

# Selection process for head of department or graduate school at Taipei Medical University

Taipei Medical University, 2012.10.30 Modified

- Article 1 For the selection of head of department or graduate school, the selection process for head of department or graduate school at Taipei Medical University (hereinafter known as this Process) is drafted in accordance with article 27 of the university organizational charter.
- Article 2 The head of department or graduate school shall serve a three-year term, and can be re-elected once. The head of department or graduate school shall submit a management development report within 3 months after the conclusion of an academic year. The dean shall submit said information to the president and request for the formation of an assessment panel to determine competence for the position. Nine months prior to the end of each term, the dean shall report and request the president to form a head of department or graduate school selection panel to determine whether the current head of department or graduate school is competent for a second term. Where the current head of department or graduate school is deemed unfit for a second term or is unable to remain in position due to circumstances, within a month the dean shall report to the president to request the formation of a selection panel to determine the head of the department or graduate school, where the HR department shall be responsible for matters related to the selection, and process such matters in accordance with the relevant regulations.
- Article 3 The selection and evaluation panel each shall consist of 5-7 members. The president shall appoint the members for the panels put forward by the dean. One member shall be appointed as the convener.
- Article 4 Candidates for head of department or graduate school shall meet the following criteria:  
A. Holds an assistant professorship (inclusive) or higher.  
B. Possess a lofty ideal for education  
C. Possess relevant work experience and academic achievement in related field.  
D. Possess leadership and co-ordination skills.  
Other criteria shall also be set in accordance with the direction of development as required by the university, graduate school, or department.
- Article 5 The selection process for head of department or graduate school are as follows:  
A. The dean shall provide the qualifications required to be considered for candidatedship, which shall be publically announced by the HR department to initiate an open nomination process (candidate may nominate themselves or be nominated by others).  
B. In principle, the period open for nomination is set for one month.  
C. the HR department shall organize the personal information of all candidates and submit the information to the selection panel for discussion and assessment.  
D. the convener of the selection panel shall convene the selection meeting. The convener shall determine the meeting procedure, and the HR department shall provide assistance on related matters.  
E. recommendation of candidate for head of department or graduate school by the selection panel shall require at least two-thirds (inclusive) of the members to be in attendance, and passed by a majority of (over half) of the panel. A list of 2-3 suitable candidates (unless otherwise specified) along with their personal information and selection meeting minutes shall be submitted to the dean for approval. The dean shall

submit the list to the president to select one candidate and publically announce the candidate's appointment to the position.

F. the selection process for individuals from not of Taipei Medical University who has met the qualifications criteria and has been selected as a candidate for head of department or graduate school shall be of the same standard as a review by the teaching evaluation committee, and shall be exempt from a review by the second-level teaching evaluation committee for hiring of new teachers of the same level.

- Article 6 Where the newly selected head of department or graduate school is unable to remain in position due to circumstances within the first year of the appointment, the dean shall select a new candidate from the original list of nominees submitted by the selection committee, or initiate a new selection process. The term of the replacement head of department or graduate school shall be the same length as the original head of department or graduate school.
- Article 7 Where the selection panel for the head of department or graduate school is unable to complete the process within three month, the dean shall form a new selection panel.
- Article 8 Where the dean is of the opinion the candidate chosen by the selection panel requires further deliberation, the dean shall request the panel to re-conduct the selection process.
- Article 9 When the head of department or graduate school is determined to be not meeting the standard of competence by the yearly-assessment panel during his or her term, the president shall remove the head from the position and appoint a replacement until a new dean is appointed.
- Article 10 Selection panel members have a responsibility to maintain the confidentiality on the list of nominees and the selection process.
- Article 11 This Process, and any amendment thereto, shall be promulgated and come into effect upon receiving approval at the university administration meeting.