

Guidelines for Selection, Contract Renewal, and Terminations of the Department Chair

Department of Political Economy

Social Science College, National Sun Yat-sen University

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Jun 7, 2016

Authorized by the President of National Sun Yat-sen University, June 30, 2016.

- I.** The Guidelines are established in accordance with the “Guidelines for Selection, Contract Renewals, and Terminations of All-Level Academic Heads” of National Sun Yat-sen University (hereinafter referred to “NSYSU” or the “University”).
- II.** The Department Chair of the Department of Political Economy (hereinafter “the Department”) is a position with terms of services. In general, each term lasts for three years, and one contract renewal is allowed when necessary. For a term of service that begins in the mid-semester, the term shall date retrospective to the beginning of the semester (1st of August or 1st of February)
- III.** The candidates of the Department Chair should meet one of the following requirements:
 1. Having published at least one academic article with review mechanism on a relevant academic field (including journals, book chapters, monograph) in the past three years.
 2. Having conducted at least one research project of either Ministry of Science and Technology, or industry-academia collaboration, or cooperative education.
 3. Other exceptional academic performance
- IV.** Five months before the expiration of the current Chair’s term, or within three-month vacancy of this position, the Department shall follow the administrative procedures of the University and obtain the approval of the University President

to form a “Department Chair Election Committee” (hereinafter the “Committee”) to select one to three full professors as the candidates. Full-time faculty members whose professorship rank are not lower than the assistance professor are eligible for anonymous voting for Department Chair. After the vote is complete at the Department Affairs Meeting (hereinafter, the “Meeting”), the Committee shall nominate those candidates who obtain ballots over one-half of voters to the Dean of Social Science College (hereinafter, the “College”), who shall then forward them to the University President, who then circles one from such candidates to hold the position of the Department Chair.

In the event where no candidate receives ballots that exceeds one-half of voters, the Committee shall proceed to take steps as mentioned above of selection and nomination within one month. Should the same consequence still hold, the Committee can recommend two candidates with the most valid votes to the College Dean, who shall then forward them to the University President for appointment.

- V.** Five months before the end of the first term, the Department Chair shall submit a written report to the Meeting in regards of intension to continue serving as the Department Chair. The Department Chair who wishes to renew the term of appointment shall provide a first-term performance report and a proposal for prospective of the renewed term to the University President and all faculty members of the Department. Following the completion of administrative procedures and approval, a term renewal vote shall be proceeded in accordance with administrative procedure.

Four months before the end of the first Chair term, the Meeting shall organize the Renewal Voting Work Group comprised of at least three faculty representatives to process the term renewal vote of the Department Chair and coordinate all relevant matters.

Appointment renewal of the Department Chair requires the approval of at least one half of all full-time faculty members of the Department and shall be confirmed by the University President.

In the event where the incumbent Department Chair does not show an interest in renewing appointment or is not approved for a renewed term, a new selection shall be held as per Article IV of the Guidelines. The incumbent College Dean and the Department Chair shall not participate in the selection of a new Chair.

- VI.** Delegation of votes, in written form, is available to those voters who cannot vote in-person. However, the most number of delegated votes per elector who attends the Meeting cannot exceed one.
- VII.** For organizing the Committee, the Meeting shall recommend full-time teachers

whose professorship rank are not lower than the assistance professor. The Committee member select one member as the convener.

- VIII.** The Committee is responsible for and can determine the qualifications of candidates running for Department Chair and relevant regulations of the Chair election.
- IX.** For matters unaddressed in the present Guidelines, please refer to relevant regulations of the School, as well as all amendments thereto, shall come into effect upon approval by the Meeting and ratification by the University President.