

# 國立中山大學工學院機械與機電工程學系系主任遴選續聘及解聘實施要點

## Guidelines on Selection, Re-appointment, and Removal of the Department Chair for the Department of Mechanical and Electro-Mechanical Engineering

78.7.26 77 學年度機械系所務會議通過

Approved at the Department/Institute Council meeting in the academic year 1988-1989 on 1989.7.26

94.3.16 94 學年度第 7 次系務會議修正通過

Amended and approved at the 7<sup>th</sup> Department Council meeting in the academic year 2005-2006 on 2005.3.16

97.1.9 校長修正後通過

Approved upon the President's amendment on 2008.1.9

102.12.31 校長同意修正通過

Amended and approved with the consent of the President on 2013.12.31

105.10.12 105 學年度第 1 次系務會議修正通過

Amended and approved at the 1<sup>st</sup> Department Council meeting in the academic year 2016-2017 on 2016.10.12

105.12.21 105 學年度第 3 次系務會議修正通過

Amended and approved at the 3<sup>rd</sup> Department Council meeting in the academic year 2016-2017 on 2016.12.21

106.01.04 校長同意修正通過

Amended and approved with the consent of the President on 2017.01.04

115.06.18 校長同意修正通過

Amended and approved with the consent of the President on 2026.06.18

一、本要點係依據國立中山大學各級學術主管遴選續聘及解聘實施要點訂定之。

1. These Guidelines are laid down pursuant to the Guidelines on Selection, Re-appointment, and Removal of Academic Supervisors of All Levels.

二、系主任由遴選委員會負責遴選，遴選委員會以本系曾任(含現任)系主任之教授(含已退休教授)組成，至少三人(含)，並互選一人為召集人。

2. The department chair shall be selected by a search committee. The search committee shall consist of at least three professors (including retired professors) who are former (or incumbent) department chairs. The committee members shall elect one of themselves to serve as the convener.

三、本系專任教授(不含遴選委員)於最近三年內，每年均主持相關研究計畫，並有發表相關學術著作者，均有候選資格。遴選委員會以保密方式，書面徵詢取得同意後始列為候選人；必要時亦得對外公開徵求績優教授為候選人。

3. The Department's full-time faculty members (except the selection committee members) who have hosted relevant research project(s) and published relevant academic publication(s) every year in the past three years are eligible for election. The selection committee shall acquire the faculty members' written consent in confidence before affirming them as candidates. When necessary, candidates may also be recruited outside the University among distinguished professors.

四、候選人須以書面提出系務推動說明書以及個人資料表(含學經歷、歷年之研究計畫、學術著作目錄及優良事蹟...等)一份，交予遴選委員會召集人，於投票前七日分送本系全體專任教師。

4. Candidates shall submit a department affairs management proposal and a personal data sheet (including education and work experiences, research projects in the past, list of academic publications, and remarkable achievements...) to the convener of the selection committee, who shall then distribute copies to all full-time faculty members of the Department seven days before voting.

五、本系全體專任教師具有親自投票之義務，因故不克親自投票時，須簽署委託書由本系其他專任教師代理投票，每位專任教師以代理一人為限。

5. All full-time faculty members of the Department are obliged to vote in person. If anyone is unavailable to vote in person, he/she shall sign a letter of attorney to authorize another full-time faculty member to vote on his/her behalf. Each full-time faculty member can act on one person's behalf only.

六、投票以無記名方式票選後，就得同意票超過有投票權者二分之一之候選人，送院長轉請校長圈選一人聘請兼任之。候選人無一人得票超過二分之一時，遴選委員會應於一個月內依前項程序重新辦理遴

選。如仍無一人得票超過二分之一時，遴選委員會得推舉得票最多之前二人，送院長轉請校長擇一聘任之。

6. Following a secret ballot, candidates who receive more than half of the votes from eligible voters shall be submitted to the Dean, who will then forward the nomination to the President to select and appoint one person to serve concurrently. If no candidate receives more than half of the votes, the Search Committee shall conduct a re-election within one month in accordance with the aforementioned procedure. If still no candidate receives more than half of the votes, the Search Committee may nominate the top two candidates with the highest votes and submit their names to the Dean to be forwarded to the President, who will select one for appointment.

