

Regulations on Appointment and Dismissal of Department and Graduate School Directors of National Yunlin University of Science and Technology

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Article 1: These Regulations are established in accordance with Article 17 of the Organizational Charter of YunTech.

Article 2: The term "Department and Graduate School Directors" as used in these Regulations refers to the Head of department, Director of graduate school, Director of degree program, Director of the General Education Center, and Director of the Teacher Education Center.

Article 3: A department or graduate school director should hold the rank of Associate Professor or above.

Article 4: A department or graduate school director is appointed by the President from among two to three candidates who were elected by an election committee formed by the respective departments or graduate school or nominated by full-time faculty members of the respective departments or graduate school through a general election, and further referred to the Dean of college. .

For departments with multiple graduate schools, the director of a graduate school is concurrently held by the head of the department, except in special circumstances where the deputy head of the department may concurrently hold that position with the approval of the President.

Each department or graduate school shall complete the election process for a new director within two months before the current director's term expires. In case the current director resigns midway or is unable to serve for any reason, the election process for new director shall be complete within two months after the vacancy is confirmed.

At a department or graduate school, existing and newly appointed faculty members who have completed the signing process with the department or the graduate school's teacher evaluation committee, or those who have accepted the appointment letter and will be full-time associate professors or above in the next academic year (semester) are all eligible to be candidates for the new director.

Article 4-1: The Director of a degree program at YunTech is concurrently held by the Dean of college, except in special circumstances where the President may appoint an appropriate person to concurrently hold the position.

The directors of the comprehensive graduate schools (such as the Institute of Engineering Technology, and Institute of Design Studies), the General Education Center, and the Teacher Education Center are concurrently held by the Associate Deans, except in special circumstances where a case-by-case recommendation may be made to the President to otherwise appoint appropriate personnel to concurrently hold the position.

Article 5: Where the candidates for department or graduate school directors are elected through a general election, the election must be held only with a written notice to the faculty members ten days before the election day and more than two-thirds of the faculty members attending in person a department or graduate school affairs meeting to vote.

Article 6: The election mentioned in the preceding article is conducted in one of the following ways:

A. Single non-transferable vote system (one person, one vote) is used to select two to three candidates. However, in special circumstances (unable to nominate two to three candidates), one candidate can be nominated with the approval of the President for the President to appoint.

B. Two-stage voting system:

1. The first stage produces three to five candidates by the following procedures:

- (1) Each faculty member can select several names, and the top three to five candidates who receive more than half of the total number of voters are the candidates.
 - (2) If the number of candidates produced by the previous voting is less than three to five, voting shall continue among other faculty members until three to five candidates are produced.
 - (3) In the final round of voting, if there is a tie and the cumulative number of candidates exceeds three to five, a re-vote should be conducted among those with the same and smallest number of votes, and the one with the highest number of votes is a candidate.
 - (4) The number of candidates produced in this stage should be more than the number of candidates for department or graduate school director to be produced in the second stage.
2. The second stage produces two or three candidates for department or graduate school director by the following procedures:
- (1) Single non-transferable vote system is used among the three to five candidates from the previous stage.
 - (2) If there is a tie and the cumulative number of candidates exceeds two or three, a re-vote should be conducted among those with the same and smallest number of votes, and the one with the highest number of votes is a candidate.

Before the election, two faculty members or employees shall be publicly recommended to carry out the counting and verification of votes. The number of votes each candidate receives shall be kept confidential and not disclosed to the public. After the election, the original voting documents shall be sealed and sent to each college for preservation for one year.

Article 6-1: If a department or graduate school is unable to nominate a candidate for director through a general election, and there are sufficient faculty member vacancies in the department or graduate school, a "Department/Graduate School Director Election Committee" may be formed by administrative procedure to publicly solicit candidates from outside the University (candidates must hold the rank of associate professor or above and must meet the basic evaluation indicators for new full-time faculty members in each college).

