

Guidelines for Election of the Dean of College of Science at the National Taiwan Normal University

Revised and passed in the 109th College Council meeting of the College of Science on June 15, 2015, with a total of 18 articles. Published and implemented based on Official Letter Shih-Da-Li-Yuan-Zi No. 1041015009 on June 24, 2015. On November 9, 2017, the 121st College Council meeting of the College Science revised Articles 3~5, 7, 8, 11, and 17 (in cooperation with the establishment of college-level professional colleges, and how to conduct the election when there is only one candidate for the Dean or there are two or more candidates obtaining the same highest number of votes), implemented based on Official Letter Shih-Da-Li-Yuan-Zi No. 1061030724 on December 1, 2017.

- Article 1 Guidelines outlined here are established based on Article 34 of the University Charter.
- Article 2 To select candidates for the Dean, the College has formulated the "Dean Election Committee of the College of Science at the National Taiwan Normal University" (hereinafter referred to as the "Election Committee").
- Article 3 The full-time faculty members referred to herein are faculty who are at least the lecturers in the **College**, and do not include Chair Professors, Professors Emeritus, visiting lecturers, teaching staff (contract), lecturers (contract) and those who do not hold positions in the University or hold positions but do not get wages from the University.
The judgment of the qualifications mentioned in the preceding Paragraph shall be based on the date of voting for the Dean's re-election or the announcement of the solicitation of Dean candidates. However, if the same matter is announced more than twice, the latest announcement shall prevail.
- Article 4 The Election Committee is composed of members who are professors or have equivalent qualifications from and/or outside the College, which shall be selected by **each department, institute, and college-rank professional college (hereinafter referred to as the professional college)**, and their term of office and election methods are as follows:
1. Election Committee Members from the College:
 - (1) **Each** department (**including departments with multiple institutes**) shall elect two members through the department council meeting.
 - (2) **Each** independent graduate institute shall elect one member through the institute council meeting.
 - (3) **Each professional college (including affiliated departments, institutes and interdisciplinary programs) shall elect two members through the Professional College Council Meeting.**
 2. Election Committee Members Outside the College:
 - (1) The Election Committee shall include more than one-fourth of the representatives from outside the College, and their number shall be based on the number of internal election members in the preceding Paragraph and satisfy the above-mentioned one-fourth threshold. The calculation method is as follows: The number of election committee members outside the College shall be one-third of the number of internal election committee members in the preceding Paragraph. However, if the number of internal

election committee members cannot be fully divisible by the number of three, the number shall be rounded up to the smallest integer unconditionally.

- (2) The election committee members outside the College shall be selected by **each department, institute, and professional college** of the College by recommending one to two candidates with relevant academic expertise of the College by the affair council of each department, **institute, and professional college**. The number of members with the highest number of votes and meeting the requirements of the previous item shall be elected by voting in the manner of ballot block voting in the College Council meeting. If necessary, a number of candidates may be listed as alternates.
- (3) The election committee members outside the **College** shall not be retired lecturers or Professors Emeritus of the College, or be employed as lecturers, visiting or Professors (Adjunct) of the **College or each department, institute, and professional college** during the election period.
3. The term of office of the members shall commence from the date when the Election Committee is established and shall end on the date when the **new** Dean takes office.
4. If any seat of a member becomes vacant for any reason, the new member shall be elected to fill the vacancy according to the original method of selection of members.

Article 5 The Election Committee shall have a convener who shall be elected by members among themselves and responsible for convening the meetings and serving as the chairman. If the convener is unable to attend the meetings for any reason, the committee members shall recommend one person to act as the proxy of the convener.

The convener may designate an executive secretary among the members of the Election Committee, who shall be responsible for coordinating the election administrative affairs of the College.

The first election committee meeting shall be convened by the current Dean and assist in the selection of the convener of the Election Committee.

Article 6 The qualifications for candidates for the Dean of the College shall meet the following conditions in addition to complying with the relevant laws and regulations:

1. Professors who are qualified by the Ministry of Education or have equivalent lecturing qualifications.
2. Having recognized academic achievement and reputation.
3. With high moral sentiments and excellent administrative leadership.
4. Under the age of sixty-two (calculated to the day before the new Dean takes office).

Article 7 The method for recommending candidates for the Dean of the College is as follows:

1. **Each department, institute, and professional college of the College** may recommend one person to the Election Committee **through the department**

affair council, institute council, and professional college affair council.

2. At least fifteen lecturers from at least three **departments, institutes or professional colleges** of the College jointly recommend one person to the Election Committee, but repeated joint recommendation shall not be allowed.
3. At least three persons from **different departments, institutes or professional colleges** of the College or those from committee members outside the College jointly recommend one person to the Election Committee, but repeated joint recommendation of the above Subparagraph and herein shall not be allowed.