七、遴選委員會召集人須於系務會議主持候選人系務推動說明會。

7. The selection committee convener shall host the candidates' department affairs management briefing in the Department Council meeting.

八、候選人於遴選期間，除系務推動說明會外，不需從事競選活動。

8. Candidates do not have to run any election campaign, except the department affairs management briefing, during the election period.

九、系主任採任期制，以一任三年為原則，必要時得連任一次。現任系主任，須於任期屆滿五個月前，以書面向系務會議表明是否連任，如欲尋求連任時，則須向校長及全系教師提出任內系務績效報告及續任理念規劃書後，依行政程序簽核後辦理續任投票作業。

9. Department Chair is a fixed-term appointment; appointee basically serves a three-year term, and may be reelected once when necessary. The currently serving Department Chair shall inform the Department Council in writing whether he/she would like to be re-elected five months before the end of the term.

十、續任投票小組由最近三任系主任(不含現任)為代表組成，並推選一人為召集人後，提報系務會議認可。

10. A voting team for re-election shall be formed by the three latest Department Chairs (except the currently serving one), who shall select one convener among themselves, and then report to the Department Council for endorsement.

十一、系主任之續任投票，應於其任期屆滿四個月前完成。續任投票須獲所屬全體專任教師二分之一以上同意始為通過，由續任投票小組陳報院長轉請校長續聘之。系主任未表達續任意願或未通過續任時，該系主任不得再參加遴選，並組織遴選委員會重新遴選系主任。

11. Voting for the re-election of the Department Chair shall be finished four months before the end of the current term. In the re-election voting, concurring votes from more than half of the full-time faculty members must be obtained for approval of the motion. Then the re-election voting team shall report to the Dean and the President for re-appointment of the Department Chair. If the Department Chair has not indicated an intention for being reelected or has not obtained enough votes for approval, the Department Chair shall not run for re-election, and a selection committee shall be organized to select a new Department Chair.

十二、系主任於任期中可自行請辭系主任兼職，經系務會議同意後，由本系司選委員會立即以書面陳報院長轉請校長准予免兼。

12. Department Chair may resign from the concurrent position as Department Chair in the middle of the service term. With the Department Council's approval, the Department's election committee shall report to the Dean and the President in writing immediately for exemption from the concurrent job.

十三、系主任於任內如因重大事由，得由校長依職權逕予免兼；或經系務會議專任教師代表三分之一以上連署提出解職案，由院長於一個月內召集臨時系務會議並舉行解職案投票，解職案獲全體專任教師三分之二以上同意為通過，由院長陳請校長逕予免兼。若解職案未通過，則一年內不得再提出解職案。

13. Department Chair may be exempt from holding the concurrent position as Department Chair for a major incident occurred during his/her term of service by authority of the President's office. Alternatively, a dismissal motion may be made with one-third of the full-time faculty representatives in Department Council signed on it. The Dean will then convene an interim Department Council meeting within one month and hold a ballot for the dismissal motion. The dismissal motion is deemed approved with more than two-thirds of all full-time faculty

members giving concurring votes. The President will then grant exemption from the concurrent position. The dismissal motion shall not be submitted again within one year if it is not approved.

十四、系主任因故免兼後，由院長陳請校長指定代理人暫代。

14. After the Department Chair is exempt from holding the concurrent position for a reason, the Dean shall ask the President to designate an acting Department Chair.

十五、系主任於任期屆滿五個月前或因故免兼後於學年度結束三個月前，簽請校長同意本系組成遴選委員會負責所有選務工作。遴選委員會(續任投票小組)於系主任人選接到聘書後，立即解散。

15. Five months before the end of the term or three months before the end of an academic year after the Department Chair is exempt from the concurrent position for a reason, the Department Chair shall submit a signed request to the President for permission to form the Department's selection committee, responsible for all selection work. The selection committee (re-election voting team) shall be dismissed immediately after the new Department Chair candidate has received the letter of appointment.

十六、本要點經系務會議通過，陳報院長轉請校長核定後實施，修正時亦同。

16. These Guidelines shall be approved by the Department Council, and then forwarded to the Dean and the President for ratification before implementation; the same applies to any amendments thereof.