

NATIONAL SUN YAT-SEN UNIVERSITY

College of Science

Department of Chemistry Guidelines of Selection, Continuing Contract, and Resignation of the Chairman

- I. The guidelines are specifically issued in accordance with Article XIII of the University Act and the Article XIV of the organization regulations of the university.
- II. The chairman of the department is a part-time position served by one of the full-time professors of the department with terms of services. In general, each term lasts for three years, and the chairman may be re-appointed for once. For a term of service that begins in mid-semesters, the semester (starting on August 1 or February) is accounted as the first semester of the term.
- III. Five months prior to completion of the term or within three months of absence of a chairman, a selection committee shall be established after it is reported to the president for approval. The selection committee shall be formed by the retired heads to handle selection processes. The selection committee shall first enquire the current chairman's intention of continuing the term, and if there is an intention for continuation, a vote of confidence shall be held by all full-time faculty members. If more than half of the voters agree, the current chairman may continue the term after appointment is reported to and agreed by the president.
- IV. In the case of the current chairman having no intention of continuing the term, one to three full-time professors of the department shall be nominated by the selection committee or through the department's employment procedure. An anonymous vote shall be held, and candidates who receive votes from over half of the voters shall be reported by the dean of the college to the president, who will then select one of the reported candidates and appoints him/her to be the chairman. If none of the candidates receive votes from over half of the voters, the selection committee shall re-process the selection within a month with the same procedures. Yet if there are still no candidates receiving votes from over half of the voters, the selection committee may report the two candidates with the most votes to the dean of the college, who shall further report the candidates to the president for the president to appoint one of them.
- V. Candidate criteria: professors who undertake academic research projects and have published at least one journal article on SCI journal in the recent three years.
- VI. Voter eligibility: full-time faculty members of the department.
- VII. Voting procedure:
 - A. The voting date shall be announced one week earlier in advance. Postal votes may be placed for those who are absent due to special reasons, but only the votes received prior to result process are valid.
 - B. Those with rights to vote may give consent to each candidate. When counting votes, votes will stop being counted for the candidates who receive votes from more than half of the voters.