

Regulations for the Nomination and Dismissal of Supervisors in the Department of Chemical Engineering, National Chung Hsing University

Approved at the Department Affairs Meeting on March 31, 1995
Amended and Approved at the Department Affairs Meeting on April 14, 1997
Amended and Approved at the Department Affairs Meeting on June 24, 1997
Amended and Approved at the Department Affairs Meeting on July 13, 2005
Amended and Approved at the Department Affairs Meeting on October 14, 2005
Amended and Approved at the Department Affairs Meeting on December 1, 2006
Amended and Approved at the Department Affairs Meeting on March 7, 2007
Amended and Approved at the Temporary Department Affairs Meeting on March 2, 2009
Amended at the Department Affairs Meeting on March 24, 2010
Amended and Approved at the Temporary Department Affairs Meeting on September 29, 2010 (Article 4, Clause 3)
Amended and Approved at the Department Affairs Meeting on June 19, 2013 (Article 4, Clause 2 and 3)
Amended and Approved at the Department Affairs Meeting on August 22, 2013 (Article 1, Article 4, Clause 1, and Clause 5)
Amended and Approved at the Department Affairs Meeting on March 11, 2015 (Article 4, Clause 3)
Amended and Approved at the Department Affairs Meeting on September 18, 2019
Amended and Approved at the Department Affairs Meeting on February 26, 2020 (Article 1 and Article 3)
Amended and Approved at the Department Affairs Meeting on April 22, 2020 (Article 4)
Amended and Approved at the Department Affairs Meeting on June 30, 2021

Article 1:

These regulations are established in accordance with the *"Regulations for the Nomination and Dismissal of Supervisors in Colleges and Departments of National Chung Hsing University"* and the *"Guidelines for the Nomination and Dismissal of Supervisors in the College of Engineering of National Chung Hsing University."*

Article 2:

The department shall convene a Department Affairs Meeting four months before the end of the Department Chair's term to form a Nomination Committee responsible for the nomination of a successor.

Article 3:

Formation and Responsibilities of the Nomination Committee:

1. The Nomination Committee (hereinafter referred to as "the Committee") shall consist of five members. Members shall be nominated and elected from among full-time assistant professors (or above) in the department or outstanding external academics nominated by assistant professors (or above). The committee chair shall be elected among the members.
2. The responsibilities of the Committee include accepting Candidate Recommendation Forms (Appendix 1), publishing the list of candidates, setting the election date, supervising election proceedings, and completing the Supervisor Nomination Form (Appendix 2).
3. The Committee shall submit the recommended candidate to the College of Engineering at least two months before the current Department Chair's term ends, and it shall be forwarded to the President for approval.
4. If a committee member is nominated as a candidate, they must resign from the Committee, and the vacancy shall be filled based on the voting results.
5. The Committee shall automatically dissolve after the new Department Chair takes office.

Article 4:

Qualifications and Conditions for Department Chair Candidates:

1. Full-time associate professors (or above) in the department, recommended by at least two full-time assistant professors (or above) using the Recommendation Form.
2. Candidates' publications must meet the qualifications stipulated in the university's *"Faculty Promotion and Appointment Evaluation Standards."*
3. Candidates must not have been disciplined for violations of academic ethics by the Faculty Review Committee.
4. Candidates must meet one of the following conditions:
 - (1) Published at least three papers (as first or corresponding author) in international journals listed in the JCR in the past five years (including patents, technology transfers, or other significant achievements).
 - (2) Served as a principal investigator for at least three years in a Ministry of Science and Technology research project in the past five years.
 - (3) Received a university-level award for excellence in teaching or service in the past five years.

Article 5:

Eligibility of Electors:

Full-time faculty members holding the rank of assistant professor (or above) at the university.

Article 6:

Method for Selecting the Department Chair Candidate:

1. Elections shall be conducted by secret ballot, with at least two-thirds of eligible voters present.
2. Candidates must receive more than half of the votes cast to qualify for nomination.
3. Two candidates (or one if only one qualifies) with the highest votes shall be recommended to the College of Engineering and forwarded to the President for approval.
4. If no candidate receives more than half of the votes, a runoff election shall be held between the two candidates with the highest votes.

Article 7:

If difficulties arise in nominating a candidate, the Dean of the College of Engineering may consult with the Committee to recommend a suitable candidate and forward it to the President for approval.

Article 8:

The Department Chair's term shall be two years, and they may be re-elected for one consecutive term. In exceptional cases during the term, the Dean may propose dismissal based on a petition signed by at least half of the department faculty. The matter shall be deliberated at a Department Affairs Meeting convened by the Dean. If approved by at least two-thirds of all attending representatives, the case shall be forwarded to the President for dismissal, and a new nomination process shall begin.

Article 9:

Matters not covered by these regulations shall be handled in accordance with relevant laws and regulations set forth by the Ministry of Education.

Article 10:

These regulations shall be implemented after approval by the Department Affairs Meeting and forwarded to the Dean and President for ratification. The same procedure applies to amendments.

Department of Chemical Engineering, National Chung Hsing University

Department Chair Candidate Recommendation Form

Year Month Day

| | | | | |
|------------------------------|--|--|----------|--|
| Nominee Information | Name | | Position | |
| | Date Joined the Department | | | |
| Reason for Recommendation | <input type="checkbox"/> Published at least three papers (as first author or corresponding author) in international journals listed in JCR in the past five years (including achievements such as patents, new product development, or technology transfers). <input type="checkbox"/> Served as the principal investigator for research projects funded by the Ministry of Science and Technology for at least three years in the past five years. <input type="checkbox"/> Received a university-level award for excellence in teaching or service in the past five years. | | | |
| Recommender | (Signature) | | | |
| Recommender | (Signature) | | | |
| Nominee's Consent | (Signature) | | | |

Department of Chemical Engineering, National Chung Hsing University

Department Chair Recommendation Form

Year Month Day

| | | | | |
|---------------------------------------|---|--|----------|--|
| Nominee Information | Name | | Position | |
| | Date Joined the Department | | | |
| Reason for Recommendation | <ol style="list-style-type: none"> 1. The candidate's qualifications meet the requirements outlined in Article 4 of the Department Supervisor Nomination Guidelines. 2. The Candidate Recommendation Form has been verified. 3. Voting Results: The candidate received _____ votes. This meets the requirement of obtaining at least half of the votes as stipulated in the Department Supervisor Nomination Guidelines, thereby qualifying for the nomination as the new Department Chair. | | | |
| Nomination Committee Signatures | | | | |

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| Candidate's Agreement to Nomination | |
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