

## **The Regulations of the Establishment of the Departmental Teachers' Evaluation Committee of the Department of Spanish**

Approved for reference by Teacher Evaluation Committee of College of European and Asian Languages on Oct., 20th, 2015

**I.** Following the WUUL Guidelines on the Establishment of the Teachers' Evaluation Committee, the Department of Spanish establishes the Departmental Teacher's Evaluation Committee (hereinafter referred to as "the DTEC") and its regulations.

**II.** The duties of the DTEC are directed toward the faculty of the Department of Spanish, including such matters as appointment of faculty (including recruitment of new faculty, change of rank and appointment, renewal of contract, non-renewal of contract, suspension of employment, and dismissal), promotion, applications for research/study leave, faculty evaluation, subsidies for research/publication, major awards and punishments, extension of service, and preliminary review of the departmental teachers' evaluation files.

**III.** The DTEC consists of 7 members, and at least half of the members should be professors or associate professors. If the number of professors and associate professors in the Department of Spanish is less than required, the Dean of the College of European and Asian Languages should appoint professors or associate professors of other departments to be the members of the DTEC to meet the ratio requirement.

**IV.** The members of the DTEC are elected by the full-time faculty of the Department of English through anonymous voting, along with the Head of the Department of English as the ex-officio member. The elected members should have held full-time positions in the Department of Spanish for at least one year. The members of the DTEC are elected for a term of one year. There are no restrictions on the re-election of members.

**V.** The Head of the Department of Spanish will call the meeting of the DTEC as needed, or be requested to call the meeting by a co-signed letter of at least half of the members. The Head of the Department of Spanish will act as the Chair of the DTEC. In order to conduct a meeting, a quorum of at least two-thirds of the DTEC members must be present. Proposals are passed if half of the present DTEC members approve. Nevertheless, applications for promotions or employments should be approved by at least two thirds of the present DTEC members.

**VI.** The elected DTEC members must attend meetings in person and they may not entrust others to act on their behalf. When the committee is reviewing or discussing matters concerning any DTEC member, or his/her spouses or third-degree relatives, this member should not be present at the meeting.

**VII.** The DTEC may invite those who are related to the issues under discussion to attend meetings in order to make reports or elucidate related matters.

**VIII.** The Head of the Department of English should notify the applicants of the results of the DTEC meetings. Notifications covering major personnel proposals, such as suspension of employment, dismissal, and non-renewal of contract, should make in writing. The said applicants are entitled to file appeals if disputes occur.

**IX.** The regulations above and their amendments should be approved by the Departmental Meeting of the Department of Spanish, and the Collegiate Meeting of the College of European and Asian Languages, and then sent to the University Teachers' Evaluation Committee for reference.