

國立中山大學工學院院長遴選作業細則

Guidelines for Dean Selection Procedure of the College of Engineering

107.4.12.106 學年度第 2 次院務會議修正

Amended at the 2nd College Affairs Meeting of the 2017 academic year on April 12, 2018

- 一、國立中山大學工學院(以下簡稱本院)為遴選本院院長，依據「國立中山大學工學院院長遴選續聘及解聘實施要點」第五點之規定，制定本作業細則。
 - I. The Guidelines for Dean Selection Procedure (hereinafter referred to as “the Guidelines”) of the College of Engineering (hereinafter referred to as “the College”) are formulated in accordance with Article 5 of the Implementation Directions for Selection, Appointment Renewal, and Dismissal of the Dean of the College of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) in order to appoint the dean of the College.
- 二、國立中山大學工學院院長遴選委員會(以下簡稱本委員會)之議事，本細則未有規定者，依據一般議事規則進行。
 - II. Matters not stated in the guidelines for the dean selection committee (hereinafter referred to as “the committee”) of the College of NSYSU shall be handled according to common rules of meeting affairs.
- 三、本委員會在應出席人員三分之二(含)以上出席時始得開會；開會時，委員應親自出席，不得委託他人代理出席。
 - III. At least two-thirds of the committee members shall attend the meeting in person. No proxy can be assigned.
- 四、本委員會委員及其他參與遴選工作人員對遴選相關業務除公告事項外應予保密。
 - IV. All committee members and staff involved in the selection procedure shall not disclose any information other than announcements.
- 五、院長遴選作業程序分公開徵求候選人、初選、複選三階段。

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

V. The dean selection procedure is divided into three phases: open recruitment, first selection, and second selection.

六、本委員會應於第一次會議後兩週內，在主要傳播媒體公告並發函相關學術機構，明列本院院長候選人應具備之資格及其所需之相關資料，公開接受申請及推薦。接受申請及推薦期間，至少應有三個星期。

VI. The committee shall notify relevant academic organizations via major media and provide qualification requirements and necessary documents to openly recruit candidates and collect applications and nominations within two weeks after the first meeting of the committee. The recruitment process shall last at least three weeks.

七、遴選會委員若為院長候選人或三次(含)以上未出席會議(含請假)，應即辭去委員職務，並由原推選單位另行推選，院外委員則另聘之。

VII. A committee member who is the candidate for the post or has been absent from the committee meeting three or more times (including taking leave) shall resign immediately. The department/institute which elected the original member shall elect another faculty member. An external committee member will be appointed individually.

八、申請人或被推薦人，應檢附參與院長遴選同意函、個人詳細學經歷、著作目錄、重要著作及院務發展計畫等相關資料，於申請截止日前送交或寄交(以郵戳為憑)本委員會。

VIII. An applicant or the person nominated shall submit or mail required documents, including the dean selection consent letter, details of personal educational background and work experience, content of publications, important publications, and college development plan, to the committee by the deadline (by the postmark date).

九、本委員會應指定委員一人負責有關申請及推薦之收件；本委員會如發現所送(寄)交之相關資料不足時，應要求當事人補足。

IX. The committee shall assign one member to collect applications and nominations. If any documents required are not received, the committee shall request the applicant to provide them.

十、本委員會辦理院長遴選初選程序為(1)書面審核，(2)舉辦公開座談會邀請候選人發表院務發展理念，(3)徵詢本院全體教師意見。

- X. The first dean selection procedure of the committee includes: (1) document review, (2) an open session for candidates to present their college development concepts, and (3) collection of feedback from the faculty of the College.

十一、為徵詢本院全體教師意見，本院專任教師針對每一位候選人行使同意權，同意權之行使採連記法，以獲得應投票總數二分之一(含)以上同意為通過初選；且對每一候選人選票之統計至確定通過初選時即告中止。行使同意權之投票，可委託代理投票，唯每一位專任教師僅可受理一人委託。

教師同意權行使結果，若僅有一人通過初選，其資格予以保留，本委員會則依本作業細則第十條規定再次辦理遴選，選出至少一名通過初選之候選人，連同已通過初選之候選人進入複選。

- XI. In order to collect feedback from the faculty of the College, full-time faculty members have the right to accept or reject every candidate. A candidate needs to receive at least half of the votes to pass the first selection process. Votes will be stopped counting once a candidate receives half of the votes. A full-time faculty member may assign a proxy to cast the vote. A proxy can only represent one full-time faculty member.

If only one candidate passes the first selection process after the vote, the selection process takes place again according to Article 10 of the Rules to elect at least one additional candidate to advance to the second selection process with the candidate elected in the first time.

十二、通過初選之候選人進入複選，本委員會應就每一位候選人進行面談，並作充分討論後，以無記名方式進行同意票選，以獲得委員總數二分之一(含)同意為通過複選，推薦其中二至三人送請校長圈選一人聘請兼任之。

複選結果若僅有一人通過複選，其資格予以保留，本委員會則依本作業細則第十條及第十一條規定再次辦理遴選，選出至少一名通過複選之候選人，連同已通過複選之候選人，送請校長圈選一人聘請兼任之。

- XII. The committee interviews all the candidates entering the second selection process, and engages in thorough discussions before its members cast votes anonymously. A candidate needs to receive at least half of the votes to pass the second selection process. The list of two to three candidates is sent to the President, who will appoint one of them as the dean.

If only one candidate passes the second selection process after the vote, the selection process takes place again according to Article 10 and Article 11 of the Rules to elect at least one additional candidate. The list of all the candidates elected will be sent to the President who will appoint one of them as the dean.

十三、遴選委員會需依本作業細則之程序辦理院長遴選，直至選出人選為止。

XIII. The committee is required to select the dean according to the procedure stated in the Rules until the dean is appointed.

十四、本作業細則經本院院務會議通過，陳請校長核定後實施，修正時亦同。

XIV. The Rules become effective after being approved at the College Affairs Meeting and ratified by the President. Amendments to the Rules shall follow the same procedure.