

國立中興大學外國語文學系系主任選薦及解聘辦法

84年9月13日訂定
85年5月1日第一次修訂
85年5月23日第二次修訂
89年4月28日第三次修訂
97年4月23日第四次修訂
98年2月24日第五次修訂
99年4月28日第六次修訂
100年3月24日第七次修訂
100年6月17日第八次修訂
102年9月24日第九次修訂
103年5月13日第十次修訂
106年2月23日第十一次修訂
112年1月5日第十二次修訂

- 一、本系依本校組織規程第二十九條及「國立中興大學文學院各系所主管選薦及解聘辦法」之規定，訂定本辦法。
- 二、本系系主任屆滿前三個月，或因故離職時，原任系主任或其職務代理人必須報請院長依法成立選薦委員會，負責繼任系主任之選薦事宜。
- 三、選薦委員會成立後，必須於一個月內完成選薦工作。選薦工作結束，繼任系主任產生後，選薦委員會自動解散。
- 四、選薦委員會由委員五人組成，由本系全體專任教師互選產生。委員不得同時為系主任候選人。委員出缺時，由得票高低依次遞補。
- 五、選薦委員會第一次會議由院長召開，會中由委員互選產生會議主席，此後各次會議由該主席召開。
- 六、選薦委員會負責以下各項工作：
 1. 訂定系主任選舉日期、投開票時間與地點、以及候選人登記期限。
 2. 接受候選人登記。
 3. 審查候選人書面資料，並提供所有選舉人參考。
 4. 有必要時，辦理候選人介紹會。
 5. 舉行並監督選舉。
 6. 處理選舉糾紛或其他有關之偶發事件。
 7. 根據選舉結果，推薦得票最高之前兩名，造冊並附推薦資料，呈請院長商請校長擇聘。
- 七、本系在職專任教師均有選舉權，但必須親自投票，不得委託他人代投。
- 八、系（所）主管候選人之基本學術標準：候選人須為本校副教授以上專任教師，且具有下列各目條件之一，其中著作須符合本校「教師升等

評審標準暨聘任升等著作送審準則」之規定：

1.最近五年於國家科學及技術委員會各學門之一級期刊或國際期刊對等之論文集論文二篇以上，或由具審查制度之出版單位且經院教評會審查通過出版專書一本以上。

2.最近五年曾主持二年以上國家科學及技術委員會研究型計畫者。

3.最近五年曾獲校級教學或服務特優獎勵者。

九、有下列情形之一者，均不得成為候選人：

1. 已任滿六年之本系系主任者。

2. 已屆退休年齡者。

十、為增進系務傳承，曾任滿一任系主任之教師，若符合候選資格，得徵求個人參選意願。

十一、系主任候選人產生方式為：有意參選者，親自向選薦委員會登記。若無人登記時，則由系務會議決定候選人產生之方式。

十二、系主任選舉必須公開舉行，採無記名方式投票，每票至多可圈選兩位候選人。投票結束後，當日公開開票。

十三、候選人只有一人時，必須有全系半數以上選舉人投票，並獲投票數中二分之一（含）以上贊同，始得推薦為系主任候選人。

十四、本系系主任之任期為三年，由八月一日起聘。系（所）主管任期中有特殊情況發生，得由院長交議，或經該系（所）全體專任教師（講師以上）二分之一（含）以上連署提不適任案，由院長召開系（所）務會議，經該系（所）務會議全體代表三分之二（含）以上之同意，由院長簽請校長解除其主管職務，並依規定另行選薦。

十五、本辦法如有未盡事宜，選薦委員會得依本校相關規定裁決辦理。

十六、本辦法經系務會議通過並報院核備後，立即實施，修訂時亦同。

National Chung Hsing University

Department of Foreign Languages and Literatures

Guidelines for the Selection, Recommendation, and Dismissal of Department Chairpersons

Enacted on September 13, 1995

First revision on May 1, 1996

Second revision on May 23, 1996

Third revision on April 28, 2000

Fourth revision on April 23, 2008

Fifth revision on February 24, 2009

Sixth revision on April 28, 2010

Seventh revision on March 24, 2011

Eighth revision on June 17, 2011

Ninth revision on September 24, 2013

Tenth revision on May 13, 2014

Eleventh revision on February 23, 2017

Twelfth revision on January 5, 2023

Article 1

These guidelines are established in accordance with Article 29 of the University Organizational Regulations and the "Guidelines for the Selection, Recommendation, and Dismissal of Heads of Departments and Graduate Institutes of the College of Liberal Arts, National Chung Hsing University."

