

National Taiwan Normal University College of Arts

Guidelines for College Dean Selection

2014.9.16 Passed at the 2nd College of Arts Affairs Meeting in the 1st Semester of Academic Year of 2014

2015.2.13 Revised at the 1st College of Arts Affairs Meeting in the 2nd Semester of Academic Year of 2014

2023.9.6 Revised at the 1st College of Arts Affairs Meeting in the 1st Semester of Academic Year of 2023

2023.9.18 Signed and approved by the University President and released for implementation

- Article 1 National Taiwan Normal University has formulated these Guidelines in accordance with Article 34 of the University's Organizational Charter.
- Article 2 The College shall form the College Dean Selection Committee (hereinafter referred to as the "Selection Committee" or "Committee") 6 months prior to the expiration of the tenure of the current Dean or within 2 months of absence due to any reason. The Selection Committee shall select a candidate for the position within 4 months of formation and report to the President for approval and employment.
- Article 3 The Selection Committee shall consist of 12 members, whose formation, method of selection, and tenures shall be as follows:
- I. Members from within the College: 7 persons. The allocation of members from each department shall be proportional to the number of full-time faculty members in that department. Each department shall submit a list of members (method of selection to be determined by the department) from among full-time associate professors or faculty members in the department with a rank equivalent to associate professor. Two reserve members shall also be selected.
 - II. Members from outside the College: 5 persons. The allocation of members from each department shall be proportional to the number of full-time faculty members in the department. Each department shall submit a list of members (method of selection shall be determined by the department). Two reserve members shall also be selected.
 - III. Committee members from outside of the College must have been a professor at a university or a qualified researcher or above at an academic research institute, and shall also possess academic expertise relevant to the college including strong academic reputation good moral character. Outside members may not be honorary professors at the college or be employed as a lecturers, visiting professors, or adjunct professors at the college during the time of selection.
 - IV. The only one convener of the Selection Committee shall be elected by the members from among themselves. An Executive Secretary shall be appointed to assist in the handling of selection matters. The College secretary shall serve concurrently in this position. The first Dean Selection Committee shall be convened by the current Dean, who shall also assist in the selection of the convener of the Committee.

- V. If a Selection Committee member is selected as a candidate, they shall recuse themselves from the Committee. If any of the following circumstances apply, the member shall resign from the Selection Committee, and the vacancy shall be filled in accordance with the method used to select the original members:
 - I) Those who are unable to participate in the selection process.
 - II) Those who are or were in a spousal, third-degree relative, or affinity relationship with a candidate.
 - III) Those who are in a teacher-student relationship with a candidate due to thesis and dissertation advising. Evidence may be presented to the Committee regarding members who fall under the conditions mentioned above and do not recuse themselves. Should there be sufficient evidence to determine that the member may be biased in the performance of their duties, the member shall be dismissed after a resolution from the Committee.
- VI. Committee members will serve from the date of the establishment of the committee board by the College until the new Dean's inauguration.

Article 4 Committee members shall attend meetings in person. A proxy may not be appointed. Committee meetings may only be convened when two-thirds of the committee members are present, and resolutions may be only made with the approval of more than half of the members in attendance. During the selection process, Committee members shall maintain an objective and impartial stance and shall keep all selection materials confidential. Members shall inform the Committee in a timely manner if they are inappropriately approached by a candidate.

Article 5 Responsibilities of the Selection Committee:

- I. Establish guidelines and procedures for dean selection.
- II. Publicly solicit dean candidates and accept recommendations.
- III. Review the qualifications of the candidates, select a candidate, and report to the President for approval and employment of the new Dean.
- IV. Handle other matters related to the selection.

Article 6 Dean candidates shall possess the following qualifications:

- I. Under 62 years of age (on the day before taking office)
- II. A professor with a specialization related to the field of study of the College who is certified by the Ministry of Education
- III. Principled educational beliefs, outstanding academic achievements, good character, and outstanding administrative skills

Article 7 Procedures for dean selection:

- I. Solicitation of candidates: the Selection Committee shall solicit candidates by making a public announcement and notifying the

relevant academic research institutions with a detailed list of the qualifications and documentation required for candidates for dean of the College of Arts. In principle, the solicitation period shall be one month. Candidates may be recommended as follows:

- I) A signed recommendation by 3 or more members of the Selection Committee. Multiple recommendations of the same candidate may be signed.
- II) A signed recommendation by 10 or more full-time faculty members of the University. Multiple recommendations of the same candidate may be signed.

