

# NCHU Department of Business Administration Guidelines for Department Head Election, Recommendation, and Dismissal

Enacted in the Departmental Affairs Meeting on Apr. 10th, 2007  
Amended in the Departmental Affairs Meeting on Feb. 23rd, 2010  
Amended in the Departmental Affairs Meeting on Aug. 6th, 2010  
Amended in the Departmental Affairs Meeting on Feb. 17th, 2011  
Amended (Articles 1 and 4) in the Departmental Affairs Meeting on Jun. 4th, 2013  
Amended (Article 4) in the Departmental Affairs Meeting on Jan. 8th, 2015  
Amended (Regulation title and Articles 1, 2, 4, 6, 10, 11, 12) in the Departmental Affairs Meeting on Jan. 11th, 2019  
Amended (Guideline title, full-text format, and Item 1, 3, 4, 8, 10, 11, 12) in the Departmental Affairs Meeting on Mar. 21st, 2019  
Amended (Item 4) in the Departmental Affairs Meeting on Feb. 25th, 2021  
Amended (Item 4) in the Departmental Affairs Meeting on Oct. 12th, 2022

1. These guidelines are established in accordance with Article 29 of the University Constitution and National Chung Hsing University Guidelines for Department Head Election, Recommendation, and Dismissal.
2. The department shall convene a departmental affairs meeting chaired by the current department chairperson or dean to establish the committee responsible for election and recommendation affairs. The meeting should be held either three months before the expiration of the department chairperson's term or within one month following a vacancy.
3. Establishment and responsibilities of the Election and Recommendation Committee (hereinafter referred to as the Committee)
  - (1) The Committee shall consist of five members, elected from the department's full-time faculty at the rank of assistant professor or higher (with each voter allowed to select up to three candidates). In case of a tie, a public draw will determine the result, with a predetermined succession order. The Committee convener shall be elected by the members. If a member is nominated as a chairperson candidate, they must resign from the Committee or withdraw their candidacy. Vacancies will be filled according to the election order.
  - (2) The responsibilities of the Committee are as follows: to review the qualifications of department chairperson candidates in accordance with these guidelines, to recommend and announce a list of qualified candidates along with their relevant information, to set the election date, to handle election matters, and to recommend a department chairperson candidate to the president, along with submitting the recommendation form.
  - (3) The Committee will be automatically dissolved after the president approves the appointment of the new department chairperson.
4. Qualifications of Department Chairperson Candidates
  - (1) All eligible associate professors and higher-level department faculty

members are qualified to be candidates. Those interested must submit a written application to run for the position.

- (2) More than half of the full-time faculty members from the department at the rank of lecturer or higher may jointly recommend a qualified full-time professor from another department within the university to be a candidate.
- (3) Candidates must not have been disciplined by the University's Faculty Evaluation Committee for violations of academic ethics and must meet at least one of the following criteria. The publications (the first condition listed below) must be authored as the first author or corresponding author and must comply with the University's "Standards for Faculty Promotion Review and Guidelines for Faculty Promotions Publication Review":
  - i. At least two papers (or equivalent achievements such as invention patents, new variety cultivation, technology transfer, etc.) published in the past five years in internationally recognized journals approved by the College of Management, journals at the first level (or equivalent) as designated by the National Science and Technology Council, or in proceedings of international conferences; or one book published by a peer-reviewed publisher and approved by the College's Faculty Evaluation Committee.
  - ii. Those who have led a research project for more than two years funded by the National Science and Technology Council in the past five years.
  - iii. Those who have received the university-level outstanding teaching or service award in the past five years.

#### 5. Procedures for Department Chairperson Candidates Recommendation

- (1) The department chairperson candidates who meet the qualifications will be recommended and announced by the Committee.
- (2) The recommended candidates may submit the written proposal with their views on the department's affairs and future development.

#### 6. Election Procedures for Department Chairperson

- (1) A public election will be held based on the list recommended by the Committee, and the ballots will be counted publicly on the election day.
- (2) Full-time faculty members of the department at the rank of lecturer or higher are voters.
- (3) The election shall be valid only if more than two-thirds of the voters participate. The election shall be implemented by secret vote.

- (4) The Committee will shortlist the top two candidates based on the highest number of votes, and the recommendation form will be signed by all committee members. Those candidates will also be recommended if there is a tie for the second-highest votes. The recommendation form will be submitted to the President for approval through the Dean two months prior to the expiration of the current department chairperson's term.
7. The department chairperson's term is two years, starting from August 1st or February 1st. The chairperson may be re-elected for a consecutive term.
8. If the department has difficulties recommending or electing a chairperson, the convener of the Committee, the current Chairperson, or the acting Chairperson shall inform the Dean and request a recommendation for a suitable candidate to be submitted to the President for approval.
9. If exceptional circumstances arise during the Chairperson's term, the Dean may propose, or more than half of the Departmental Affairs Meeting members may petition for dismissal. If two-thirds of the Departmental Affairs Meeting members agree, the Dean will request the President to remove the Chairperson and initiate a new election process.
10. If the department fails to follow these Guidelines, the President may directly appoint the department chairperson in accordance with relevant laws and regulations set by the Ministry of Education.
11. Any matters not covered by these Guidelines shall follow the relevant laws and regulations of the Ministry of Education and the University.
12. These Guidelines shall be implemented after being passed by the Departmental Affairs Meeting and approved by the Dean. Any amendments shall be processed accordingly.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.