

# Guidelines for Faculty Grievances Processing

2013.02.07 Passed in the 2nd University Council of the 101st academic year  
2013.03.04 Announced in the GaoYiRenZi No. 1021100527 Letter

1. To maintain the various rights of full-time teachers in the deliberations of Faculty Evaluation Committees at all levels, these guidelines are hereby established.
2. Faculty Evaluation Committees at all levels shall notify teachers of any deliberations that did not pass within two weeks after the meeting minutes are reviewed and approved.
3. If full-time teachers of the university have doubts about the deliberation results of Faculty Evaluation Committees at all levels and have specific reasons, may, within two weeks after receiving the notification of the evaluation results of that level's Faculty Evaluation Committee, submit a written appeal to that level's Faculty Evaluation Committee. Appeals submitted after the deadline will not be accepted, and each case can only be appealed once.
4. After receiving an appeal letter, Faculty Evaluation Committees at all levels shall convene a meeting within one month to investigate and deliberate on the appeal content, and provide the appealing teacher with ample opportunity to explain the reasons for the appeal. If a meeting cannot be convened within one month due to special circumstances, an extension may be granted, but the appellant must be notified, and the extension should not exceed two months.  
Deliberations must be attended by over two-thirds of the committee members, and a decision to revoke the original evaluation result of the Faculty Evaluation Committee must be agreed upon by over two-thirds of the attending committee members before it can be referred back to the same level's Faculty Evaluation Committee for reevaluation; otherwise, the appeal case should be returned, and the appellant should be notified.
5. Faculty Evaluation Committees at all levels shall provide reasons for decisions on appeals that are not approved and reply to the appellants. If the appellant is dissatisfied with the committee's decision, they should submit a written complaint to the university's Faculty Complaint Review Committee within thirty days from the day after receiving the decision notification letter from the committee, stating the reasons.
6. These guidelines do not apply to teachers applying for deferred retirement or newly hired teachers.

7. These guidelines shall be implemented from the date of announcement after being passed by the University Council and submitted for approval by the President, and the same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**