

臺北基督學院  
職工評審委員會組織及實施細則  
Christ's College Taipei

Organization and Implementation Rules of the Staff /Workers Evaluation Committee

民國 105 年 3 月 24 日本校 104 學年度第五次行政會議通過  
民國 111 年 6 月 16 日本校 110 學年度第八次行政會議通過

第 一 條 臺北基督學院（以下簡稱本校）依據本校組織規程第十四條之規定，訂定「臺北基督學院職員工評審委員會組織及實施細則」，據以評審職工之聘任、升等、考核及資遣等事項。

Article 1 Christ's College Taipei (hereinafter referred to as the College) has established the "Organization and Implementation Rules of the Staff/ Workers Evaluation Committee of Christ's College Taipei " in accordance with Article 14 of the Charter and By-laws of the College to evaluate the appointment, promotion, evaluation and redundancy of staff and workers.

第 二 條 本校職工評審委員會（以下簡稱本會）置委員五至七人，校長及人事暨秘書室主任為當然委員，其餘由校長聘任本校行政主管及職工代表擔任之，任期一年，得連任。校長為召集人兼主席。

Article 2 The Staff / Workers Evaluation Committee (hereafter referred to as “Committee”) is constituted of five to seven committee members. The President and the Head of the Personnel and Secretarial Office shall be ex-officio members and the rest shall be appointed by the President from the Administration Directors and staff/worker representatives for a term of one year, subject to reappointment. President is the convener and the chair of the committee.

第 三 條 本校新聘職工資格另定之。

Article 3 The qualifications of hiring staff/workers will be determined in another document.

第 四 條 本校新聘職工之評審程序如後：

Article 4 The evaluation process for a prospective staff /worker of Christ's College is listed below.

一、職工出缺後，由人事暨秘書室公開徵求或通知各單位推薦人才，將應徵者之資料彙轉出缺單位辦理初審，並簽註意見。

I) When a vacancy of a staff position occurs, Human Resources and Secretariat Office (“HRSO”) shall publically solicit or notify various organizations and authorities with a request for the nominations of prospective candidates. HRSO must transfer the information and resumes of prospective candidates to the department having such vacancies for initial review and comments.

二、人事暨秘書室將全部應徵人員資料及初審結果，轉報校長批送本會評審。

II) HRSO shall submit the information and resumes of prospective candidates and their initial review results of them to the President for further evaluation by the Committee.

三、本會評審時，用人單位主管得列席說明。

III) When the Committee evaluates prospective candidates, the head of the department initiating the recruitment must attend and present reports.

四、評審結果，報請校長核准聘任。

IV) The deliberation results shall be submitted to the President for approval and appointment.

第 五 條 本校職工於聘約期間，若合於本校退休撫卹資遣辦法有關資遣規定者，經本會評審通過後，報請校長、教育部核定資遣。

Article 5 During the term of a staff /worker's appointment, should the person meets one of the conditions listed in "Plan of Retirement Pension, Death Benefit and Severance Pay for Faculty, Administrative Staff and Workers of Christ's College", the evaluation results of such staff member by the Committee shall be submitted to the President and MOE for the approval of an applicable employment separation.

第 六 條 本會應有全體委員三分之二以上出席，出席委員三分之二以上之同意，始得通過。投票方式以無記名行之。

Article 6 A meeting can be convened when two-thirds of members are present in person. Any resolution(s) must be passed by at least two-thirds of attending committee members by conducting a secret ballot.

第 七 條 本校職工成績考核暨職工升等辦法另訂之。

Article 7 The process for assessing the performance of staff /workers and promotions shall be established separately.

第 八 條 本組織及實施細則經行政會議通過後，報請校長公布施行。

Article 8 This "Implementation Rules and Organization Regulation" shall be passed by the Administration Affairs Assembly and, then, submitted to the President for announcement and implementation.