

Guidelines on the Establishment of Selection Committee for New Teachers and Selection Procedure by Department of Biological Science and Technology at I-Shou University

Adopted on March 17, 2009 at the first meeting of the Departmental Affairs Council in the second semester of the academic year 2008

- I. The Guidelines on the Establishment of Selection Committee for New Teachers and Selection Procedure by Department of Biological Science and Technology at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Biological Science and Technology (hereinafter referred to as “the Department”) pursuant to Provision VIII of the Guidelines on Appointment of New Teachers at I-Shou University to maintain excellent faculty and keep faculty appointments in line with the Department’s sustainable development.
- II. The Department establishes the Selection Committee for New Teachers (hereinafter referred to as “the Committee”) to take charge of all affairs with respect to new faculty selection within the Department. Upon completion of new faculty selection, the Committee shall recommend qualified candidates to the Teacher Review Committee of the Department for review. For applicants not recommended by the Committee, the Committee shall elaborate on and submit reasons for not selecting those applicants to the College for future reference.
- III. The Committee consists of five to nine members as either recommended by the Chair of the Department or appointed by the Dean of the College. Committee members shall be faculty members at or above the level of associate professor, and the number of members recommended by the Chair of the Department shall be one more than that appointed by the Dean. Notwithstanding the foregoing, if the number of faculty members at or above the level of associate professor is less than the required number of committee members, any vacancy in the Committee may be filled by a faculty member from the Department or any other departments at the University as appointed by the Dean, without meeting the requirements for the academic rank. One committee member shall be appointed by the Dean as the chairperson of the Committee. Committee members shall serve a one-year term.
- IV. The selection procedure is as follows:
 1. In principle, the Committee shall submit the information on faculty openings and methods of application to the College and the President for ratification after obtaining approval from the Departmental Affairs Council, and then deliver it to the Office of Human Resources for

publication in popular newspapers, magazines and websites at home and abroad at least six months prior to the beginning date of new full-time faculty appointments. The College shall deliver the application forms received to the Committee for selection. The open recruitment period shall be a minimum of two months.

2. Under special circumstances, the foresaid requirements may not necessarily be complied with upon recognition by the Committee and ratification by the President.
 3. The Committee will not proceed to new faculty selection at the end of the application period unless a minimum of three applicants apply for certain post. If the number of applicants is less than three, only with consent of a minimum of two-thirds of committee members can outstanding applicants be directly referred to the Committee for review. Otherwise, the Committee shall resume the recruitment procedure.
 4. Applicants shall provide supporting documents along with their application, including but not limited to educational background, work experience, the table of contents of publications, teaching plans, research plans, and three recommendation letters.
 5. The Committee shall call a meeting to review all applications before casting a secret ballot. Applicants receiving votes from at least half of the committee members attending the meeting shall be recommended to the Teacher Review Committee of the Department.
- V. When the highest degree earned by an applicant is conferred by I-Shou University, such an applicant shall not be considered a candidate if he/she has not worked in teaching or research capacity in other institutions for at least two years after graduation. Notwithstanding the foregoing, an exception does apply to applicants who possess specialties and have extraordinary accomplishments, and at the same time are recognized by the Committee.
- VI. Any matter not mentioned herein shall be subject to the applicable regulations and rules of the University.
- VII. The Guidelines become effective after being adopted by the Departmental Affairs Council and reviewed and approved by the College.

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