

# **Guidelines on the Selection of Chair of Department of Biomedical Science and Technology at I-Shou University**

Adopted on May 18, 2005 at the third meeting of the Departmental Affairs Council in the second semester of the academic year 2004

Amendments adopted on July 4, 2006 at the fourth meeting of the Departmental Affairs Council in the second semester of the academic year 2005

Adopted on July 12, 2006 at the first meeting of the College Affairs Council in the second semester of the academic year 2005

Amendments adopted on June 28, 2007 at the fourth meeting of the Departmental Affairs Council in the second semester of the academic year 2006

Adopted on July 25, 2007 at the first meeting of the College Affairs Council in the second semester of the academic year 2006

- I. The Guidelines on the Selection of Chair of Department of Biomedical Science and Technology at I-Shou University (hereinafter referred to as “the Guidelines”) are developed by the Department of Biomedical Science and Technology (hereinafter referred to as “the Department”) pursuant to Article 30 of the Charter of I-Shou University.
- II. The Department shall have one chair to take full charge of departmental affairs. The chair shall serve a three-year term, and he/she may be re-elected once if he/she is at the level of associate professor or above.
- III. Reappointment:  
If the incumbent chair is at the level of associate professor or above and is willing to be reappointed, at least half of the members of the Departmental Affairs Council attending the council meeting shall vote in favor of his/her appointment, and the reappointment is approved by the Dean and the President.
- IV. A new chair shall be elected by following the procedure below when the incumbent chair is not reappointed:

1. The Departmental Affairs Council shall select three candidates among the full-time faculty members at the level of associate professor or above within the Department at least three to five months prior to the expiration of the current term. The list of candidates shall then be submitted to the President for appointment. If no candidate is available among the full-time faculty members at the level of associate professor or above within the Department (it shall be proved with the meeting minutes of the Departmental Affairs Council), candidates may be selected among the full-time faculty members at the level of assistant professor within the Department. The list of candidates shall then be submitted to the President for appointment.
  2. The names of full-time faculty members who meet the requirement mentioned in the preceding subparagraph shall be listed on the ballot by the number of strokes in their last names. The full-time faculty members of the Department can vote for up to three candidates on the ballot in person. The three candidates with most votes shall be listed and reported to the President for the final decision.
- V. If the chair of the Department resigns before the expiration of the term, the President shall appoint one full-time faculty member at the level of associate professor or above to act as the deputy. A new chair shall be elected within three months pursuant to Provision III and Provision IV of the Guidelines.
- VI. The Guidelines become effective after being adopted by the Departmental Affairs Council and approved by the College Affairs Council. The same procedure applies to any amendment to the Guidelines.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*