If the recommended candidate for the Dean is not a professor of the University, the matter shall be handled in accordance with Article 34 of the University Charter.

When conducting a recommendation in the preceding Paragraph, relevant information such as the candidate's academic works, awards received, and academic experience shall be provided.

Article 8 The method for election of candidates for the Dean of the College is as follows:

1. Announcement of solicitation of candidates for the Dean candidates: The solicitation method shall comply with the provisions of the preceding Article.
2. **All lecturers of the College** may exercise the right to vote:
When there is more than one recommended candidate for the Dean, the College will hold a briefing on the Dean candidates' philosophy, and **all lecturers of the College** will exercise their right to vote by ballot. Those that obtain the votes of more than half of the total lecturers of the **College** shall be referred to the Election Committee to elect the Dean.
The above statistics of the number of votes obtained by each candidate will no longer be counted when the statutory number of votes is reached. If no candidate for the Dean obtains votes of more than half of the total number of lecturers of the **College**, the Election Committee shall make a new announcement and handle the election process in accordance with the aforementioned procedures.
3. The elected candidate for the Dean shall be reported to the President for verification and appointment in the following manner:
 - (1) **If there is only one candidate who obtains the votes of all lecturers in the College in Paragraph 2, the Election Committee may invite the candidate for an interview and exercise the right of voting in the manner of ballot to elect the candidate. The candidate shall be elected by obtaining more than two-thirds of the votes. Only when the committee members attend the ballot and obtain the votes of more than half of the members present can it be reported to the President for an appointment. If the candidate cannot obtain the votes of more than half of the members present, the Election Committee shall re-announce the solicitation of candidates for the Dean and handle the election procedures once again.**
 - (2) **If there are two or more candidates for the Dean who obtain the votes of all lecturers of the College in Paragraph 2,** the Election Committee

may invite the candidates for an **interview and exercise the right of voting in the manner of the ballot** to elect the candidate. The candidate shall be elected by obtaining more than two-thirds of the votes. Only when the committee members attend the ballot and obtain the votes of more than half of the members present can it be reported to the President for the appointment.

- (3) **For the vote of the above item, if no candidate obtains more than half of the votes of the attending committee members, a new ballot shall be conducted for the two candidates with the highest number of votes. However, if there are more than two persons with the same highest number of votes, those obtaining the highest votes shall be elected again in the currently adopted method. If no candidate obtains the votes of more than half of the members present, the Election Committee shall re-announce the solicitation of candidates for the Dean and handle the election procedures once again.**
- (4) **For the votes of the first items, if there are already candidates who have obtained more than half of the votes of the attending committee members, but** there are two or more candidates with the **same highest votes**, the Election Committee shall vote **again** for the candidate with the highest number of votes, and the one obtaining the highest vote shall be elected and reported to the President **for appointment**. **If the single highest vote cannot be obtained through the above procedures, the Election Committee shall discuss to determine the method of electing the Dean. The elected shall be reported to the President for appointment.**

Article 9 When the Election Committee convenes the meetings, members shall attend in person and shall not entrust any others as their proxies.

Article 10 The term of office of the Dean shall be three years and may be re-elected once.

Article 11 After the current Dean expresses the intention to continue the term of office six months before the expiry of the first term of office and fills out the consent form for re-election, **all lecturers of the College** shall vote for the Dean's re-election in the manner of ballot and only by obtaining the **votes** of more than half of the total lecturers in the **College** can it be reported to the President for re-appointment.

The election affairs mentioned in the preceding Paragraph shall be chaired by the Associate Dean.

If the Dean has no intention or fails to express the intention to be re-elected within the time limit specified in Paragraph 1 or fails to meet the re-election, the election of the new Dean shall be conducted in accordance with the provisions herein.

Article 12 The election of the new Dean shall begin four months before the original Dean resigns.

Article 13 If the Dean has any severe violation of laws and dereliction of duties, upon more than one-third of the representatives of the college affairs council may jointly sign and propose an impeachment, which may be reported to the President for dismissal by obtaining more

than two-thirds of the representatives of the college affairs council attended by two-thirds of all representatives.

The dismissal affairs mentioned in the preceding Paragraph shall be chaired by the Associate Dean.

Article 14 When the Dean is unable to perform the duties due to a major accident or is dismissed in accordance with the provisions of the preceding Paragraph, the Associate Dean shall immediately act as the deputy. However, if the Associate Dean is unable to act, the President shall convene a college affairs council and appoint a deputy, and the re-election shall be handled within one month.

Article 15 If any election committee member has been recommended as a candidate for the Dean during the stage of announcement of the solicitation of candidates, such member shall course lose its membership automatically.

Any election committee member who falls under any of the following circumstances shall resign on its own initiative; if failing to do so, it shall be dismissed from the position after being resolved by the Election Committee.

