

高雄醫學大學教師申覆處理要點

Guidelines for Faculty Grievances Processing

102.02.07 101 學年度第 2 次校務會議審議通過
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- 一、為維護專任教師在各級教師評審委員會審議案之各項教師權益，特訂定本要點。

To maintain the various rights of full-time teachers in the deliberations of Faculty Evaluation Committees at all levels, these guidelines are hereby established.

- 二、各級教師評審委員會對於未通過之各項審議案應於會議紀錄呈核後二週內通知教師。

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.

- 三、本校專任教師對於各級教評會之審議案，如對審議結果有疑義，並有具體理由，得於收到該級教評會評審結果通知後二週內，向該級教評會以書面提出申覆，逾期不予受理，申覆以一次為限。

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.

- 四、各級教評會於收到申覆書後，應於一個月內開會，針對申覆內容進行調查及審議，並給予申覆教師充份說明其申覆理由之機會。因故未能於一個月內開會時，得予延長並應通知申覆人，最長不得逾二個月。審議時須有三分之二以上委員之出席，並經出席委員三分之二以上之同意，方得決議撤銷原教評會審議結果，並交付該級教評會重新審議，否則應退回該申覆案，並通知申覆人。

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.

- 五、各級教評會對於申覆案未通過者所做之決議，應檢附理由並函復申覆人；申覆人如不服教評會之決議，應於收到決議通知函之次日起三十日內以書面敘明理由向本校教師申訴評議委員會提出申訴。

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.

- 六、申請延退教師或新聘教師不適用本要點。

These guidelines do not apply to teachers applying for deferred retirement or newly hired teachers.

- 七、本要點經校務會議通過，陳請校長核定後，自公布日起實施，修正時亦同。

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.