

National Sun Yat-sen University Institute of Undersea Technology

Guidelines for Faculty Appointment

Approved at the 2nd Institute Affairs Meeting, Academic Year 2018 (November 2, 2018)

Amended and approved at the 2nd Faculty Evaluation Committee Meeting, Academic Year 2022 (April 14, 2023)

Amended and approved at the 5th Institute Affairs Meeting, Academic Year 2022 (June 29, 2023)

Amended and approved at the 1st College Faculty Evaluation Committee Meeting of the College of Marine Sciences, Academic Year 2023 (September 6, 2023)

To review faculty appointments within the Institute, these guidelines are established in accordance with the university's *Regulations for the Establishment of Faculty Evaluation Committees*, the *Regulations on the Appointment of Teachers and Researchers*, and the *Regulations for Faculty Appointment of the College of Marine Sciences*.

1. Qualifications and Procedures for New Faculty Recruitment

Newly appointed faculty members (including Professors, Associate Professors, Assistant Professors, and Lecturers) must meet the requirements set forth in the *Teachers' Employment Act* and follow the procedures below:

1. The Institute Affairs Meeting shall be convened to discuss and outline the required areas of expertise and qualifications that meet the teaching, research, and service needs of the Institute.
2. Advertisements shall be posted or qualified candidates may be actively solicited. All related materials shall be circulated among all full-time faculty members at or above the rank of Assistant Professor.
3. The Institute Affairs Meeting shall review applicants' expertise and qualifications according to the university's relevant regulations. Based on the submitted materials and faculty opinions, a preliminary list of candidates shall be drawn up.
4. Applicants on the preliminary list must complete at least one of the following: a teaching demonstration, presentation, or interview at the Institute before being included in the list of final candidates.
5. The Institute Affairs Meeting shall conduct a second review of all candidates. All full-time faculty members at or above the rank of Assistant Professor shall vote by secret ballot (each may proxy for up to one other voter). Candidates

receiving approval from at least half of the votes cast shall be included in the list of recommended nominees to be submitted to the Institute Faculty Evaluation Committee (hereafter referred to as the “Institute FEC”).

2. Other Appointment Matters

All matters regarding faculty appointment duration, suspension, dismissal, non-renewal, and joint appointment shall be handled in accordance with the university’s relevant regulations.

3. Implementation

These Guidelines shall be implemented following approval by the Institute FEC, the Institute Affairs Meeting, and the College FEC. Any amendments shall follow the same procedure.