

National Sun Yat-sen University
Institute of Undersea Technology

**Implementation Guidelines for the Selection, Reappointment, and Dismissal of
the Institute Director**

Approved by:

- 7th Institute Affairs Meeting of Academic Year 2008 (May 11, 2009)
 - 11th Institute Affairs Meeting of Academic Year 2011 (May 7, 2012)
 - 8th Institute Affairs Meeting of Academic Year 2013 (May 15, 2014)
 - 6th Institute Affairs Meeting of Academic Year 2014 (March 23, 2015)
 - 11th Institute Affairs Meeting of Academic Year 2017 (July 18, 2018)
 - 6th Institute Affairs Meeting of Academic Year 2024 (June 30, 2025)
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1. General Principles

These Implementation Guidelines for the Selection, Reappointment, and Dismissal of the Director of the Institute of Undersea Technology, National Sun Yat-sen University (hereinafter referred to as “the Guidelines”), are established in accordance with the *University’s Implementation Guidelines for the Selection, Reappointment, and Dismissal of Academic Administrators at All Levels*.

2. Term of Appointment

The Institute Director shall serve a fixed term of **three (3) years** and may be reappointed **once**, if necessary.

If an acting director is appointed during the semester, the term shall commence from the date of approval by the President.

If no suitable candidate is selected before the deadline, the President may appoint an appropriate faculty member to serve as acting director until a new director is selected.

3. Selection Process

The selection process shall begin **five months before** the expiration of the director's term or **within three months** in the event of a vacancy.

The process shall commence after obtaining the President's approval and forming a **Selection Committee** in accordance with administrative procedures.

4. Selection Committee

All full-time faculty members holding the rank of **Assistant Professor or above** (excluding jointly appointed faculty) shall serve as members of the Selection Committee.

The convener shall be elected from among the Committee members.

5. Eligibility for Director Candidates

Candidates for the Institute Director position must meet at least one of the following criteria:

1. Have undertaken at least one research, teaching, or industry–academia collaboration project funded by the National Science and Technology Council (NSTC) or other relevant agencies within the past three years.
 2. Have published at least one academic work (including journal articles such as SCI/SCIE papers, book chapters, or books) in relevant academic fields within the past three years.
 3. Have demonstrated other outstanding academic achievements.
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6. Election Procedure

The Selection Committee shall nominate **one to three professors** as director candidates.

All full-time faculty members of the Institute shall vote by **secret ballot**.

A candidate receiving **more than one-half of all valid votes** shall be recommended to the Dean, who will forward the nomination to the President for appointment.

If no candidate receives a majority, the Committee shall conduct a new election within one month under the same procedure.

If no candidate again obtains a majority, the Committee may recommend the **top two candidates** with the highest votes to the Dean, who will forward them to the President for final selection.

All voters shall be notified **one week before the election date**.

Faculty members unable to attend in person may submit a **proxy vote**, provided it is received before the ballot counting begins.

7. Reappointment Procedure

The Director shall, **five months before the end of the first term**, submit a **written statement** to the Institute Affairs Meeting indicating whether they wish to continue in office.

They shall also present a **performance report** and a **future plan statement** to the President and all faculty members.

After administrative review, a **Reappointment Voting Committee** composed of at least **three representatives** elected by the Institute Affairs Meeting shall conduct the reappointment vote.

The reappointment shall be approved if **more than one-half of all full-time faculty members** consent.

The result shall then be submitted to the President for reappointment.

If the Director declines reappointment or fails to obtain approval, a new selection process shall be initiated.

The outgoing Director shall not participate as a candidate in the new selection.

8. Implementation

These Guidelines shall be implemented upon approval by the Institute Affairs Meeting and ratification by the President.

The same procedure shall apply to future amendments.