

Ming Chuan University Procedures for Nominating Academic Administrators

Passed at the Administrative Council Meeting on June 23, 2008

- Article 1. These procedures were established in accordance with Article 13 of the University Act, and Article 29, Article 30 and Article 31 of the Ming Chuan University Organizational Code.
- Article 2. Academic administrators at the school, department, and program levels must concurrently hold the position of Professor. If no appropriate candidate can be found, administrators may be appointed from faculty members who concurrently hold the position of Associate Professor.
- Article 3. Chairs and Directors at the school, department, and program levels must concurrently hold the position of Associate Professor or higher. If no appropriate candidate can be found, administrators may be appointed from faculty members who concurrently hold the position of Assistant Professor.
- Article 4. The term for academic administrators is three years, and reappointment is possible when tenure expires, but only for one additional term. Permission for extensions must be granted by the president for school deans, and by school deans for department and program directors. Should the position of department director be filled by an Assistant Professor, the term is limited to three years and no extension is allowed unless permission is granted by the president for a special reason.
- Article 5. The appointment of school deans follows one of the procedures below:
1. The school organizes a Nominating Committee to recommend two or three candidates for school dean, and the current school dean reports the selections to the president. Nomination of school deans is conducted by individual schools in accordance with the principles outlined in these procedures.
 2. Appropriate candidates are nominated by the president from both within and outside the university, and selection is made through discussion with directors of departments and programs within the school. No such discussion is necessary to extend the term of the dean.
- Article 6. The appointment of department chairs or program directors follows one of the procedures below:
1. The department or program organizes a Nominating Committee to recommend two or three candidates and the selection is reported to the president by the school dean. Nomination of department and program directors is conducted by individual schools in accordance with the principles outlined in these procedures.
 2. Appropriate candidates are nominated by school deans from both on and off campus, and selection is made through discussion with directors of departments and programs within the school and reported to the president.
 3. Appropriate candidates are nominated by the president from both within and outside the university, and selection is made through discussion with school deans, as well as faculty members in departments and programs within the school. No such discussion is necessary to extend the term of the director. For newly established departments or programs, the president and school deans must select an appropriate candidate.
- Article 7. Should an administrator be absent during the term for any reason, the president must appoint another individual to temporarily serve in the position until the end of the academic year.
- Article 8. If academic administrators prove to be unsuitable for their positions during their tenure, they may be relieved of their positions if approval is granted by the president. The president must appoint another individual to temporarily serve in the position until the end of the academic year.
- Article 9. Academic administrators may only be appointed after being reviewed and approved by the University Hiring and Promotion Committee if they are not a full-time faculty member of the university.
- Article 10. Matters not covered in these procedures will be dealt with in accordance with other relevant laws and regulations.

Article 11. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****