

Guidelines for the Selection and Dismissal of the Director

Institute of Biotechnology, College of Agriculture and Natural Resources, National Chung Hsing University

- Approved by the Institute Affairs Meeting on March 10, 2000
 - Amended and approved on March 24, 2008
 - Amended and approved on March 12, 2009
 - Amended and approved on November 12, 2009
 - Amended and approved on March 20, 2014
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Article 1

These guidelines are established in accordance with the "Guidelines for the Selection and Dismissal of Department and Institute Heads" of the College of Agriculture and Natural Resources, National Chung Hsing University.

Article 2

Four months prior to the expiration of the current director's term, or within one month after resignation is approved, the incumbent director or acting director shall form a Selection Committee (hereinafter referred to as the "Committee") responsible for nominating a successor.

Article 3

Formation and responsibilities of the Committee:

1. The Institute Affairs Meeting shall recommend 3 to 5 full-time faculty members at the rank of associate professor or above as Committee members.
2. The convener of the Committee shall be elected from among the Committee members.
3. Committee members shall not be candidates for the director position.
4. The Committee shall follow these guidelines in handling the nomination process and shall notify all eligible voters of the list of qualified candidates in advance.
5. The Committee shall automatically disband once the new director is appointed.

Article 4

Candidates for the director position must meet the following criteria:

1. Must be a full-time faculty member of the university at the rank of associate professor or above, as recognized by the Ministry of Education.
2. Must not have been disciplined by the university's Faculty Evaluation Committee for violations of academic ethics.
3. Within the past five years, must have either (a) served as the principal investigator of a research-type project funded by the National Science Council for three or more years, or (b) published three or more papers in SCI journals as the first author or corresponding author.

Article 5

All full-time faculty members at the rank of assistant professor or above are eligible voters. Faculty on leave, further studies, or secondment are not eligible to vote.

Article 6

The election shall be conducted by anonymous ballot. At least two-thirds of eligible voters must participate. Voters shall collect ballots at a designated location during the specified time, mark up to one candidate, and vote on-site. Based on the number of votes received, one to three candidates shall be recommended in order of votes received. The results, including the vote count and percentage, shall be submitted to the Dean and then forwarded to the University President for final appointment.

Article 7

The Committee shall jointly sign a letter of recommendation for the new director candidate and submit it to the Dean two months before the end of the incumbent's term, who shall forward it to the President for approval.

Article 8

If difficulties arise in nominating a new director or forming the Committee, to avoid administrative discontinuity, the Dean of the College of Agriculture and Natural Resources may recommend a suitable person to serve as Acting Director, subject to approval by the University. A new nomination process must be conducted within one year.

Article 9

The director's term is three years and may be renewed once. If special circumstances arise during the term, the Dean may initiate a discussion, or upon a proposal signed by at least half of the Institute Affairs Meeting representatives, the Dean shall convene a meeting. If two-thirds or more of the representatives agree that the director is unfit, the Dean shall petition the President to remove the director and initiate a new selection process in accordance with regulations.

Article 10

These guidelines shall be implemented upon approval by the Institute Affairs Meeting and ratification by the Dean and the University President. Amendments shall follow the same procedure.