Article 2

Three months before the expiration of the department chairperson's term, or in the event of resignation or vacancy, the incumbent chair or acting chair must report to the Dean to initiate the formation of a Selection and Recommendation Committee in accordance with regulations to handle the selection of a new chairperson.

Article 3

Once the Selection and Recommendation Committee is formed, it must complete the selection process within one month. After the new chairperson is selected, the committee is automatically dissolved.

Article 4

The Selection and Recommendation Committee shall consist of five members elected by all full-time faculty members of the department. Members of the committee cannot be candidates for department chair. Vacancies on the committee shall be filled by the next highest vote-getters.

Article 5

The first meeting of the committee is convened by the Dean. During this meeting, a chairperson for the committee is elected by its members. Subsequent meetings are convened by the elected chairperson.

Article 6

The Selection and Recommendation Committee is responsible for the following:

1. Setting the date for the chair election, time and location of voting, and candidate registration deadlines.
2. Accepting candidate registrations.
3. Reviewing written materials submitted by candidates and providing them to voters.
4. Organizing candidate presentation sessions, if necessary.
5. Conducting and supervising the election.
6. Handling election-related disputes and other incidental matters.
7. Based on election results, recommending the top two candidates by number of votes and submitting their dossiers to the Dean, who then forwards them to the University President for final appointment.

Article 7

All full-time faculty members of the department are eligible to vote but must vote in person; proxy voting is not permitted.

Article 8

Basic academic qualifications for candidates for department chair are as follows: candidates must be full-time faculty members holding the rank of Associate Professor or higher at the university and meet at least one of the following criteria, with publications meeting the university's standards for promotion:

1. At least two papers published in the past five years in Tier 1 journals recognized by the National Science and Technology Council (NSTC) or equivalent international journals, or a book published in the past five years by a peer-reviewed press and approved by the College Faculty Evaluation Committee.
2. Served as Principal Investigator of an NSTC research grant for two or more consecutive years within the past five years.
3. Received university-level awards for excellence in teaching or service in the past five years.

Article 9

Individuals with any of the following conditions may not run for department chair:

1. Those who have already served as department chair for six years.
2. Those who have reached the mandatory retirement age.

Article 10

To facilitate departmental continuity, any faculty member who has completed a full term as department chair and meets the eligibility criteria may be invited to declare candidacy.

Article 11

Candidates for department chair must register in person with the Selection and Recommendation Committee. If no one registers, the method for selecting candidates shall be determined by the Department Affairs Meeting.

Article 12

The department chair election must be held publicly and conducted via secret ballot. Each voter may select up to two candidates. Ballots are counted publicly on the same day as the election.

Article 13

If there is only one candidate, over half of the department's eligible voters must participate, and the candidate must receive at least half of the votes cast to be recommended.

Article 14

The term of office for the department chair is three years, starting on August 1. If special circumstances arise during the term, the Dean may call a meeting or, upon a petition signed by at least half of the full-time faculty (lecturer rank or above), initiate a vote of no-confidence. If two-thirds or more of voting faculty agree, the Dean may recommend the dismissal of the chair to the President and initiate a new selection process.

Article 15

For matters not addressed in these guidelines, the Selection and Recommendation Committee may make decisions in accordance with relevant university regulations.

Article 16

These guidelines shall take effect upon approval by the Department Affairs Meeting and confirmation by the College. Amendments follow the same procedure.