

Guidelines for Selection, Re-appointment and Removal of Chairperson of Department of Photonics, National Sun Yat-sen University

Mar. 19, 1997	Approved at the institute affairs meeting of the Institute of Electro-Optical Engineering.
Jan. 19, 2006	Amended and approved at the institute affairs meeting of the Institute of Electro-Optical Engineering.
Sep. 11, 2008	Amended and approved at the Department affairs meeting of the Department of Photonics.
Oct. 12, 2011	Amended and approved at the 2 nd department affairs meeting in Academic Year 2011.
Oct. 21, 2011	Approved as per approval with authorized signature.
June 6, 2018	Amended and approved at the 11th department affairs meeting in Academic Year 2018.
June 21, 2018	Approved as per approval with authorized signature.

- I. The Guidelines are established according to Item 3 of “NSYSU Guidelines for Selection, Re-appointment and Removal of Academic Supervisors at Various Level”.
- II. If the chairperson of the Department becomes vacant within 3 months prior to expiration of the term of office or for any reasons, the Department shall organize a Election Committee under the consent of the president of the University within 3 months. The Election Committee is composed of three to five **full-time teachers** in the Department, who shall elect the chairperson in the department affairs meeting by secret ballot. The Election Committee has one convener elected by and among the Committee members to be responsible for matters related to election of the chairperson.
- III. Candidates eligible for primary election must be full-time professors in the Department with experiences in participation in relevant research projects as the principle investigators in the past three years and having published academic works in related academic fields. Non-full-time professors of the Department shall need to undergo the three levels of review procedures of the Faculty Evaluation Committee for new teachers. Candidates should submit their opinions on teaching and researches development of the Department in writing as well as their personal information (including education, working experiences, academic researches, administrative experiences and relevant certifying documents, etc.) to the Election Committee.
- IV. The Election Committee may select one to three professors to be candidates of the chairperson, and then the convener of the Election Committee will convene a department affairs meeting to elect the chairperson by the full-time teachers above the rank of assistant professors (inclusive) of the Department by secret ballot.
- V. The Election Committee shall notify the full-time teachers above the rank of assistant professors (inclusive) of the Department of the names of candidates, and the time and place of voting in writing three days prior to the voting.

- VI. Voters who are unable to vote in person for any reason may entrust another teacher qualified to vote to exercise the right to vote on their behalf by submitting a power of attorney.
- VII. Voters will vote immediately after receiving the ballot papers within the prescribed time on the voting day. (A power of attorney is required for proxy voting.)
- VIII. Ballots shall be counted publicly upon completion of the voting procedures. The Election Committee members will act as the scrutineers. After the election results are announced, the list of candidates receiving more than one-half of the total number of teachers eligible to vote will be sent to the dean of the College of Engineering for submitting to the president of the University who shall select one from the candidates and appoint him/her to be the chairperson of the Department.
- IX. If none of the candidates receives more than one second of the votes, the Election Committee shall conduct re-selection within one month in accordance with the procedures mentioned above. Should no candidate who is nominated later receives more than one second of the votes, the full-time teachers above the rank of assistant professors (inclusive) of the Department may elect one full-time teacher from the eligible candidates in the department affairs meeting by secret ballot, and the Election Committee will send the list of two candidates who receive the most votes to the dean of the College of Engineering for submitting to the president of the University. The president will select one from the candidates and appoint him/her to be the chairperson of the Department.
- X. The chairperson of the Department shall serve a term of three years and may be re-elected if necessary.
- XI. Matters not covered in the Guidelines shall be handled in accordance with the "NSYSU Guidelines for Selection, Re-appointment and Removal of Academic Supervisors at Various Level".
- XII. The Guidelines has been approved by the departmental affairs meeting and implemented after being submitted to and approved by the president of the University. The same procedures shall apply when amendments are made.