

# **Guidelines on the Establishment of Selection Committee for New Teachers and Selection Procedure by Department of Occupational Therapy at I-Shou University**

Adopted on March 5, 2009 at the third meeting of the Departmental Affairs Council in the second semester of the academic year 2008

Amendments adopted on June 9, 2009 at the seventh meeting of the Departmental Affairs Council in the second semester of the academic year 2008

- I. The Guidelines on the Establishment of Selection Committee for New Teachers and Selection Procedure by Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are established pursuant to Provision VIII of the Guidelines on Appointment of New Teachers at I-Shou University.
- II. The Department of Occupational Therapy (hereinafter referred to as “the Department”) establishes the Selection Committee for New Teachers (hereinafter referred to as “the Committee”) to take charge of affairs with respect to new faculty selection by the Department. Upon completion of new faculty selection, the Committee shall recommend qualified candidates to the department-level Teacher Review Committee for review. For applicants not recommended by the Committee, the Committee shall elaborate on and submit reasons for not selecting those applicants to the College for future reference.
- III. The Committee consists of five to nine members as appointed by either the Department or the Dean of the College of Medicine. Committee members shall be faculty members at or above the level of associate professor, and the number of members appointed by the Department shall be one more than that appointed by the Dean. However, if the number of faculty members at or above the level of associate professor is less than the required number of committee members, any vacancy in the Committee may be filled by a faculty member from the Department or any other departments at the University as appointed by the Dean, without meeting the requirements for the academic rank. One committee member shall be appointed by the Dean as the Chairperson of the Committee.
- IV. In principle, the Committee shall submit the information on faculty openings and methods of application to the College and the President for ratification, and then deliver it to the Office of Human Resources for publication in popular newspapers, magazines and websites at home and

abroad at least six months prior to the beginning date of the appointment of new full-time faculty members. The open recruitment period shall be a minimum of two months. Under special circumstances, the foresaid requirements may not necessarily be complied with upon recognition by the Committee and ratification by the President.

- V. The Committee will not proceed to new faculty selection at the end of the application period unless a minimum of three applicants apply for certain post. If the number of applicants is less than three, only with consent of a minimum of two-thirds of committee members can outstanding applicants be directly referred to the Committee for review. Otherwise, the Committee shall resume the recruitment procedure.
- VI. The Committee shall shortlist applicants based on the need of teaching and research, applicants' academic research achievements, the voting results, and application documentation. The new teacher appointment will be offered after the list has been reviewed and approved by the department-, college-, and university-level Teacher Review Committees.
- VII. When the highest degree earned by an applicant is conferred by the University, such an applicant shall not be considered a candidate if he/she has not worked in teaching or research capacity in other institutions for at least two years after graduation. Notwithstanding the foregoing, an exception does apply to applicants who possess specialties and have extraordinary accomplishments, and at the same time are recognized by the Committee.
- VIII. The Guidelines become effective after being adopted by the Departmental Affairs Council and submitted to the College for future reference.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*