II. Document review and candidate attendance at the meeting:

- I) Place the academic experience and published works of all candidates in an adequate location for viewing by all Selection Committee members. The Committee will perform a qualification evaluation based on the materials submitted for each candidate. After reviewing each candidate's materials, the Committee members shall sign the document review record for that candidate. Those who do not sign may not participate in the voting process for the candidate.
- II) Schedule a time for candidates to visit the Selection Committee to explain their platform for handling college affairs so that the Committee members can hold a full discussion with each candidate.

III. Voting procedures and appointment of the new Dean:

- I) After the meeting described in the preceding paragraph, an approval vote for each candidate shall be conducted by secret ballot. More than two-thirds of the Committee members must be present for the vote, and the candidate with the most votes must receive a 'Yes' vote from more than half of the members in attendance for the results to be valid. The results shall be submitted to the President to appoint the new Dean.

If no candidate receives more than half of the votes, the Committee shall republish the information and resolicit dean candidates. If no candidate is approved by more than half of the attending Committee members once again, the current Selection Committee shall be dissolved and a new Selection Committee shall be formed to conduct the selection process.

- II) If more than half of the selection Committee members are in agreement and if the highest number of affirmative votes is obtained from two or more individuals, a subsequent anonymous vote shall be conducted. The name of the candidate who receives the single highest number of votes shall be submitted to the President for appointment as the new Dean. If the candidate with

the single highest number of votes cannot be selected, the current Committee shall be dissolved and a new Selection Committee shall be formulated for selection.

The counting of votes in the selection procedures described in the preceding paragraph shall be conducted immediately after the vote is concluded. The Committee members shall select members of the committee to assist in calling out, counting, and scrutinizing votes.

Article 8 Documents to be submitted by dean candidates:

- I. Candidate Information Sheet (including a personal resume, a platform for promotion and development of the college, personal honors, main research results and works, etc.).
- II. Signed recommendations and the Consent to Act as Dean form.

Article 9 If the Dean selected is not a professor at the University, the procedures shall be handled in accordance with Article 34 of the University's Organizational Charter.

Article 10 Tenure and dismissals:

- I. The Dean shall serve a tenure of 3 years and can only be re-elected once.
- II. Prior to the expiration of the eight-month term of the Dean, if the desire for reappointment is expressed in writing, the Academic Affairs Meeting shall, within two months from the date of the expression of intent, elect one representative from among its member to preside over the meeting and initiate the procedures for reappointment.
- III. The reappointment of the Dean involves an anonymous vote among the full-time faculty members within the college's staffing. For a consensus to be reached, a minimum of two-thirds of those in attendance, with the agreement of over half of the total attendees, is required. Upon achieving this majority, the matter shall be submitted for the President's approval for reappointment.
- IV. To dismiss a Dean due to major reasons, more than one-third of the full-time faculty members in the college must sign and approve the creation of a dismissal case. Dismissals require the attendance of two-thirds or more of the representatives in the college affairs meeting and passage by more than half of the representatives in attendance. After a dismissal is passed, it shall be submitted to the President for dismissal of the Dean. In cases of dismissal, the exercise of consent shall be presided over by one representative elected from among the members of the Academic Affairs Meeting.
- V. If the Dean resigns for any reason or is dismissed in accordance with the procedures described in the preceding subparagraph, the President shall appoint a representative convene a college affairs meeting to handle the matters related to the selection of a new dean.

VI. After the Dean takes office, if the Dean steps down for any reason, it shall be considered the completion of their term.

Article 11 Any matters not addressed in these Guidelines shall be handled in accordance with the relevant regulations or through a resolution by the college affairs meeting.

Article 12 These Guidelines shall take effect upon approval of the college affairs meeting and submission to the University President for review and approval. The same shall apply to all amendments hereto.