

# NATIONAL SUN YAT-SEN UNIVERSITY

## Institute of Philosophy Guidelines for Institute Director Selection, Contract Renewal, and Contract Termination

Approved by the 1<sup>st</sup> Institute General Meeting on October 31, 2002, School Year 91.  
Amended and approved by the 3<sup>rd</sup> Institute General Meeting on January 15, 2004, School Year 92.  
Amended and approved by the 3<sup>rd</sup> College General Meeting on March 23, 2004, School Year 92.  
Amended and approved by the 6<sup>th</sup> Institute General Meeting on April 18, 2005, School Year 93.  
Amended and approved by the 4<sup>th</sup> College General Meeting on June 22, 2005, School Year 93.  
Amended and approved by the 2<sup>nd</sup> Institute General Meeting on September 12, 2008, School Year 97.  
Amended and approved by the 1<sup>st</sup> College General Meeting on September 18, 2008, School Year 97.  
Authorized by the President on September 30, 2008.  
Amended and approved by the 4<sup>th</sup> Institute General Meeting on March 29, 2012, School Year 100.  
Amended and approved by the 4<sup>th</sup> College General Meeting on April 12, 2012, School Year 100.  
Authorized by the President on April 24, 2012.  
Amended and approved by the 4<sup>th</sup> Institute General Meeting on March 18, 2014, School Year 102.  
Amended and approved by the 5<sup>th</sup> Institute General Meeting on April 15, 2014, School Year 102.  
Authorized by the President on May 1, 2014.

- I. This set of guidelines is issued in accordance with "National Sun Yat-Sen University Guidelines for Selection, Contract Renewal, and Termination of All-Level Academic Heads."
- II. The director of the institute is a position with terms of services. In general, each term lasts for three years, and one contract renewal is allowed when necessary. For a term of service that begins in the mid-semester, the term employment period shall start from the date of president's authorization. If a director is not selected in time, the president shall appoint an adequate candidate of the university to serve as an interim director until the new director is finalized and starts to take office.
- III. A director candidate of the institute shall conform to one of the following conditions:
  - A. One who has published at least one academic work (including journal, book article, or book) that is processed by review system(s) in a relevant academic field.
  - B. One who has undertaken at least one industry-academia collaboration program (for example, a Ministry of Science and Technology program or cooperative program).
  - C. One who has other excellent academic performances.
- IV. Five months prior to completion of a term or within three months of absence of a director, a selection committee shall be established after it is reported to the president for approval in accordance with administrative procedure. One to three professors are to be selected. After a institute general meeting is convened, followed by holding an anonymous vote, the candidates who receive votes from over half of participating voters shall be reported by the dean of the college to the president, who shall then select one of the reported candidates and appoints him/her to be the director.
- V. In cases that none of the director candidates receives votes from over half of the voters, the selection committee shall re-process the selection within one month through the same procedures. If still no candidates receive votes from over half of the voters, the selection committee may report the two candidates receiving the most votes to the dean of the college, who shall further report the candidates to the president for the president to appoint one to serve as the institute director.
- VI. Five months before the end of the first term, the director shall submit a written report to the institute general meeting regarding his/her continuation intention as a institute director.

He/she shall also submit institute performance reports of the first term and continuation proposal to all faculty members of the institute. The submitted documents shall be processed in accordance with administrative procedures before a term renewal vote may be hosted.

Four months prior to the end of the first term, a term renewal vote task force shall be established with at least three members elected in the institute general meeting to handle matters regarding the term-renewal vote.

The director term renewal is approved if more than two-thirds of all full-time faculty members of the institute agree, and the approved term renewal shall be forwarded to the president for appointment.

In the case of a director having no intention for continuation or a term renewal being disapproved, a director selection shall be processed in accordance with Article IV of the present guidelines. The director disapproved for term renewal may not participate in the new director selection.

- VII. The selection committee is comprised of three to five full-time faculty members of the university. Full-time faculty members of the institute are ex officio committee members. Full-time faculty members of other departments/institutes of the university may be appointed by the dean of the college or through resolutions of an authorized institute general meeting if there is insufficient number of committee members. A director candidate shall not simultaneously be a committee member.
- VIII. Consent shall be given to each candidate in voting. Any absence at vote is regarded as waiver of rights.
- IX. The present guidelines shall be implemented following approvals of institute general meetings and the authorization of the president. The same procedure shall be carried out when amendments are to be made.