**NATIONAL SUN YAT-SEN UNIVERSITY**

**College of Engineering**

**Department of Electrical Engineering and Institute of Communications Engineering**

**Guidelines for Selection, Appointment Renewal, and Appointment Termination of Department Chair and Institute Director**

Approved by the 7th Department of Electrical Engineering General Meeting on March 6, 1989, School Year 77.

Amended and approved by the Department of Electrical Engineering General Meeting on June 1, 2007, School Year 95.

Amended and approved by the 1st Department of Electrical Engineering Unscheduled General Meeting on August 30, 2007, School Year 96.

Amended and approved by the Department of Electrical Engineering and Institute of Communications Engineering Joint General Meeting on March 17, 2009.

Amended and approved by the 1st Department of Electrical Engineering and Institute of Communications Engineering Joint General Meeting on August 27, 2009, School Year 98.

Amended and approved by the 5th Department of Electrical Engineering and Institute of Communications Engineering Joint General Meeting on January 9, 2015, School Year 103.

1. The present guidelines are issued in accordance with Article III of National Sun Yat-sen University’s “Guidelines for Selection, Appointment Renewal, and Appointment Termination of All Leveled Academic Heads.”
2. Apart from appointment renewal of a chair of the Department of Electrical Engineering (hereinafter referred to as “the Department”) being processed in accordance with Article III of the present guidelines, a Department chair shall be generated by the following procedures five months before an office term ends or within three months of a position vacancy:
	1. Five months prior to the end of an office term or within three months of position vacancy due to a specific reason, five selection committee members of full-time faculty members academically ranked above assistance professors of the Department and the Institute of Communications Engineering (hereinafter referred to as “the Institute”) shall be elected by all full-time department and institute faculty members academically ranked as lecturers and above with anonymous collective votes to form a Department chair and Institute director selection committee. Of the committee members, at least two shall be professors.
	2. One member of the Department chair and Institute director selection committee shall be elected among all committee members to serve as a convener who organizes committee meetings for processing selection, voting, and relevant matters.
	3. Candidates of the Department chair may be recommended by the selection committee, faculty members of the Institute, or by self-nomination. Apart from qualifying as a professor, a candidate shall have participated in relevant research project and published academic works in respective academic fields. The selection committee shall choose one to three professors that are recommended; and the committee convener shall hold a Department and Institute joint general meeting to process a consent vote of candidates.
	4. The aforementioned consent vote may only commence when two-thirds or more full-time faculty members academically ranked lecturers and above attend. The voting is carried out by collecting anonymous collective votes. Voters must vote in person.
	5. Candidates who receive consent votes from a half or more of all voters shall be reported to the college dean, who shall further forward the candidates to the president to select and appoint one candidate as the Department chair. If no candidate receives the majority votes, the selection committee shall re-process the selection in accordance with the provisions described in Paragraph C and D of Article II. If still no candidate receives the majority votes, the selection committee may report the two candidates receiving the most votes to the college dean, who shall further forward the candidates to the president to select and appoint one as the Department chair.
	6. A newly appointed Department chair shall simultaneously serves as the Institute director before making a recommendation for director candidate.
	7. A newly appointed Department chair may recommend one candidate within a suitable timeframe to assume the Institute director and concurrently a vice chair of the Department once the candidate is approved by the president via administrative procedures.
	8. The term of office for an Institute director who concurrently serves as a vice chair of the Department is the same as that of the Department chair. During an office term, the Department chair may request the president to terminate the director appointment in accordance with “National Sun Yat-sen University Guidelines for Selection, Appointment Renewal, and Appointment Termination of All Level Academic Heads” due to a significant incidence or according to operation of department and institute affairs.
	9. Once an Institute director and concurrent Department vice chair appointment has been terminated, the Department chair may submit a new recommendation of candidate in accordance with Paragraph G of Article II of the present guidelines.
3. An appointment renewal of Department chair at the end of an office term or appointment termination due to a significant reason shall be processed in accordance with the university’s “Guidelines for Selection, Appointment Renewal, and Appointment Termination of All Level Academic Heads.”
4. Matters unaddressed by the present guidelines shall be processed in accordance with the university’s “Guidelines for Selection, Appointment Renewal, and Appointment Termination of All Level Academic Heads.”
5. The present guidelines shall be implemented following approvals of joint Department and Institute general meetings as well as the authorization of the president. The same procedure shall be carried out when amendments are to be made.