

Guidelines for Selection and Dismissal of the Head of the Departments and the Graduate Institutes in the College of Engineering of National Chung Hsing University

Passed by the college affair meeting on April 20, 1992

Amended and passed by the college affair meeting on July 23, 1997

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Amended and passed by the college affair meeting on October 19, 2006 (the title and Articles 3, 4, and 8)

Amended and passed by the college affair meeting on February 27, 2009 (Article 4)

Amended and passed by the college affair meeting on March 3, 2010 (Article 4)

Amended and passed by the college affair meeting on September 15, 2010 (Article 4)

Amended and passed by the interim college affair meeting on December 22, 2010 (Article 4)

Amended and passed by the college affair meeting on February 22, 2012 (Article 9)

Amended and passed by the college affair meeting on September 4, 2013 (Articles 4 and 5)

Amended and passed by the college affair meeting on October 3, 2014 (Article 4)

Amended and passed by the college affair meeting on February 6, 2020 (Article 4)

- I. The guidelines are based on the Guidelines for Selection and Dismissal of the Head of the Department and the Institute of National Chung Hsing University.
- II. Each department / graduate institute shall convene and set up a selection committee to take charge of the nomination and selection of the successor four months prior to the expiration of the term of the head of the departments / graduate institutes.
- III. The setup and responsibilities of the Selection Committee:
 - i. The Committee consists of five members elected by the full-time lecturers and teachers of higher ranks of the department / graduate institute. The Committee shall also include distinguished scholars out of the department / graduate institute. The convener of the Committee shall be elected by the members from among themselves.
 - ii. The responsibilities of the Committee include evaluating candidates' qualifications, announcing the list of candidates, setting election date, supervising election matters, filling out the nomination forms (please find the annex below), etc.
 - iii. The Committee shall recommend one to three candidates to the College two months prior to the expiration of the term of the head. The Dean shall seek the approval of the recruitment by the President.
 - iv. The Committee will be dismissed automatically upon the appointment of the new head of the department / graduate institute by the President.
- IV. Qualifications of the candidates of the head:
 - i. Qualified full-time associate professors or professors with higher rank who have noble character and enthusiasm for service meet one of the following requirements: (1) published three or more papers as the first author or corresponding author on the international journals listed in JCR (papers including patent invention, breeding new varieties, technology transfer, and other results); (2) directed a research project of the National Science and Technology Council for three or more years for the past five years; (3) received an university award for outstanding performance of teaching or service for the past five years.
 - ii. Qualified full-time lecturers / professors out of the department / graduate institute shall have the countersign by half of the lecturers and higher ranks of full-time faculty in the department / graduate institute. The candidate shall meet one of the following requirements: (1) published three or more papers as the first author or corresponding author on the international journals listed in JCR (papers including patent invention,

breeding new varieties, technology transfer, etc.); (2) directed a research project of the National Science and Technology Council for three or more years for the past five years; (3) received an university award for outstanding performance of teaching or service for the past five years.

The aforementioned works shall all comply with the requirements in the University's Regulations Governing the Review Criteria for Faculty Promotion and Submission of Works for Appointment and Promotion.

The candidates must not have been disciplined by the Faculty Evaluation Committee for violating academic ethics.

- V. Qualifications of the candidates of the head: full-time lecturers or professors with higher rank in the department / graduate institute.
- VI. Election process:
 - i. The election shall be conducted by secret ballot, and two-thirds or more electors must be present to vote.
 - ii. Electors shall exercise an independent vote, and candidates who win one half or more votes are eligible to be recommended.
 - iii. One to three eligible candidates will be recommended to the College in the order of the votes obtained. The Dean shall seek the approval of the recruitment of the candidate by the President.
- VII. The Dean shall recommend suitable candidates to the President when the nomination of candidates is difficult to be conducted.
- VIII. The term of office of the head is stipulated in the organizational rules of the National Chung Hsing University. In the event of exceptional circumstances during the term of the head, the Dean may require the subordinate unit to execute discipline, or a recall case may be initiated after one-half or more representatives of the department / graduate institute conference cosign for the recall. The Dean shall convene a department / graduate institute conference, and if two-thirds or more representatives of the conference consent to the recall, the Dean shall seek approval by the President to dismiss the head and nominate and select a new head in accordance with the Guidelines.
- IX. If any departments / graduate institutes do not follow the Guidelines, the President shall directly execute the appointment of the new head in accordance with the relevant decrees and the regulations of the Ministry of Education.

The head appointed by the President or the acting head due to the vacancy shall meet the requirements of Article IV aforementioned.
- X. In the event of the incomplete Guidelines, please refer to the relevant decrees and regulations of the Ministry of Education for the nomination and selection of the head of the department / graduate institute.
- XI. The Guidelines were passed by the college affair meeting and approved by the President for implementation. Any amendments shall follow the same process.