

## 國立中興大學獸醫學院各系所主管選薦及解聘要點

89年1月28日院務會議通過

92年7月8日院務會議修正

96年9月13日院務會議修正(第1,3-12點)

99年3月29日院務會議修正(第4點)

99年8月11日院務會議修正(第4點)

102年9月27日院務會議修正(第4-5點)

103年9月19日院務會議修正(第4、12點)

104年3月27日院務會議修正(第5點)

109年3月25日院務會議修正(第4點)

112年4月24日院務會議修正(第4點)

112年9月19日院務會議修正(第1、3-5、10-11點)

- 一、本要點依據「國立中興大學各學院系所主管選薦及解聘辦法」訂定之。
- 二、原任系所主管任期屆滿三個月前，或辭職獲准一個月內，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。
- 三、委員會之設置權責：
  - （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）委員會於新任系所主管任命後即自動解散。
- 四、系所主管候選人必須符合下列條件：
  - （一）須為本校副教授以上專任教師。
  - （二）最近五年於SCI期刊發表論文〔含發明專利、新品種育成、技術移轉等成果〕三篇(件)(第一作者或通訊作者)以上或曾主持三年以上國家科學及技術委員會研究型計畫者或曾獲校級教學或服務特優獎勵者。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。
  - （三）具有學術成就、服務熱忱與高尚品德。
  - （四）須未曾因違反學術倫理而受校教師評審委員會處分者。
- 五、選舉人須為各系所編制內專任講師以上教師。
- 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。各系所選薦委員應於原任系所主管任期屆滿二個月前，共同簽署推薦書（如附件），將新任系所主管人選推薦一人至三人到院，由院長商請校長核聘。
- 七、各系所選薦主管人選或選薦委員人選發生困難時，為免系所務脫節，得由獸醫學院院長推薦適當人選，報請校長核聘之。
- 八、系所主管之任期二年至三年，由八月一日或二月一日起聘，連選得連任一次。

- 九、各系所未依本要點辦理時，校長依相關法令及教育部規定逕行聘任該系所主管。
- 十、主管任期中有特殊情況發生，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。
- 十一、本要點未盡事宜，依教育部及本校相關法規辦理之。
- 十二、本要點經院務會議通過，報請校長核定後實施，修正時亦同。

國立中興大學獸醫學院新任系所主管選薦表 單位：

被推薦人姓名		現職		出生		籍貫	
最高學歷		主要經歷					
學術成就							
行政經歷							
校內外人際關係							
品德							
被推薦人對系所未來發展具體意見							
綜合評語及選薦經過							
選薦委員共同簽署							

**NATIONAL CHUNG HSING UNIVERSITY  
COLLEGE OF VETERINARY MEDICINE**

**Directives for the Nomination and Dismissal of the Heads of Academic Units**

*Amended by the College Affairs Meeting on September 19, 2023 (Articles 1, 3-5, 10-11)*

- Article 1 The Directives are formulated in accordance with the NCHU *Regulations for the Nomination and Dismissal of Heads of Academic Units*.
- Article 2 No later than three months before the expiration of the academic unit head's term, or within one month after resignation approval, the Head or Dean shall establish a Nominations Committee (“the Committee”) to recommend candidates for the successor.
- Article 3 Formation and Responsibilities of the Committee:
1. The Committee shall comprise no fewer than five members with its composition determined by individual units. If necessary, outstanding scholars from outside the academic unit may be invited to serve as members. A quorum shall consist of at least two-thirds of the Committee members.
  2. The first meeting of the Committee shall be convened by the Dean or by a designee appointed by the Dean. The convener, who also serves as the chairperson, shall be elected by the members of the Committee.
  3. If a Committee member encounters any of the following circumstances, they shall be replaced by an alternate member:
    - (1) They become an initial nominee for the Head position.
    - (2) They are unable to participate in the nomination process and formally request to step down.
    - (3) They are removed from their position following a resolution by the Committee.
  4. The Committee shall publicly announce and accept nominations for qualified candidates for the Head position. Each academic unit shall formulate a set of regulation for the initial nomination process. After reviewing the candidates, the Committee shall provide a list of eligible candidates and related materials to all eligible voters before submitting them for election within the academic unit.
  5. The Committee shall automatically dissolve upon the appointment of the new Head.
- Article 4 Eligibility Criteria for Head Candidates:
1. Must be a full-time faculty member at the rank of Associate Professor or above at NCHU.
  2. Must have achieved at least one of the following within the past five years:
    - Published at least three SCI-indexed papers as the first or corresponding author, including achievements such as patents, new species development, or technology transfer.

-Served as Principal Investigator for a research project funded by the National Science and Technology Council for three or more years.

-Received a university-level award for outstanding teaching or service.

The aforementioned publications and achievements must comply with the NCHU *Faculty Promotion Review Standards and Publication Review Directives*.

3. Must demonstrate academic achievements, enthusiasm for service, and high moral character.
4. Must not have been subject to disciplinary action by the University Faculty Evaluation Committee for violations of academic ethics.

Article 5 Eligible voters shall include full-time faculty members within the academic unit holding the rank of Lecturer or above.

Article 6 Elections shall be conducted via secret ballot, with specific rules determined by the respective academic unit. At least two-thirds of eligible voters must participate in the election. The Committee shall jointly sign a recommendation form (as per the appendix) at least two months before the expiration of the current Head's term. A recommend list of one to three candidates shall be submitted to the Dean, who will forward it to the President for approval.

Article 7 If an academic unit encounters difficulties in recommending candidates for the Head or forming the Committee, the Dean may nominate a suitable candidate for approval by the President to ensure the continuity of operations.

Article 8 The term of office for the Heads of academic units shall be two to three years, commencing on August 1 or February 1, with eligibility for one reappointment.

Article 9 If an academic unit fails to adhere to these directives, the President may directly appoint the Head in accordance with applicable regulations and the Ministry of Education's requirements.

Article 10 If special circumstances arise during the Head's term, the Dean may initiate a discussion. Alternatively, if more than half of the representatives at the academic affairs meeting sign a written petition indicating that the Head is unsuitable for the position, the Dean shall convene an academic affairs meeting. If two-thirds of the meeting's representatives agree, the Dean shall propose to the President the dismissal of the Head through administrative procedures and initiate a new nomination process in accordance with these directives.

Article 11 Matters not addressed in these directives shall be subjected to the relevant regulations of the Ministry of Education and NCHU.

Article 12 The Directives shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same procedure.

National Chung Hsing University  
College of Veterinary Medicine  
Recommendation Form for Head of Academic Units

**Unit:**

Nominee's Name		Current Position		Date of Birth		Place of Origin	
Highest Educational Qualification		Key Experiences					
Academic Achievements							
Administrative Experience:							
Internal and External Relations							
Personal Integrity							
Nominee's Vision for the Future Development of the Unit							
Committee's Remarks and Nomination Process							
Joint Signatures of the Committee Members							

(updated 2024/12/13)