

臺北基督學院
Christ's College of Taipei
職員評審委員會組織規程暨實施細則

Implementation Rules and Organization Regulation of Staff Evaluation Committee
(hereafter referred as “Implementation Rules and Organization Regulation”)

民國 105 年 3 月 24 日本校 104 學年度第五次行政會議通過

第 一 條 本組織規程及實施細則，依照本校組織規程第八條訂定之，據以評審職員之聘任、升等、考核及資遣等事項。

Article 1 The Implementation Rules and Organization Regulation, which has been established according to Article 8 of Organization Regulation of Taipei Christ's College, is used as the evaluation basis for staff members pertinent to their hiring, promotions and severance.

第 二 條 本校職員評審委員會（以下簡稱本會）置委員七人，由校長就本校教職員中聘任之，副校長為召集人兼主席。

Article 2 The Staff Evaluation Committee (hereafter referred as “Committee”) is constituted by seven (7) committee members, who will be selected by the President from the staff members of Christ's College. Vice president is the convener and the chair of the committee.

第 三 條 本校新聘職員資格另定之。

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

第 四 條 本校新聘職員之評審程序如後：

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

一、職員出缺後，由人事暨行政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 Administration Office (“HRAO”) shall publically solicit or notify various organizations and authority with request for the nominations of prospective candidates. HRAO must transfer the information and resumes of prospective candidates to the department having such vacancy/ies for initial review and remarks/ comments.

二、人事暨行政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) HRAO shall submit the information and resumes of prospective candidates and the 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 initiated 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 本校職員於聘約期間，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 member'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 本校職員成績考核暨職員升等辦法另訂之。

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

第 八 條 本組織規程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.