

國立高雄餐旅大學國際觀光學士學位學程教師評審委員會設置要點

103 年6月17日102學年度第2學期第5次學程會議通過
106 年8月23日第381次行政會議通過本校『法規提案審議作業規範』第六點(法規最末條條文統一修正)
108 年12月24日108學年度第1學期第3次學程會議通過
109 年3月31日108學年度第2學期第3次院教評會審議修正通過
109 年9月1日109學年度第1學期第1次校教評核備
109 年9月1日109學年度第1學期第1次校教評委員會審議通過
113年11月1日113學年度第1學期第1次教評委員會會議通過

- 一、依據「國立高雄餐旅大學教師評審委員會設置辦法」第二條規定本校教師評審委員會設置辦法設置學程教師評審委員會(以下簡稱本會)並訂定「國立高雄餐旅大學國際觀光學士學位學程教師評審委員會設置要點」(以下簡稱本要點)。
- 二、本會置委員五至十一人,以學位學程主任為當然委員,其餘委員由本學位學程所屬專任教師及專業技術人員互選之。委員為無給職,任期一學年,當然委員得隨其本職任期異動之,至其餘委員連選得連任。委員人數不足五人,經學程會議推薦校內相關學術領域之教授、教授級專業技術人員,或校外相同領域教授,專案簽請校長核定後共同組成。
- 三、本會之職掌如下,惟資格審查案均不得低階高審:
 - (一)審議有關學程教師之聘任、聘期、升等、學術研究、延長服務等事項單行規章。
 - (二)審議有關學程教師之聘任、聘期、停聘、解聘、不續聘、資遣原因認定及延長服務等事項。
 - (三)審議有關學程教師之教學、研究發明、學術論著、服務貢獻等升等事項。
 - (四)審議有關學程教師參加國內外進修及教授休假研究事項。
 - (五)審議有關學程教師之年功加俸(薪)事項。
 - (六)審議有關學程教師違反教師法第十七條有關應負義務規定之相關事項。
 - (七)其他依法令應由學程教評會評審之事項。本會開會應完整作成會議紀錄,並妥善保存,其須送院教評會複審之案件,應將會議紀錄連同相關資料,於決議後一定期限內送達,進行決審議決之。
- 四、本會遇有本要點第三點規定情事時,應召開會議。本會得依會議決議邀請相關人員列席說明,必要時得召開臨時會議。
- 五、本會由學位學程主任召集並主持,委員應親自出席會議,不得由他人代理。召集人因故不能主持會議時,由出席委員互選一人代理主席。
- 六、本會一般議決事項,應有全體委員三分之二以上之出席,出席委員二分之一以上同意,始得議決之;審議教師之聘任、升等、延長服務、獎懲等重大事項,應提送書面資料或由當事人列席陳述意見後,經開會討論,並經出席委員三分之二以上之同意作成結論,並提送上院級教評會複審,但審議停聘、解聘、不續聘、資遣時,出席、議決人數等相關事項,依教師法及其相關規定辦理。
- 七、委員遇有討論與其本人、配偶或四親等內之血親或三親等內之姻親或曾有此親屬關係,或有學位論文指導或相關利害關係者之事項時,應自行迴避。迴避委員人

數不計入該議案出席委員人數。如有應迴避而未自行迴避，或有具體事實足認其執行任務有偏頗之虞者，教評會應依職權命其迴避。至各該審查案之當事人亦得舉其原因事實，連同適當釋明佐證，逕向教評會申請迴避；教評會委員對於該申請迴避得提出回應意見書，併交教評會決議之。

- 八、為避免升等資格審查案件低階高審，各級教評會已具各該聘任法令送審職級以上委員人數未達三分之二者，應另組與原教評會最低組成人數相同之升等審查專案委員會，授權辦理升等事宜；原教評會未具送審職級以上資格委員人數，由原教評會推薦已具各該聘任法令送審職級以上之校內外相關領域學者專家補足，並陳請校長聘任之。至專業技術人員之聘任及升等案件，遇組成人數不足時，亦得邀集校內外相關領域教授或學者專家共同審查之。
- 九、本要點經本會及院級教師評審委員會審議通過後，陳請校教師評審委員會核備後公告實施，修正時亦同。

本規章負責單位：國際學院國際觀光學士學位學程

Regulations Governing the Establishment of the Faculty Review Committee of the International Bachelor Program in Tourism, National Kaohsiung University of Hospitality and Tourism

