

Yuan Ze University Regulations for the Selection of Department Chairman and Office Director

April 1, 1998, Approved by the 9th Executive Council Meeting of the 1997 Academic Year

September 24, 2001, Approved and Amended by the 4th Executive Council Meeting of the 2001 Academic Year

July 17, 2006, Approved and Amended by the 21st Executive Council Meeting of the 2005 Academic Year

March 12 2025, Approved and Amended by the 12th Executive Council Meeting of the 2024 Academic Year

Article 1 To select the department chairman/office director and process the selection matters, these regulations are established pursuant to Article 16 of the Organization Regulations of Yuan-Ze University.

Article 2 Each department/office under a university shall appoint a chairman/director responsible for the overall management of the department/office. If the position of a department chairman/office director is vacant for special reasons four months prior the expiry of the department chairman/office director's tenure, the Department Chairman/Office Director Select Committee (hereafter "the select committee") shall be organized to be in charge of the matters of selecting a new chairman/director.

Article 3 President shall appoint senior professors or associate professors of the department/office, or members of Department/Office Management Consultative Committee to consist of the select committee with five to seven members. College Dean is the ex officio member and also the convener. If faculties of the department or members of Department/Office Management Consultative Committee are not enough, President shall choose senior assistant professors from the department, senior professors or associate professors from the college to make up the deficiency.

Article 4 Candidates of a department chairman/office director shall possess the following attributes:

1. who have celebrated academic achievements and prestige;
2. who have the same spirit of education (distinction, breadth, pragmatism and sophistication) and who can undertake the expected mission and task of a college;
3. who have the capability of planning, leading, boosting the academic administration;
4. who have respectable morality and sentiment;
5. who have the qualifications as associate professors;

Article 5 Candidates of a department chairman/office director may be recommended by the following ways:

1. The College Dean recommends a list of candidates after inquiring the opinions of faculties of the department/office.

2. The select committee members recommend candidates.

Article 6 The selection of a department chairman/office director shall follow the three procedures:

1st procedure: Receive recommendations through the procedures in accordance with Article 5.

2nd procedure: The select committee shall examine the qualifications in accordance with Article 4 and then choose the candidates for the runoff election with no more than three candidates.

3rd procedure: The select committee shall conduct interviews of the candidates who have the chance to explain their opinions. The select committee shall choose one to two of these candidates to be recommended to President who will choose one of them to be the college dean.

Article 7 Each term of office for the department chairman/office director shall be three years and can continue service once with College Dean's recommendation and then President's approval after the expiry of the term. President shall choose one faculty of the department/office with the position above associate professor to be the deputy if the department chairman/office director hasn't been selected in accordance with relevant regulations. If President has difficulty choosing one faculty of the department/office with the position above associate professor, one faculty of above associate professors of the college shall be chosen to be the deputy. The period of deputy's office term shall be limited to one year the most. A department chairman/office director's serving period including being a deputy shall be no more than six years.

Article 8 No one shall act to influence the fair selection of a department chairman/office director during the selection period.

Article 9 The select committee members shall attend the meetings in person but shall not ask other people to ~~act~~ for them. Meetings shall not be held if the present members are less than two-thirds of the committee. Decisions about the recommendation of candidates shall not be made unless receiving the consent of more than half present members.

Article 10 The select committee members are non-salary posts and have the obligation to keep the list of candidates and the selection procedure confidential. But committee members who are from outside University may be provided with transportation fees.

Article 11 Prior to promulgation and enforcement, this regulation has been passed by Administrative Committee, the same for amendment.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.