

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Biological Sciences Guidelines for the Implementation of Chair Appointment, Reappointment, and Appointment Termination

Amended and approved by the 2nd Unscheduled Department General Meeting on May 1, 2007, School Year 95.
Amended and approved by the 9th Unscheduled Department General Meeting on June 15, 2010, School Year 98.
Amended and approved by the 4th Department Meeting on December 17, 2013, School Year 102.

- I. The present guidelines are based on guidelines for appointments, reappointments, and appointment terminations of academic heads at various levels of the university.
- II. Candidature: candidates must be full-time professors in the Department of Biological Sciences (hereafter referred to as “the Department”). Candidates must have conducted at least one research project within the past three years and hold a thesis nominated for publication in an international academic journal. The department chair’s term of office is three years with the prospect of re-appointment.
- III. Voters: All full-time faculty members in the Department are eligible to vote.
- IV. Appointment and Voting Procedures:
 - A. In addition to reappointment of the department chair, which is regulation by Article 5, the appointment of the department chair shall be approved and signed by the president five months prior to the end-of-term or within three months of absence of the previous chair. Three associate professors shall be nominated in a department general meeting to establish a selection committee. One of the committee members shall be nominated as the convener, who shall be responsible for matters concerning the election of the department chair.
 - B. One to three candidates are selected by the selection committee.
 - C. The selection committee shall determine a vote time and submit the candidates’ resume and academic works to the voting venue five days prior to the vote.
 - D. Voting shall be in the form of an anonymous ballot. All eligible voters may give consent votes to each candidate.
 - E. The voting date shall be disclosed one week prior to voting. Voters that are unable to attend with reason may vote through correspondence. However, this method is only valid if the correspondence is received prior to vote counting.
 - F. A list of candidates that receive majority votes shall be submitted by the selection committee to the dean of the College of Science. The dean shall then submit the list to the president, who appoints one candidate as the chair of the Department.

- G. If no candidates receive majority votes, the selection committee shall arrange a second ballot based on the preceding guidelines within one month. If no candidates receive majority votes in the second ballot, the selection committee shall recommend two candidates who received the most votes and submitted to the dean. The dean then submits the list to the president, who appoints one candidate as the chair.
- V. A department chair who applies for re-appointment following end-of-term or who is subject to appointment termination due to unavoidable issues shall commence relevant matters based on the guidelines for appointments, reappointments, and appointment terminations of academic heads at various levels of the university.
- VI. Matters not mentioned in the present guidelines shall be handled in accordance with the guidelines for appointments, reappointments, and appointment terminations of academic heads at various levels of the university.
- VII. The present guidelines shall be implemented following approvals of department general meetings and authorization of the president. The same procedure shall be carried out when amendments are to be made.

Implementation Directions for Director Appointment, Reappointment, and Dismissal

Revisions Approved in the 2nd Temporary Department Affairs Meeting for 2006 (2007.05.01)
 Revisions Approved in the 9th Temporary Department Affairs Meeting for 2009 (2010.06.15)
 Revisions Approved in the 4th Department Affairs Meeting for 2013 (2013.12.17)

Revised Provisions	Existing Provisions	Descriptions
<p>IV. Appointment and Voting Procedures:</p> <p style="color: red;">A. In addition to the reappointment of the Department director, which is regulation by Article 5, the appointment of the department director shall be approved and signed by the principle five months prior to the end-of-term or within three months of absence of the previous director. Three associate professors shall be nominated in the Department Affairs Meeting to establish a selection. One of the committee members shall be nominated as the convener, who shall be responsible for the matters concerning the election of the department director.</p>	<p>IV. Appointment and Voting Procedures:</p> <p>B. Three associate professors shall be nominated in the Department Affairs Meeting to establish a selection. One of the committee members shall be nominated as the convener, who shall be responsible for the matters concerning the election of the department director.</p>	<p>Revised according to University's regulations</p>
<p>IV. Appointment and Voting Procedures:</p> <p>H. During the major dereliction of duty, a partition may be signed by one third of the full-time professors ranked associate professor and above against the Department director. One the partition is approved by the principle, the director shall be</p>	<p>IV. Appointment and Voting Procedures:</p> <p>H. During the major dereliction of duty, a partition may be signed by one third of the full-time professors ranked associate professor and above against the Department director. One the partition is approved by</p>	<p>This regulations is explained in Article V of the University's regulations</p>

<p>suspended, and a temporary vote shall be arranged.</p>	<p>the principle, the director shall be suspended, and a temporary vote shall be arranged.</p>	
<p>V. Department directors who apply for re-appointment following end-of-term or who are subject to dismissal due to unavoidable issues shall commence relevant matters based on the implementation directions for the appointment, reappointment, and dismissal of academic supervisors at various levels of the university.</p> <p>VI. Matters not mentioned in the present directions shall be handled in accordance with the implementation directions for the appointment, reappointment, and dismissal of academic supervisors at various levels of the university.</p>		<p>Added/Revised according to University's regulations</p>
<p>VIII. The present directions shall take effect once approved in the Department Affairs Meeting and by the principle. Revisions shall also take effective in this manner.</p>	<p>V. The present directions shall take effect once approved in the Department Affairs Meeting and by the principle. Revisions shall also take effective in this manner.</p>	<p>Revised</p>