

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Foreign Languages and Literature Guidelines for Selections, Contract Renewals, and Terminations of Academic Head Positions

Amended and approved by the 5th Department Faculty Meeting on June 4, 1997, 2nd Semester of School Semester of School Year 85.

Amended and approved by the 1st Department Faculty Meeting on March 15, 2000, 2nd Semester of School Year 88.

Amended and approved by the 2nd Department Faculty Meeting on January 10, 2008, 1st Semester of School Year 96.

Amended and approved by the 1st Unscheduled Department Faculty Meeting on October 23, 2008, 1st Semester of School Year 97.

Amended and approved by the 2nd Department Faculty Meeting on January 6, 2009, 1st Semester of School Year 97.

Amended and approved by the 4th College of Liberal Arts General Meeting on March 5, 2009, School Year 97.

Authorized by the President on March 16, 2009.

Amended and approved by the 11st Department Faculty Evaluation Committee Meeting on May 23, 2011, School Year 99.

Amended and approved by the 2nd Unscheduled Department Faculty Meeting on April 6, 2012, School Year 100.

Amended and approved by the 4th College of Liberal Arts General Meeting on April 12, 2012, School Year 100.

Authorized by the President on April 18, 2012.

Amended and approved by the 2nd Department Faculty Evaluation Committee Meeting on September 26, 2013, School Year 102.

Amended and approved by the 6th Department Faculty Evaluation Committee Meeting on November 26, 2013, School Year 102.

Amended and approved by the 3rd Department Faculty Meeting on January 7, 2014, School Year 102.

Authorized by the President on May 14, 2014.

Amended and approved by the 8th Department Faculty Evaluation Committee Meeting on April 14, 2015, School Year 104.

Amended and approved by the 5th Department Faculty Meeting on April 23, 2015, School Year 104.

Amended and approved by the 5th Department Faculty Evaluation Committee Meeting on September 1, 2016, School Year 105.

Amended and approved by the 2nd Department Faculty Meeting on September 29, 2016, School Year 105.

Authorized by the President on October 18, 2016.

- I. This set of guidelines is issued in accordance with Article III of "National Sun Yat-Sen University Guidelines for Selections, Contract Renewals, and Terminations of All-Level Academic Head Positions."
- II. The chairman of 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 begin with the date of the president's authorization. If a chairman of the department is selected by the due date, the president shall appoint an adequate candidate of the university to serve as an interim chairman until the new chairman is finalized and starts to take office.
- III. Prior to the end of term or within three months of absence of a chairman, the new chairman shall be generated in accordance with the following manner:
 - A. A selection committee shall be organized by the department after it is reported to and approved by the president in accordance with administrative procedures. The committee shall comprise at most five members generated by an anonymous block vote among all full-time faculty members with positions of lecturers or above. The first five faculty members receiving the most votes are the elected members of the selection committee of the department. In the case of last committee member seat being competed by faculty with same amount of votes, a draw shall be commenced to determine the last committee member.
 - B. The selection committee of the department shall select one to three professors and forward to the dean of College of Liberal Arts for the dean to nominate one to three nominees. The department shall then convene a general meeting and an anonymous

block vote to generate candidates receiving more than half of effective votes. The dean of the college shall report the elected candidates to the president to select and appoint one chairman. In cases of no nominees receiving votes from over half of the effective voters, the selection and nomination shall be processed again within a month. If still no nominees receive votes from over half of the voters, the selection committee may report the two nominees with the most votes to the dean of the college, who shall further report the nominated candidates to the president for the president to appoint one chairman.

- IV. The chairman candidate of the department shall conform to one of the following conditions:
 - A. One who has conducted at least one Ministry of Science and Technology (MOST) program or relevant research, teaching, or industry-academia collaboration program in recent the three years.
 - B. One who has published at least one academic work (including journal paper, such as SSCI, AHCI, or the MOST core journal paper, book chapter, book, etc.) in recent the three years.
 - C. One who has other excellent academic performances.
- V. The meeting of the selection committee may only commence when at least two-thirds of committee members attend, and the approval is effective only when at least two-thirds of meeting attendees agree. Members shall attend the meetings in person, substitutions of members are not allowed.
- VI. Five months prior the end of the first term, the chairman of the department shall submit a written report to the department general meeting regarding his/her intention of continuing as a department chairman. He/she shall also submit department performance report of the first term and continuation proposal to all faculty members of the department. A vote of term renewal shall then be processed f in accordance with administrative procedures.

Four months prior to the end of the first term, a tem renewal vote task force shall be established with at least three members elected in the institute general meeting to handle matters regarding the term-renewal vote.

The director term renewal is approved if more than one-second of all full-time faculty members of the institute agree, and the approved term renewal shall be forwarded to the president for appointment.

In the case of a director having no intention for continuation or a term renewal being disapproved, a director selection shall be processed in accordance with Article III of the present guidelines. The director disapproved for term renewal may not participate in the new director selection.
- VII. After taking the office, except for resignation, the president has rights to terminate duties of the department chairman due to significant reason(s). A chairman termination case may also be brought to a department general meeting when countersigned by more than one-third of full-time faculty representatives. In such case, the dean of the colleges shall convenes an unscheduled department general meeting within one month to handle the termination case. The case is approved when at least two-thirds of full-time faculty representatives agree, and the case shall be reported to the president to finalize the termination and assign an interim chairman for the department.
- VIII. Personnel who are on lectures abroad, research leaves, or on-going studies for more than one year is not eligible to vote.
- IX. Notice of a call for meeting and a list of candidates shall be sent to the voters on lectures abroad, research leaves, or on-going studies two weeks prior meeting commencement.
- X. The voters shall vote in person on site. Communication votes are allowed (representatives not allowed to vote) if the vote is during off-school hours/period, or for voters who are on lectures abroad, research leaves, or on-going studies for less than one year.

XI. The present guidelines shall be implemented following approvals of college general meetings and the authorization of the president. The same procedure shall be carried out when amendments are to be made.