

國立中興大學醫學院各系所主管選薦及解聘要點

National Chung Hsing University College of Medicine Department Head Selection and Dismissal Guidelines

112年5月25日院務會議通過(112年7月4日簽奉校長核備)

Approved during the Administrative Meeting on May 25, 2023 (Ratified by the President on July 4, 2023).

113年11月15日院務會議修正第五點(113年11月20日簽奉校長核備)

Amended Article 5 during the Administrative Meeting on November 15, 2024 (Ratified by the President on November 20, 2024).

一、依據「國立中興大學各學院系所主管選薦及解聘辦法」第二條規定，訂定「國立中興大學醫學院各系所主管選薦及解聘要點」(以下簡稱本要點)。

1. In accordance with the regulations of the "National Chung Hsing University Department Head Selection and Dismissal Guidelines," Article 2, the "National Chung Hsing University College of Medicine Department Head Selection and Dismissal Guidelines" (hereinafter referred to as the "Guidelines") are established.

二、原任系所主管任期屆滿三個月前，或因故出缺後一個月內，原任系所主管或院長應成立選薦委員會(以下簡稱委員會)，負責繼任人選之選薦事宜。

2. Three months before the current term of the department head expires, or within one month after a vacancy occurs, the current department head or the dean shall establish a selection committee (hereinafter referred to as the "Committee") to handle the selection of the successor.

三、委員會之設置及權責：

(一) 委員至少五人，產生辦法由各系所自行訂定，必要時，得聘請該系所以外傑出學術界人士擔任。委員會應有三分之二(含)以上成員出席始得開議。

(二) 委員會由院長或院長指派一人召開第一次會議，召集人由委員公推一人擔任並兼會議主席。

(三) 如當選委員發生下列情形時，由候補委員遞補之：

1. 成為系所主管初薦人選者。

2. 因故無法參與遴選作業，聲請放棄者。

3. 經委員會確認並決議解除職務者。

(四) 委員會應公開徵求、推薦或接受推薦合於資格之系所主管初薦人選(初薦辦法由各系所自行訂定)，經審查，將合於資格之候選人名單及審查資料事先轉知全體選舉人並提交系所選舉。

(五) 委員會於校長核聘新任系、所主管後，自動解散。

3. Committee Establishment and Responsibilities:

The Committee shall consist of at least five members, with the method of selection to be determined by each department or program. If necessary, outstanding academic professionals outside the department may be invited to serve on the Committee. At least two-thirds of the Committee members must be present to convene a meeting.

The first meeting of the Committee shall be convened by the dean or a designated representative, and the members shall elect a chairperson who will also serve as the meeting's presiding officer.

If a member of the Committee is unable to attend or meet the requirements, a substitute member shall be appointed as follows:

(1) If the member is the nominated candidate for department head.

(2) If the member is unable to participate or has requested to withdraw.

(3) If the Committee has decided to dismiss the member from their duties.

The Committee shall publicly solicit, recommend, or accept recommendations for candidates who meet the qualifications for department head (the nomination method is determined by each department). After review, a list of qualified candidates and their materials shall be shared with all electors and submitted for departmental elections.

The Committee shall dissolve automatically after the president approves the appointment of the new department head.

四、系、所主管候選人之資格，須符合「國立中興大學各學院系所主管選薦及解

聘辦法」規定。

4. The qualifications for department head candidates must comply with the "National Chung Hsing University Department Head Selection and Dismissal Guidelines."

五、選舉人之資格：該系所編制內專任講師以上教師、依教學醫院「教學研究合作協議書」聘任之專任、專案教師及專任助理教授級以上之專業技術人員為選舉人。

5. Elector Qualifications: Electors shall include full-time faculty members at the rank of lecturer or higher, full-time faculty members appointed under the "Teaching and Research Cooperation Agreement" with teaching hospitals, full-time or project-based faculty, and professional technical staff at the rank of assistant professor or higher.

六、選舉以無記名方式票選之（選舉規則由各系所自訂），須有選舉權人數三分之二以上參與投票。

委員會依得票數順序推薦一至三人，並註明得票數及得票率，共同簽署推薦書併同其個人資料，報請院長轉請校長核聘之。

6. The election shall be conducted through a secret ballot (election rules shall be determined by each department). At least two-thirds of eligible electors must participate in the voting process.

The Committee shall recommend one to three candidates based on the number of votes received, including the number of votes and the percentage of votes. The recommendations, along with the candidates' personal information, shall be submitted to the dean for approval and forwarded to the president for appointment.

七、系所主管之任期二至三年，由八月一日或二月一日起聘，連選得連任一次。

7. The term of the department head is two to three years, starting from August 1 or February 1, with the possibility of one consecutive reappointment.

八、任期內如有特殊情況發生，得由院長交議，或經該系所務會議代表二分之一(含)以上連署提不適任案，由院長召開系所務會議，經該系所務會議全體代表三分之二(含)以上之同意，由院長簽請校長解除其主管職務，並依規定另

行遴選。

8. In case of special circumstances during the term, the dean may propose, or if more than half of the department's faculty members sign a petition, a motion of dismissal for the department head. The dean shall convene a departmental meeting, and if two-thirds of the departmental representatives agree, the dean shall submit a request to the president for the dismissal of the department head, and a new selection shall be conducted in accordance with the guidelines.

九、如有下列情形時，為免系務脫節，得由本院院長依相關法令規定推薦符合本辦法第四條資格規定之適當人選，報請校長核聘之。

(一)新設立系所或未訂定系所主管選薦及解聘要點前。

(二)系所未依該系所訂定之要點辦理者。

(三)選薦過程發生無法解決困難時。

9. In the following situations, to prevent disruption in the department's operations, the dean may recommend a suitable candidate who meets the qualifications outlined in Article 4 of this document for appointment by the president:

(1) When a new department is established, or before the department head selection and dismissal guidelines are set for the department.

(2) When a department fails to follow the established procedures for selecting or dismissing a department head.

(3) If difficulties arise during the selection process that cannot be resolved.

十、各系所應依本要點自行訂定該系所主管選薦及解聘要點，經該系所務會議通過後，報請院長核備後實施，修正時亦同。

10. Each department must establish its own department head selection and dismissal guidelines in accordance with these guidelines. After approval by the department affairs meeting, it must be submitted to the dean for review and approval. Any amendments to these guidelines must follow the same procedure.

十一、本要點未盡事宜，依教育部及本校相關規定辦理之。

11. Any matters not covered in these guidelines shall be handled in accordance with

relevant regulations from the Ministry of Education and National Chung Hsing University.

十二、 本要點經院務會議通過後，報請校長核備後實施，修正時亦同。

12. These guidelines shall take effect after approval by the College Affairs Meeting and review by the president. Any amendments will follow the same procedure.