟迴避委員人數超過全體委員人數二分之一時，該審議案應由系教評會主席另行增聘符合委員資格之臨時委員，經校長核定補足後，再行審議之。</p> | <p>明定系教評會委員應迴避之審議案。</p>  |
| <p>十一、系教評會委員遇有應行迴避之情形而不自行迴避者，或有具體事實，足認其審查有偏頗之虞者，當事</p>  | <p>一、第一項規定系教評會委員遇有應行迴避之情形而不自行迴避者，或有具體事實，足認其審查有偏頗之虞者，當事人得向系教評會申請迴避。</p>                                   |



|   |  |
|---|--|
| <p>人得向系教評會申請迴避。申請時應舉其原因及事實，並為適當之釋明；被申請迴避之委員，對於該申請得提出意見書，由系教評會決議之。</p> <p>系教評會委員有前項所定情形不自行迴避，而未經審查事項當事人申請迴避者，應由系教評會決議命其迴避。</p> | <p>二、第二項規定系教評會委員有前項所定情形不自行迴避，而未經審查事項當事人申請迴避者，應由系教評會決議命其迴避。</p> |
| <p>十二、 系教評會開會時如有必要，得邀請有關人員列席報告或說明。</p>  | <p>規定系教評會開會時如有必要，得邀請有關人員列席報告或說明。</p>                           |
| <p>十三、 本要點未盡事宜，依本校相關規定辦理。</p>   | <p>規定本要點未盡事宜，依本校相關規定辦理。</p>                                    |
| <p>十四、 本要點經三級教評會審議通過，陳校長核定後公告實施。</p>  | <p>本辦法審議程序及生效方式。</p>   |