

# **Guidelines on the Selection of Chair of Department of Occupational Therapy at I-Shou University**

Adopted on August 29, 2006 at the first meeting of the Departmental Affairs Council in the first semester of the academic year 2006

- I. The Guidelines on the Selection of Chair of Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Occupational Therapy (hereinafter referred to as “the Department”) pursuant to Article 30 of the Charter of I-Shou University.
- II. The Department shall have one chair to take full charge of departmental affairs. The chair shall serve a three-year term, and he/she may be re-elected once if he/she is at the level of associate professor or above.
- III. The Departmental Affairs Council shall select three candidates among the full-time faculty members at the level of associate professor or above within the Department for the post of chair three months prior to the expiration of the current term. The list of candidates shall then be submitted to the President for appointment. Three candidates at the level of assistant professor may be nominated and submitted to the President to selection, if no full-time faculty member at the level of associate professor or above is eligible for the post (the meeting minutes of the Departmental Affairs Council shall serve as a supporting document).
- IV. The selection of candidates shall be conducted as follows: 1) the names of full-time faculty members who meet the requirement mentioned in the preceding provision shall be listed on the ballot by the number of strokes in their last names; 2) the full-time faculty members of the Department may vote for up to three candidates on the ballot in person; and 3) the three candidates with most votes will be submitted to the President for selection. If there are two or more candidates with the third most votes, a re-voting shall take place until the one with most votes is selected; each voter can select only one candidate.
- V. If the chair of the Department resigns the position before the expiration of the term, the President shall appoint one full-time faculty member at the level of associate professor or above to act as the deputy. A new chair shall be selected within three months pursuant to Provisions III and IV of the Guidelines, and the new chair shall take office in the next academic year. An assistant professor may be selected as an acting chair if no full-time faculty

member at the level of associate professor or above is eligible for the post.

- VI. The Guidelines become effective after being adopted by the Departmental Affairs Council and the College Affairs Council, and being ratified by the President. The same procedure applies to any amendment to the Guidelines.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*