The Director Election Committee of a department or graduate school is composed of five to seven scholars at the department or graduate school in related fields, of whom three to four must be full-time faculty representatives elected by the department or graduate school affairs meeting. The Dean of the college where the department or graduate school is located is an ex-officio member and convener, and the remaining members are appointed by the President at the recommendation of the Dean.

Article 6-2: The duties of a Department and Graduate School Director Election Committee are as follows:

1. Establish the guidelines and procedures for the election of department or graduate school directors, and implement them after approval by the college and the President.
2. Publicly solicit candidates for department or graduate school directors and accept recommendations.
3. Review the qualifications of candidates for department or graduate school directors and recommend candidates to the department or graduate school.
4. Handle other matters related to the election of department or graduate school directors. The recommendation in Item 3 above should be agreed upon by more than half of all election committee members and should be accompanied by a written explanation.

When the election committee meets, members should attend in person and may not delegate others to represent them.

If an election committee member is recommended and accepts to be a candidate, he/she shall resign from the election committee, and his/her vacancy shall be filled according to the department or graduate school election regulations.

Article 6-3: Each department or graduate school should vote on the candidates recommended by the election committee using a secret ballot system, with more than two-thirds of all full-time faculty members at the rank of lecturer or above present. After more than half of the representatives present agree, two to three candidates should be recommended, based on the election results, to the President for selection and appointment. However, in special circumstances (unable to nominate two to three candidates), one candidate can be recommended with the approval of the President. If the President disagrees with the recommended candidates, he/she may return them for re-election, but only once.

If the elected Chair of Department is an external expert or scholar, he/she shall occupy a vacancy in the department, and his/her appointment shall be submitted to the three-level teacher evaluation meeting for review in sequence. In case a secondment is needed, it should be handled according to the principles for teacher secondment stipulated by the Ministry of Education.

Article 7: The term of office for department and graduate school directors is three years, and they may be reappointed once. For those appointed during the semester, the term shall be considered to start from the next semester (August 1 or February 1).

The appointment letter for department or graduate school directors is issued annually, and they may be reappointed after the end of each year's term with the approval of the President. If the President disagrees with the reappointment, he/she may suggest that the department or graduate school re-elect.

Article 8: In any of the following circumstances, the director of a department or graduate school (excluding degree programs, General Education Center, and Teacher Education Center) is selected and appointed by the President from among the faculty members with the rank of associate professor or above:

1. a newly established department or graduate school.
2. There are fewer than five quota-based full-time faculty members at the rank of lecturer or above in the department or graduate school.

Article 9: If the director of a department or graduate school wishes to resign or not continue to serve before his/her term expires, the department or graduate school shall obtain the agreement of more than half (inclusive) of the total number of faculty members in the department or graduate school through a secret vote by its full-time faculty members at a department or graduate school affairs meeting, and then submit a recommendation to the Dean to suggest to the University to relieve him/her of his/her concurrent position, provided that an election of a new Director must be completed before stepping down.

Article 10: If a major incident occurs during the term of the director of a department or graduate school, more than half (inclusive) of the total number of full-time faculty members in the department or graduate school may jointly propose a motion for dismissal and the motion shall be submitted to the President through the Dean. The Dean shall mediate within two weeks after the submission of the motion, and if mediation is not successful, the Dean shall appoint a faculty member outside the department or graduate school as the chair of the dismissal vote; the vote shall be held ten days after a formal written notice. If more than two-thirds (inclusive) of the total number of faculty members in the department or graduate school agree at the dismissal through secret vote by the full-time faculty members of the department or graduate school, the Dean should submit a request to the President to dismiss the director.

Article 11: While the director of a department or graduate school leaves his/her office before his/her term expires for any reason and the appointment of a new director is yet to complete, the Dean shall request in writing the President to appoint a faculty member who is qualified to be the director of department or graduate school to act as the director, and the acting period may not exceed one year.

If a director of a department or graduate school is unable to perform his/her duties for more than ninety consecutive days during his/her term, he/she is considered to have vacated his/her position.

Article 12: These Regulations, and amendments hereto, are implemented after being approved by the [Administrative Meeting](#) and the University Affairs Meeting and further ratified by the

President..