

Guidelines for Dean Selection Procedure of the College of Engineering

Formulated at the 1st College Affairs Meeting of the 2006 academic year on September 28, 2006

Amended at the 5th College Affairs Meeting of the 2006 academic year on June 15, 2007

Amended at the 1st College Affairs Meeting of the 2007 academic year on December 27, 2007

Amended at the 1st College Affairs Meeting of the 2010 academic year on November 5, 2010

Amended at the 2nd College Affairs Meeting of the 2013 academic year on November 19, 2013

Amended at the 1st College Affairs Meeting of the 2016 academic year on December 7, 2016

Amended at the 2nd College Affairs Meeting of the 2017 academic year on April 12, 2018

1. The Guidelines for Dean Selection Procedure (hereinafter referred to as “the Guidelines”) of the College of Engineering (hereinafter referred to as “the College”) are formulated in accordance with Article 5 of the Implementation Directions for Selection, Appointment Renewal, and Dismissal of the Dean of the College of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) in order to appoint the dean of the College.
2. Matters not stated in the guidelines for the dean selection committee (hereinafter referred to as “the committee”) of the College of NSYSU shall be handled according to common rules of meeting affairs.
3. At least two-thirds of the committee members shall attend the meeting in person. No proxy can be assigned.
4. All committee members and staff involved in the selection procedure shall not disclose any information other than announcements.
5. The dean selection procedure is divided into three phases: open recruitment, first selection, and second selection.
6. The committee shall notify relevant academic organizations via major media and provide qualification requirements and necessary documents to openly recruit candidates and collect applications and nominations within two weeks after the first meeting of the committee. The recruitment process shall last at least three weeks.
7. A committee member who is the candidate for the post or has been absent from the committee meeting three or more times (including taking leave) shall resign immediately. The department/institute which elected the original member shall elect another faculty member. An external committee member will be appointed individually.
8. An applicant or the person nominated shall submit or mail required documents, including the dean selection consent letter, details of personal educational background and work experience, content of publications, important publications, and college development plan, to the committee by the deadline (by the postmark date).

Above guidelines were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

9. The committee shall assign one member to collect applications and nominations. If any documents required are not received, the committee shall request the applicant to provide them.

10. The first dean selection procedure of the committee includes: (1) document review, (2) an open session for candidates to present their college development concepts, and (3) collection of feedback from the faculty of the College.

11. In order to collect feedback from the faculty of the College, full-time faculty members have the right to accept or reject every candidate. A candidate needs to receive at least half of the votes to pass the first selection process. Votes will be stopped counting once a candidate receives half of the votes. A full-time faculty member may assign a proxy to cast the vote. A proxy can only represent one full-time faculty member. If only one candidate passes the first selection process after the vote, the selection process takes place again according to Article 10 of the Rules to elect at least one additional candidate to advance to the second selection process with the candidate elected in the first time.

12. The committee interviews all the candidates entering the second selection process, and engages in thorough discussions before its members cast votes anonymously. A candidate needs to receive at least half of the votes to pass the second selection process. The list of two to three candidates is sent to the President, who will appoint one of them as the dean. If only one candidate passes the second selection process after the vote, the selection process takes place again according to Article 10 and Article 11 of the Rules to elect at least one additional candidate. The list of all the candidates elected will be sent to the President who will appoint one of them as the dean.

13. The committee is required to select the dean according to the procedure stated in the Rules until the dean is appointed.

14. The Rules become effective after being approved at the College Affairs Meeting and ratified by the President. Amendments to the Rules shall follow the same procedure.