1. Unable to participate in the election process for any reason.
2. Being spouses, blood relatives within the third degree of kinship, or relatives-in-law with the candidates or have had such relationship.
3. Having a teacher-student relationship with dissertation advisory.

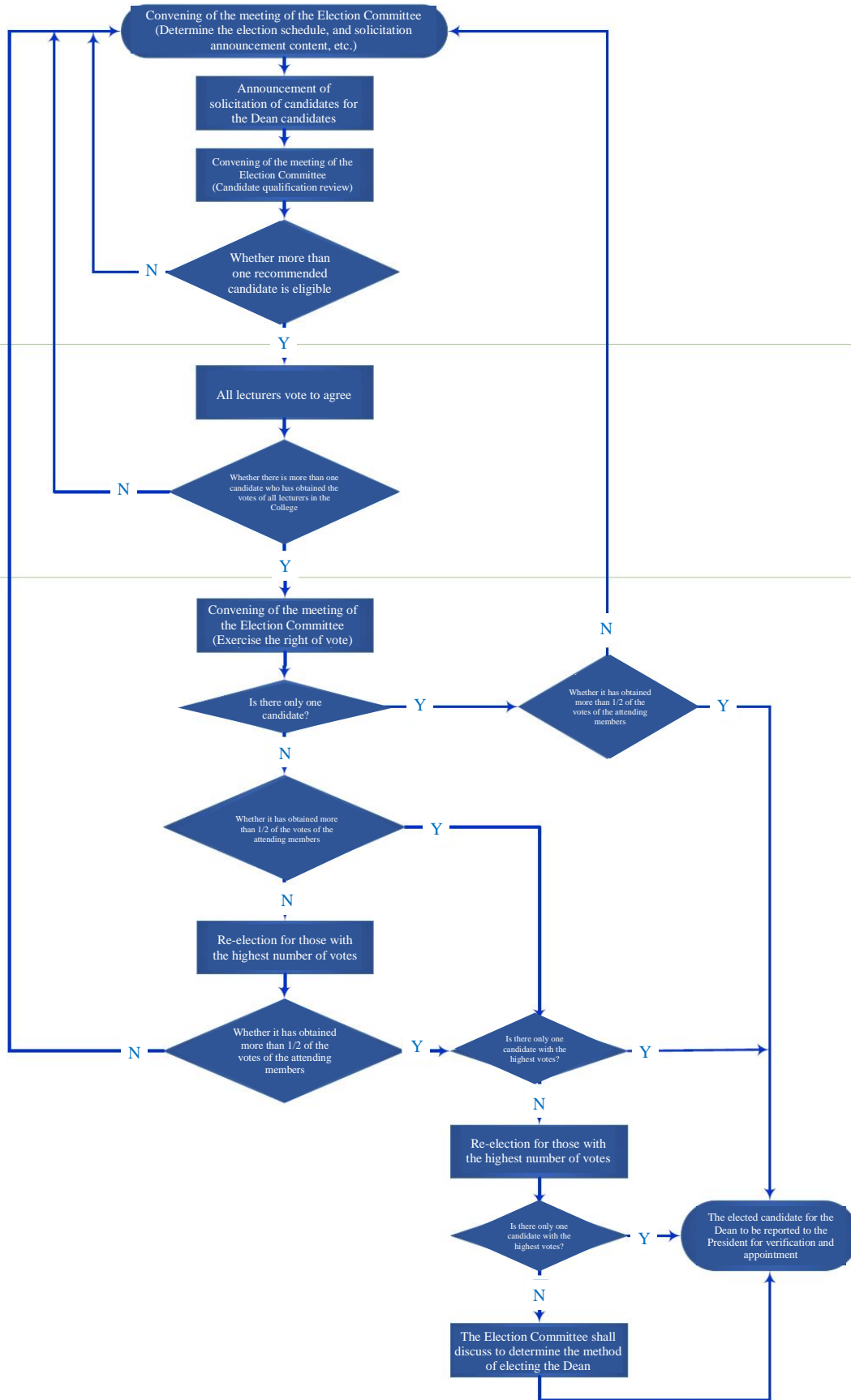
Article 16 During the election procedures, members of the Election Committee shall maintain an objective and impartial detached position, and shall be responsible for keeping all election materials confidential. If any committee member encounters any situation of lobbying, such situation shall be reported to the Election Committee in due course.

Article 17 Matters not specified herein shall be handled **by the Election Committee** in accordance with relevant laws and regulations **or meeting resolutions**.

Article 18 These Guidelines shall be promulgated by the president and implemented after being approved by the College Affairs Council. Any future amendments will also follow the same process.

Announcement of solicitation of candidates for the Dean

All lecturers vote to agree



The Election Committee discusses to determine the method of electing the Dean