

國立中興大學國家政策與公共事務研究所所長選薦及解聘施行細則

National Chung Hsing University
Graduate Institute of National Policy and Public Affairs
Guidelines for the Selection, Recommendation, and Dismissal of
the Institute Director

民國 96 年 4 月 12 日所務會議討論通過

民國 98 年 3 月 5 日所務會議修訂通過

民國 99 年 3 月 3 日所務會議修訂通過

民國 100 年 1 月 18 日所務會議修訂通過

民國 102 年 6 月 25 日所務會議修訂通過

民國 103 年 6 月 5 日所務會議修訂通過

民國 110 年 1 月 7 日期末所務會議修訂通過

民國 110 年 3 月 10 日期初所務會議修訂通過 (第四條)

民國 110 年 4 月 29 日臨時所務會議修訂通過 (第四、五條)

民國 111 年 10 月 28 日期初所務會議修訂通過 (第四條)

Revised and Approved at the Institute Affairs Meeting on April 12, 2007

Revised and Approved at the Institute Affairs Meeting on March 5, 2009

Revised and Approved at the Institute Affairs Meeting on March 3, 2010

Revised and Approved at the Institute Affairs Meeting on January 18, 2011

Revised and Approved at the Institute Affairs Meeting on June 25, 2013

Revised and Approved at the Institute Affairs Meeting on June 5, 2014

Revised and Approved at the Institute Affairs Meeting on January 7, 2021

Revised and Approved at the Institute Affairs Meeting on March 10, 2021 (Article 4)

Revised and Approved at the Institute Affairs Meeting on April 29, 2021 (Articles 4 and 5)

Revised and Approved at the Institute Affairs Meeting on October 28, 2022 (Article 4)

- 一、依據「國立中興大學各學院系所主管選薦及解聘辦法」、「國立中興大學法政學院系所主管選薦及解聘要點」、「國立中興大學國家政策與公共事務研究所組織章程」訂定本辦法。

Article 1

These guidelines are established in accordance with the "Guidelines for the Selection, Recommendation, and Dismissal of Department and Institute Directors of National Chung Hsing University," the "Selection and Dismissal Guidelines for Directors in the College of Law and Politics," and the "Graduate Institute of National Policy and Public Affairs Organizational Charter" of National Chung Hsing University.

- 二、本所至遲應於所長任期屆滿前三個月，或所長因故離職經簽報核定相關事宜後，由原任所長或代理所長，或由法政學院（以下簡稱「本學院」）院長提議，召開所務會議成立所長選薦委員會（以下簡稱「薦委會」），負責繼任人選之選薦事宜。

Article 2

At the latest, the Institute shall establish a Director Selection and Recommendation Committee (hereinafter referred to as the "Recommendation Committee") three months before the expiration of the Director's term or upon the Director's resignation and approval of related matters. The outgoing Director, Acting Director, or the Dean of the College of Law and Politics (hereinafter referred to as "the College") may propose convening an Institute Affairs Meeting to form the Recommendation Committee, which will handle the selection and recommendation of the next Director.

三、 薦委會之設置及權責：

- (一) 薦委會置委員五人，由本所講師以上專任教師，以無記名限制連記法、每票至多圈選三人方式，自選薦委員候選人中票選產生。投票結果，依得票數高低列出當選及遞補順序，如有同票時，以公開抽籤方式決定之。薦委會召集人由委員互選之。選薦委員候選人須為本所助理教授以上專任教師，亦得為本所所務會議出席人員二人以上推薦，經被推薦人同意、並經所務會議討論通過之所外傑出學術界人士。選薦委員候選人人數以七人以上為原則，其不足人數依所外候選人產生方式補足之。
- (二) 薦委會之權責為：依據本細則訂定選薦時程、發佈選薦公告、辦理推薦與接受推薦所長候選人並審查其資格、薦提一至五位候選人並公布其名單及相關資料、議定選舉日期、辦理與監督選舉、向本學院院長推薦並由院長轉報校長所長人選、填報與簽署所長推薦書表及其他與選薦有關事宜。
- (三) 委員接受為所長候選人時，即自動失去委員資格，其所遺名額，依選舉結果排定之順序遞補。
- (四) 如委員數低於五人時，薦委會原任召集人應即請原任所長或代理所長或本學院院長召開臨時所務會議，辦理所外傑出學術界人士之推薦與選任，補實不足人數。
- (五) 薦委會應有三分之二以上委員出席始得開會，有二分之一以上出席委員同意始得決議。委員如有宜迴避事項，表決時得經決議不列計為參與表決人數。
- (六) 薦委會於校長核聘新任所長後即自動解散。

Article 3: Formation and Responsibilities of the Recommendation Committee

1. The Recommendation Committee comprises five members elected by the Institute's full-time faculty of lecturer rank or above through a secret, restricted voting process. Each voter may select up to three candidates. The elected members and their alternates are determined based on the number of votes received, with ties resolved by public drawing. The convener of the Recommendation Committee is selected from among its members.

