

Regulations Regarding the Establishment of the Teacher Evaluation Committee of the Center for English Language Teaching, Wenzao Ursuline University of Languages

Approved in the Center for English Language Teaching meeting on September 5th, 2013.

Approved by the Teacher Evaluation Committee of the College of English and International Studies on November 29th, 2013.

Approved by the Teacher Evaluation Committee of Wenzao Ursuline University of Languages on MM/DD/YYYY.

- I. The Teacher Evaluation Committee (hereafter referred to as “the Committee”) of the Center for English Language Teaching (“the Center”) is established in accordance with the regulations of the Teacher Evaluation Committee of the University.
- II. Responsibilities of the Committee include the appointment of full-time and part-time teachers (including new recruitments, reappointments, appointment renewals / rejections / demissions), promotions, further studies, evaluations, grants, severe punishments, as well as initial evaluations of the Center’s teachers.
- III. The Committee consists of five members, and is headed by the Chair of the Center and **presided by the co-chair(s)**. The remainders of the committee are elected by an anonymous election among the Center’s full-time teachers, with at least half of which being associate professors or of a higher ranking. Should this ratio not be satisfied, the Dean of the College of English and International Studies shall hire and appoint qualified individuals to satisfy the requirement in this clause. Those hired and appointed shall be members of the Committee for the duration of one year and are eligible of being re-elected. Full-time teachers are qualified for election upon having been in the faculty for at least one year.
- IV. The head of the Committee shall convene a meeting when necessary. At least two-thirds of the Committee members shall be present at the meeting. Meeting resolutions are final with more than half of the attendees’ approval, with the exception of appointments (including new recruitments, reappointments, appointment renewals / rejections / demissions) and promotions, which shall be deemed approved upon the agreement of more than two-thirds of the attendees with an anonymous round of vote.
- V. Members of the Committee shall attend its meetings in person; no proxies shall replace the presence of any member. Members shall retreat in case of evaluation of the member him/herself, his/her spouse, and relatives within the third degree of kinship. **(third-degree relatives: great grandparents, great grandchildren, great aunt, great uncle, first cousin, grand nephew and grand niece)**
- VI. The Committee may invite relevant individuals and organizations to appear at its meetings for report and explanation.
- VII. Resolutions and decisions of the Committee’s meetings shall be forwarded to concerned individuals by the Chair of the Center, with the exception of personnel issues of importance (appointment demissions and rejections), which shall be presented in the form of a written-report **within one week of the meeting date**. Individuals concerned may appeal the resolution and decision within one week of receiving such notice.
- VIII. Resolutions of the Committee’s meetings may be reported in the meeting of the Center if deemed necessary.
- IX. Other regulations of the University shall be referenced in case of these regulations being insufficient and unclear.

- X. These regulations shall be approved in the meeting of the Center and the meeting of the Teaching Evaluation Committee of the College of English and International Studies, and be presented to the Teaching Evaluation Committee of the University for approval and reference in order to take effect. Any later modifications shall comply with the same procedure.