

National Chung Hsing University
Regulations for the Selection and Recommendation of the Director of the
Graduate Institute of Clinical Medicine

September 12, 2024 - Approved during the 3rd Institute Affairs Meeting of the 113th Academic Year, 1st Semester

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Article 1

The Graduate Institute of Clinical Medicine (hereinafter referred to as "the Institute") establishes these regulations in accordance with the "Regulations for the Selection, Recommendation, and Dismissal of College and Department Heads at National Chung Hsing University."

Article 2

Three months prior to the expiration of the term of the current Institute Director, or within one month after the position becomes vacant for any reason, the outgoing Institute Director or Interim Director shall convene and establish a Selection Committee (hereinafter referred to as "the Committee") to handle the selection and recommendation of a Director successor. If the Committee is not established within one month, the Dean of the College of Medicine convenes and establishes it.

Article 3

Formation and Responsibilities of the Committee:

1. Full-time (or project) institute faculty members holding the rank of Assistant Professor or above are ex-officio members of the Committee. If the number of committee members is fewer than five, additional members with qualifications equivalent to those of a professor from outside the Institute may be invited, subject to approval by the Institute Affairs Meeting.
2. The dean or a designee shall convene the first meeting within one week of the committee's formation. During this meeting, the members shall elect a convener who will also serve as the chairperson.
3. If an elected committee member encounters any of the following situations, they shall be replaced by an alternate member:

- (1) Becoming a preliminary candidate for the position of Institute Director.
 - (2) Those who, for any reason, are unable to participate in the selection process and voluntarily request to withdraw.
 - (3) Having a relationship with the candidate as a spouse, a blood relative, or in-law within the third degree, or having previously had such a relationship, or a mentor-mentee relationship involving thesis supervision.
 - (4) Those whose dismissal has been confirmed and resolved by the Committee.
4. The Committee shall publicly solicit, recommend, or accept nominations for qualified preliminary candidates for the director position. After conducting a comprehensive review and evaluation, the list of qualified candidates and their review materials shall be submitted for election.
 5. The Committee shall automatically dissolve after the President formally appoints the new director.

Article 4

Qualifications for Institute Director Candidates:

1. Candidates must possess qualifications equivalent to those of a full-time Associate Professor or higher, approved by the Ministry of Education.
2. Candidates must demonstrate academic achievements, enthusiasm for service, administrative ability, impartiality in conduct, and high moral character.
3. Candidates must meet at least one of the following criteria, with publications adhering to the university's standards for faculty promotion and the guidelines for submission of works for evaluation:
 - (1) Published at least three papers (as the first author or corresponding author) in internationally recognized journals approved by the Institute, including outcomes such as patents, new variety development, or technology transfers, within the past five years.
 - (2) Served as the principal investigator for research projects funded by the National Science Council for at least three years within the past five

years.

- (3) Received university-level awards for outstanding teaching or service within the past five years.

For matters not covered by these regulations, the "Regulations for the Selection and Recommendation of Department Heads in the College of Medicine" shall apply.

Article 5

Election Procedure:

1. **Eligibility of Voters:**

Eligible voters are full-time university faculty members with the rank of Lecturer or above. Additionally, in the College of Medicine, full-time or project-based faculty members and professional technical staff at the rank of Assistant Professor or above, hired under the "Teaching and Research Collaboration Agreement" with teaching hospitals, are also eligible voters.

2. The voter count shall not include those who are unable to vote due to leave for research, further studies, or secondment.
3. The election shall be publicly announced by the Committee and conducted anonymously, with voters expressing their approval for each candidate individually. The election is valid only if at least two-thirds of eligible voters participate. Candidates who receive approval from at least half (inclusive) of the total votes will be ranked in order of the number of strokes in their names (in Chinese characters) and, along with their detailed personal information, submitted to the dean at least two months before the term of the current director ends for further submission to the university president for appointment.

Article 6

The Director's term is three years, starting on February 1 or August 1. One additional term of reappointment is allowed.

Article 7

If the selection and recommendation process cannot be carried out or encounters difficulties, making it impossible to produce a candidate in accordance with the law within the required timeframe, the dean may recommend a candidate to the university

president, who may directly appoint the director in accordance with relevant regulations and the Ministry of Education's guidelines.

Article 8

If special circumstances arise during the director's term, the dean may initiate a discussion, or a motion of unfitness may be proposed with the endorsement of more than half of the full-time (or project) faculty members of the department or institute. The dean shall convene an Institute Affairs Meeting, and if two-thirds (inclusive) or more of all representatives at the meeting agree, the dean shall submit the matter to the university president for the director's dismissal. A new selection committee shall then be established in accordance with the regulations to carry out the selection process.

Article 9

These regulations shall take effect upon approval by the Institute Affairs Meeting, ratification by the Dean of the College of Medicine, and submission to the Office of Academic Affairs for record. Amendments shall follow the same procedure.