Eligible candidates must be full-time assistant professors or higher from within the Institute. Additionally, outstanding external scholars nominated by at least two attendees of the Institute Affairs Meeting, with their consent and approval by the Institute Affairs Meeting, may also be candidates.

The total number of candidates should be at least seven; if insufficient, additional external candidates may be nominated and selected as specified.

2. Responsibilities: The Recommendation Committee is tasked with formulating the selection schedule, issuing public announcements, handling nominations and verifying the qualifications of Director candidates, recommending one to five candidates, publishing the list and relevant materials, determining the election date, conducting and overseeing the election, recommending the selected candidate to the College Dean for submission to the University President, completing the necessary recommendation forms, and other related matters.
3. If a committee member becomes a candidate for Director, their membership is automatically forfeited, and the next eligible individual on the election results list fills the vacancy.
4. If the number of committee members falls below five, the original convener must request the outgoing Director, Acting Director, or College Dean to convene a special Institute Affairs Meeting to nominate and select additional external academic experts to fill the vacancies.
5. At least two-thirds of the committee members must attend meetings, and decisions require approval from more than half of those present. If members must recuse themselves, their exclusion is determined by vote and does not count toward the quorum for decision-making.
6. The Recommendation Committee is automatically dissolved upon the University President formally appointing the new Director.

四、所長候選人之資格與評審項目：

- (一) 本所合格副教授以上專任教師(含本所組織章程第八條規定所列人員),且未曾因違反學術倫理而受校教師評審委員會處分者。
- (二) 非本所專任教授或研究員應由本所專任教師三人以上連署推薦,且未曾因違反學術倫理而受校教師評審委員會處分者。
- (三) 候選人應為具一年以上行政或協辦所務經驗或其他足以顯示行政能力之事項,具服務熱忱,品德高尚、操守公正廉潔,且具下列條件之一,其中著作須符合本校「教師升等評審標準暨聘任升等著作送審準則」之規定:
 1. 於最近五年內曾主持二年以上國科會研究型計畫;
 2. 最近五年內於本學院認可之國際期刊發表論文、國科會各學門之一級期刊或國際期刊對等之論文集論文二篇以上(第一作者或通訊作者);或由具審查制度之出版單位且經本學院教評會審查通過之出版專書一本(含)以上者。
前述之著作均須符合本校「教師升等評審標準暨聘任升等著作送審準則」之規定。
 3. 最近五年曾獲校級教學或服務特優獎勵者。

Article 4: Qualifications and Evaluation Criteria for Director Candidates

1. Full-time faculty members of the Institute holding the rank of associate professor or higher (including personnel specified in Article 8 of the Institute's organizational charter), provided

they have not been penalized by the University's Faculty Review Committee for academic ethics violations.

2. At least three full-time faculty members may nominate Professors or researchers not affiliated with the Institute. These nominees must also have no prior penalties from the University's Faculty Review Committee for academic ethics violations.
3. Candidates must demonstrate at least one year of administrative or Institute-related collaborative experience or other evidence of administrative competence. They should possess a strong sense of service, exceptional moral character, and integrity and meet one of the following criteria:
 - Research Leadership: Managed a National Science Council (NSC)-funded research project for at least two years within the last five years.
 - Academic Publications: Published at least two articles as the first or corresponding author in internationally recognized journals or journals classified as Tier 1 by the NSC's academic fields or equivalent edited conference proceedings. Alternatively, authored one or more books reviewed and approved by the College Faculty Review Committee and published by recognized publishers with a peer-review process.
 - Recognition: Received University-level teaching or service excellence awards within the last five years.

The above-mentioned academic works must comply with the University's "Standards for Teacher Promotion and Review and Submission Guidelines for Appointable and Promotable Works."