1. In accordance with Article 2 of the Regulations Governing the Establishment of the Faculty Review Committee of National Kaohsiung University of Hospitality and Tourism, the International Bachelor Program in Tourism hereby establishes a Program-level Faculty Review Committee (hereinafter referred to as “the Committee”) and formulates these Regulations.
2. The Committee shall consist of five to eleven members. The Program Director shall serve as an ex officio member. The remaining members shall be elected from among the full-time faculty members and professional technical personnel affiliated with the Program. All committee members shall serve without remuneration for a term of one academic year. Ex officio members shall serve concurrently with their administrative appointments, while other members may be re-elected for consecutive terms. In the event that the number of committee members is fewer than five, professors or professor-level professional technical personnel from relevant academic fields within the University, or professors from the same discipline at other institutions, may be recommended by the Program Meeting and appointed upon approval by the President.
3. The Committee is responsible for the review and deliberation of the following matters; however, qualification review cases shall not be reviewed by committee members of a lower academic rank than that under review:
 - (1) To deliberate on single regulations concerning faculty appointment, term of appointment, promotion, academic research, and extension of service.
 - (2) To deliberate on matters concerning faculty appointment, term of appointment, suspension, dismissal, non-renewal of appointment, determination of severance causes, and extension of service.
 - (3) To deliberate on faculty promotion matters related to teaching, research and inventions, academic publications, and service contributions.
 - (4) To deliberate on matters concerning faculty participation in domestic or international advanced studies and sabbatical leave for research.
 - (5) To deliberate on seniority-based salary increments.
 - (6) To deliberate on matters concerning violations of obligations stipulated in Article 17 of the Teacher Act.
 - (7) Other matters that shall be reviewed by the Program Faculty Review Committee in accordance with applicable laws and regulations.
4. The Committee shall convene meetings when circumstances specified in Article 3 of these Guidelines arise. Upon resolution of the Committee, relevant personnel may be invited to attend meetings to provide explanations. Extraordinary meetings may be convened when necessary.
5. The Committee shall be convened and chaired by the Program Director. Members shall attend meetings in person and may not appoint proxies. If the convener is unable to preside over a meeting, one member shall be elected by the attending members to serve as acting chair.
6. For general matters, a meeting shall require the attendance of at least two-thirds (2/3) of all

committee members, and resolutions shall be adopted by a majority vote of the attending members. For major matters, including faculty appointment, promotion, extension of service, and rewards or disciplinary actions, deliberation shall be conducted based on written documentation and/or statements presented by the concerned party. A resolution shall require the affirmative vote of at least two-thirds (2/3) of the attending members and shall be submitted to the College-level Faculty Review Committee for further review. Cases involving suspension, dismissal, non-renewal of [employment](#), or severance shall be handled in accordance with the Teacher Act and relevant regulations.

7. A committee member shall recuse himself or herself from deliberation and voting in any case involving the member personally, the member's spouse, blood relatives within the fourth degree, relatives by marriage within the third degree, former such relationships, thesis supervision relationships, or any other conflict of interest. Recused members shall not be counted toward the quorum for the relevant agenda item. If a member who should recuse fails to do so, or if there are concrete facts indicating potential bias in the execution of duties, the Committee shall, ex officio, require the member to recuse himself or herself. The party concerned in a review case may also apply for recusal by stating reasons and providing supporting explanations directly to the Committee. Committee members subject to the recusal request may submit written responses, which shall be considered by the Committee for resolution.
8. To avoid lower-[level](#) review of higher-[level](#) promotion qualification cases, if fewer than two-thirds (2/3) of the members of a faculty review committee at any level possess qualifications at or above the rank under review as required by appointment regulations, a special promotion review committee with the same minimum number of members as the original committee shall be formed and authorized to conduct the promotion review. If the original committee lacks a sufficient number of qualified members, it shall recommend scholars and experts from relevant fields within or outside the University who meet the required rank qualifications, subject to appointment by the President. For appointment and promotion cases involving professional technical personnel, when the number of qualified members is insufficient, professors or scholars from relevant fields within or outside the University may likewise be invited to participate in the review.
9. These Regulations shall take effect upon approval by the Program Faculty Review Committee and the College Faculty Review Committee, and upon ratification by the University Faculty Review Committee and promulgation. The same procedure shall apply to any subsequent amendments.

Responsible Unit: International Bachelor Program in Tourism, International College