

國立中興大學法政學院系所主管選薦及解聘要點

Guidelines for the Selection and Dismissal of Department Heads in the College of Law and Politics, National Chung Hsing University

100年12月8日院務會議通過
December 8, 2011 – Approved by the College Affairs Meeting
103年5月7日院務會議修正（第4.5條）103年5月22日校長核定
May 7, 2014 – Amended by the College Affairs Meeting (Articles 4 and 5)
May 22, 2014 – Approved by the President
109年6月3日院務會議修正（第4條）109年6月12日校長核定
June 3, 2020 – Amended by the College Affairs Meeting (Article 4)
on June 12, 2020 – Approved by the President
110年1月6日院務會議修正（第4條）110年2月19日校長核定
January 6, 2021 – Amended by the College Affairs Meeting (Article 4)
February 19, 2021 – Approved by the President
112年3月2日院務會議修正（第4條）112年3月10日校長核定
March 2, 2023 – Amended by the College Affairs Meeting (Article 4)
March 10, 2023 – Approved by the President

第一條 本院為尊重各系所之自主性及教授意見、提高系所主管聲望及其代表性，特依據「國立中興大學各學院系所主管選薦及解聘辦法」，訂定「國立中興大學法政學院系所主管選薦及解聘要點」（以下簡稱本要點）。

Article 1 To respect the autonomy of each department and graduate institute and the opinions of professors, to enhance the prestige and representativeness of department heads, this "Guidelines for the Nomination and Dismissal of Department Heads in the College of Law and Politics at National Chung Hsing University" (hereinafter referred to as the Guidelines) is established by the "Regulations for the Nomination and Dismissal of Department Heads in Colleges at National Chung Hsing University."

第二條 本院各系、所應依據本要點，訂定系、所主管選薦及解聘施行細則（以下簡稱細則），經系、所務會議通過、提請院長核備後實施。

Article 2 Each department and graduate institute of the College shall establish its own Implementation Rules for the Nomination and Dismissal of Department Heads (hereinafter referred to as the Implementation Rules) by these Guidelines. The Implementation Rules shall be approved by the Department Affairs Meeting and submitted to the Dean for approval before implementation.

第三條 各系、所辦理主管選薦，應設置選薦委員會，其組成方式及權責：

Article 3 Each department and graduate institute shall establish a Nomination Committee to nominate department heads. Its composition and responsibilities are as follows:
一、選薦委員會（以下簡稱委員會）置委員至少五人，並得由各系、所以外傑出學術界人士擔任。委員人數上限及委員候選人推薦或產生方式由各系所自訂。

The Nomination Committee (hereinafter referred to as the Committee) shall consist

of at least five members and may include distinguished academics from outside the department or graduate institute. Each department and graduate institute will determine the maximum number of committee members and the method of recommending or selecting committee member candidates.

委員候選名單經系、所務會議討論確定後，由系、所內專任講師以上教師票選產生委員。委員會召集人由委員互選之。委員若接受為主管候選人即自動失去委員資格。系、所應自行訂定委員出缺之遞補方式及其他資格限制或排除條款。

After the list of committee candidates is finalized through discussion at the Department Affairs Meeting, committee members shall be elected by full-time faculty members of the department or graduate institute who hold positions of Lecturer or above. The Committee Convener shall be elected from among the committee members. Committee members who accept nomination as candidates for department head shall automatically lose their committee membership. Each department and graduate institute shall establish procedures for filling committee vacancies and other qualification requirements or exclusion clauses.

- 二、委員會之權責包括：舉薦與接受推薦主管候選人、訂定評審項目與評審表、審查候選人資格、公佈候選人名單、訂定選舉日期、辦理選舉事項、填報推薦人選推薦表等。

The Committee's responsibilities include nominating and accepting recommendations for department head candidates, establishing evaluation criteria and evaluation forms, reviewing candidate qualifications, announcing the list of candidates, setting election dates, managing election matters, and completing nomination recommendation forms.

- 三、委員會應於原任系、所主管任期屆滿或因故出缺時於起聘日期兩個月前，將新任系、所主管人選推薦一人至三人到院，由院長商請校長核聘。惟如為特殊情況之出缺，得經簽請校長核准後另定陳報時限。

The Committee shall recommend one to three candidates for the new department head position to the College two months before the current department head's term expires or when a vacancy occurs for the Dean to consult with and submit to the President for appointment. However, in cases of exceptional circumstances leading to a vacancy, a different submission deadline may be set with the President's approval.