五、 所長候選人產生之方式：

- (一) 由薦委會就符合候選人資格者推薦，經評審通過、並經半數以上委員同意後提名之。
- (二) 被推薦人非為本所專任教授或研究員時，應由本所專任教師三人以上連署推薦，並經薦委會評審通過者。教師推薦時不得重複連署。
- (三) 推薦人選經被推薦人同意後，推薦人應提交推薦書，就其資格與評審項目有關事項詳細陳述，以及被推薦人對擔任所長職務及本所事務與未來發展之期許與主張之書面說明，並檢附其學術研究成果一覽表或受獎勵證明文件，提交薦委會審議。經評審通過後即為所長候選人，其名單由薦委會連同前揭之個人有關資料公布之。

Article 5: Process for Generating Director Candidates

1. The Recommendation Committee nominates qualified candidates. Nominations require a majority vote from the committee after a thorough evaluation.
2. At least three full-time faculty members must nominate external candidates. Faculty members may not sign multiple nominations for different candidates. The Recommendation Committee must evaluate and approve these nominations.
3. After receiving consent from the nominee, the nominators must submit a nomination letter detailing the candidate's qualifications and evaluation criteria, along with a written statement

outlining their vision and proposals for the Institute's affairs and development. An overview of the nominee's academic achievements or award recognitions must also be attached. Approved candidates will be officially listed as Director candidates, and the Recommendation Committee will publicly announce the list and relevant documentation.

六、 所長人選之選薦辦法：

- (一) 就薦委會所薦提之候選人名單投票，選舉當日公開開票。
- (二) 合乎本所組織章程第八條規定之本所編制內講師以上專任教師為選舉人。
- (三) 須選舉人三分之二以上投票始為有效。選舉方式採無記名限制連記法，每票至多可圈選二人。選舉人數之核計依本所組織章程第八條規定辦理。投票無效時得於期限前再行公告辦理一次。如仍無效，則依本細則第九條辦理。
- (四) 薦委會依得票較高之一至三名造冊，並由全體選薦委員簽署推薦表，於原任所長任期屆滿前二個月，報請本學院院長轉請校長核聘之。如因特殊情況出缺，得經簽報校長核定後另訂時限。

Article 6: Method for Selecting and Recommending the Director

1. The Recommendation Committee organizes a vote among the listed candidates, and the ballot counting is conducted publicly on the election day.
2. Voting is restricted to full-time faculty members of lecturer rank or higher as defined in Article 8 of the Institute's organizational charter.
3. At least two-thirds of eligible voters must participate for the election to be valid. Voting is conducted anonymously using a restricted cumulative voting system, where each voter may select up to two candidates.
 - o The number of eligible voters is determined according to the provisions of Article 8 of the organizational charter.
 - o If the initial vote is invalid, a second election will be announced and conducted within the prescribed time frame. If the second vote is also invalid, the procedures outlined in Article 9 of these guidelines will apply.
4. Recommendation and Approval:

The Recommendation Committee compiles a list of the top one to three candidates based on vote counts. The list is signed by all committee members and submitted to the College Dean at least two months before the outgoing Director's term ends. The Dean will then forward the list to the University President for final approval.

 - o In exceptional cases of vacancy, the timeline may be adjusted with the University President's approval.

本所所長任期為二年，起聘日期得為八月一日或二月一日，連選連任一次。

The term of office for the Institute's director shall be two years, commencing on either August 1 or February 1. The Director may be re-elected for one consecutive term.

七、本所所長任期中如有特殊情況發生，得由本學院院長提議，或經本所專任教師過半數之連署提出不適任案，由本學院院長召開本所所務會議，經本所所務會議出席人員三分之二以上同意，由本學院院長簽請校長解除原任所長職務，並依本細則另行選薦。

Article 7

In exceptional circumstances during the Director's term, the Dean of the College may propose, or a disqualification motion may be initiated by a petition signed by more than half of the full-time faculty of the Institute. In such cases, the Dean shall convene an Institute Affairs Meeting. If at least two-thirds of the attendees approve the motion, the Dean shall submit a formal recommendation to the President to dismiss the incumbent Director and proceed with a new selection process in accordance with these guidelines.

八、本所未依本細則辦理或其他因素導致選薦發生困難時，由本學院院長報請校長依相關法令及教育部規定，逕行聘任本所所長。

Article 8

If the Institute fails to follow these guidelines or other factors make the selection process unfeasible, the Dean of the College shall report to the President, who may directly appoint the Director in compliance with relevant laws and Ministry of Education regulations.

九、本細則如有未盡事宜，有關所長選薦、聘任及解聘事項，悉依相關法令、教育部及本校、本學院、本所相關規定辦理。

Article 9

Matters not addressed in these guidelines, including issues related to the selection, appointment, and dismissal of the Director, shall be handled in accordance with applicable laws, Ministry of Education directives, and the policies of the University, College, and Institute.

十、本辦法經所務會議討論通過、報請院長核備後實施，其修訂時亦同。

Article 10

These guidelines shall take effect upon approval by the Institute Affairs Meeting and acknowledgment by the Dean. Amendments to these guidelines shall follow the same procedure.

【In case of any dispute, the explanation should be based in the Chinese version. 】