- 四、委員會於校長核聘新任系、所主管後，自動解散。

The Committee shall automatically dissolve after the President approves and appoints the new department head.

第四條 候選人資格:

Article 4 Qualifications for Candidates:

候選人須為本校副教授以上專任教師且未曾因違反學術倫理而受校教師評審委員會處分者，並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：

Candidates must be full-time faculty members of the University at the rank of Associate Professor or above, and the University Faculty Evaluation Committee has never disciplined them for violations of academic ethics. They must also meet one of the following conditions, with their publications meeting the requirements specified in the University's "Standards for Faculty Promotion Evaluation and Guidelines for Submission of Publications for Appointment and Promotion":

- 一、最近五年於本院認可之國際期刊發表論文、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(第一作者或通訊作者)；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。

Published more than two papers (as first author or corresponding author) in the past five years in international journals recognized by the College, Tier 1 journals in various disciplines of the National Science and Technology Council, or paper collections equivalent to international journals, or published more than one book through a publisher with a review system and approved by the College Faculty Evaluation Committee.

- 二、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。

Served as the principal investigator for research projects funded by the **National Science and Technology Council** for over two years in the past five years.

- 三、最近五年曾獲校級教學或服務特優獎勵者。

Received university-level outstanding teaching or service awards in the past five years.

各系、所應訂定舉薦與推薦方式、評審項目（諸如行政能力、教學研究或學術成就、品德操守）等。

Each department and graduate institute shall establish nomination and recommendation methods and evaluation criteria (such as administrative capability, teaching and research or academic achievements, and moral character).

第五條 系、所主管選舉人之資格為各系、所編制內專任講師以上教師。

Article 5 The qualifications for department and institute heads electors shall be full-time faculty members of the respective department or institute who hold positions of Lecturer or above within the official organizational structure.

- 第六條 各系、所得參酌實際情況於細則中自訂選薦作業時程，惟至遲應於系所主管任期屆滿三個月前，召開系、所務會議成立選薦委員會，負責繼任人選之選薦事宜。特殊情況出缺時經簽請校長核准者，其時程不在此限。
- Article 6 Each department and institute may set its own nomination and election timeline in its detailed rules according to actual circumstances. However, it must establish a nomination committee through a department/institute affairs meeting no later than three months before the end of the current head's term to handle matters related to the selection and nomination of successors. With the President's approval, this timeline requirement may be waived in unique vacancies.
- 第七條 各系、所主管之任期得自訂為二年或三年，由八月一日或二月一日起聘，連選得連任一次。
- Article 7 The term of office for department and institute heads may be set as two or three years, with appointments beginning on August 1 or February 1. They may be re-elected for one consecutive term.
- 第八條 系、所主管任期內如有特殊情況發生，得由院長提議，或經該系、所務會議代表二分之一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，並依規定另行遴選。
- Article 8 In case of exceptional circumstances during the term of a department or institute head, the Dean may propose, or more than half of the department/institute affairs meeting representatives may jointly sign, a motion of no confidence. The Dean shall then convene a department/institute affairs meeting. Suppose more than two-thirds of all department/institute affairs meeting representatives approve. In that case, the Dean shall request the President to dismiss the head from their position, and a new selection process shall be conducted according to regulations.
- 第九條 各系、所未訂定細則之前或各系、所未依所訂細則辦理或其他因素導致發生選薦困難時，由院長報請校長依相關法令及教育部規定逕行聘任該系、所主管。
- Article 9 Before departments and institutes establish their detailed rules, or when departments and institutes fail to follow their established rules, or when selection and nomination difficulties arise due to other factors, the Dean shall report to the President, who may directly appoint the department/institute head by relevant laws, regulations, and Ministry of Education requirements.
- 第十條 本要點如有未盡事宜，有關係、所主管選薦、聘任及解聘事項，悉依相關法令、教育部及本校與本院相關規定辦理。
- Article 10 For any matters not covered in these guidelines regarding the nomination, appointment, and dismissal of department and institute heads, all procedures shall be handled by relevant laws and regulations, requirements of the Ministry of Education, and applicable

regulations of the University and College.

第十一條 本要點經院務會議通過，報請校長核定後實施，修訂時亦同。

Article 11 These guidelines shall be implemented after approval by the college affairs meeting and the President's authorization. The same procedure applies to any amendments.

【In case of any dispute, the explanation should be based in the Chinese version.】