

# Guidelines for the Election of the Dean of the College of Music, National Taiwan Normal University

Passed by the 1<sup>st</sup> College Affairs Council in the second semester of the 2013 Academic Year on March 14<sup>th</sup>, 2014

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Approved and promulgated on October 24, 2023

Article 1 These guidelines are established in accordance with Article 34 of the University Charter.

Article 2 To elect the Dean of the College of Music, the Committee for the Election of the Dean of College of Music, National Taiwan Normal University (hereafter referred to as “the Election Committee”) shall be established according to the following principles:

1. The Election Committee is composed of 9 members, 6 members from inside the College and 3 from outside the College. The internal members include the directors/chairs of the departments and graduate schools and three full-time full professors from within the college (who are elected by all the full-time faculty members of the College.) The three members from outside the College should be full-professors equipped with scholarly expertise related to that of the College. Each of the three departments/graduates institutes shall be recommend one external member.
2. The term of the Election Committee members starts with the day the Election Committee is formed till the day when the new dean takes office.
3. After the Election Committee starts the election work, committee members should not be recommended as candidates for the next dean. If there are member vacancy before the convening of the first meeting, the vacancy should be filled by the wait-listed professors elected by all the full-time faculty members.
4. In cases of any of the following situations, the committee member should resign and the vacancy should be filled by the wait-listed

professors elected by all the full-time faculty members.

- (1) He/she who cannot participate in the election work for any reason.
- (2) He/she who is and who used to be the spouse or the blood or marriage relatives within the third degree of kinship with the candidate.
- (3) He/she who is the advisor or advisee of the dissertation of the candidate.

If the committee member continues to serve even in cases of the afore-mentioned situations or concrete proves are found that he/she cannot conduct the election without bias, the candidates can report to the Election Committee with reasons and facts. The committee member shall be dismissed from the position after the case is discussed and resolved by the Election Committee.

Article 3 The Election Committee shall have one convener, who should be chosen through mutual recommendation among the committee members. The convener shall serve as chair, who convenes the meetings. When the convener cannot attend the meeting, an acting chair should be chosen to replace him/her.

The Election Committee shall have one secretary. The secretary of the College shall serve the position to administer related work.

The first Election Committee Meeting shall be convened by the incumbent Dean, who shall assist the Election Committee to select the convener of the Election Committee. When meetings are arranged, committee members should participate in meetings in person and cannot delegate others to represent him/her at the meeting. Meetings cannot start without a quorum of more than 2 thirds of the committee members present and resolutions can only be made with a quorum of more than half of the committee members.

Article 4 The obligations of the committee members are as follows:

1. to decide on the methods of the election work and procedures,
2. to announce opening the search for deans and receive recommendation,

3. to review the qualification and conditions of the candidates,
4. to elect one candidate as the dean and submit the name to the university president for appointment, and
5. to be in charge of matters related to the election.

Article 5 The Election Committee should observe the following procedures:

1. to announce the search for the new dean, for which the recommendation methods include:
  - (1) recommendation by more than 10 full-time teachers (with the rank of lecturer and above) from within the university, or
  - (2) recommendation by more than 20 professors with expertise in related fields (with the rank of associate professor and above) from outside of the university.

Committee members should not recommend candidates.

Each person can recommend more than one candidate.

The recommended candidates should submit the portfolio, including their scholarly publications, academic awards received, curriculum vitae, as well as any supporting materials, for the evaluation of the candidates.

2. Review and Vote:
  - (1) The Election Committee shall review the portfolio of each candidate, decide on the date for the candidates to report on their vision for the management of the College and select the candidate with secret ballots within two weeks after their reports.
  - (2) To elect the new dean, a quorum of at least two thirds of the committee members must attend the committee meeting. The candidate who has the highest number of votes and a quorum of more than half of the Election Committee. When the above conditions are fulfilled, the name of the candidate can be submitted for the approval of the university president.
  - (3) When two candidates have the same votes, the Election Committee can vote again on the two candidates and the one with more votes shall be the new dean.
  - (4) If the elected candidate is not a full-time professor of the

university, then procedures stipulated in Article 34 of the University Charter should be observed.

- (5) If no candidates have the votes of over half of the committee members, then the Election Committee shall be disbanded and the election procedures shall re-start.

Article 6 Committee members shall maintain an impartial and disinterested stance and are responsible for the confidentiality of the election materials. In cases of private lobbying, the committee members should report to the Election Committee timely.

Article 7 Candidates should have the following qualifications:

1. ROC citizenship,
2. aged below 62 (up to July 31 of the year of the election),
3. a full-professor accredited by the Ministry of Education in the academic disciplines related to the College,
4. enjoying academic achievement and reputation in the related fields, and
5. having lofty educational philosophy, outstanding administrative ability and leadership.

Article 8 To maintain academic ethics, candidates should not engage in campaigns nor lobby for their election.

Article 9 Term of service and dismissal:

1. The term of service of the Dean is three years, and it is renewable once for another three years.
2. Eight months before the end of the first term, the Dean can express a willingness to continue with a second term with written statement. Within one month of the date of the statement, the College Affairs Council should elect one person from among the representatives of the College Affairs Council to chair the renewal appointment meetings.
3. The re-appointment of the Dean should be voted by all the full-time faculty members of the College with secret ballots. The

re-appointment can be passed with more than a quorum of more than two thirds of the voters present and a quorum of more than half of the voters' consent, then it can be submitted to the President for the approval of the re-appointment.

4. After the installation of the dean, it will be considered one term if the dean should leave the position for any reasons.
5. For the dismissal of the dean out of major reasons, the proposal should first be endorsed by at least one third of the full-time faculty members. The College Affairs Council should be convened to discuss the dismissal with a quorum of more than two thirds of the Council members present, can be passed with the approval of a quorum of more than half of the members, and then be submitted to the President for dismissal. The members of the College Affairs Council should elect a Council member to chair the meeting for the discussion the dismissal of the Dean.
6. In cases of the resignation or the dismissal of the Dean, the College shall submit a petition to the President of the University to assign one representative to convene the College Affairs Council Meeting and start the election process of the Dean within one month.

Article 10 The election of the new dean should be started one semester before the end of the term of the service of the incumbent dean.

Article 11 Details not stipulated in this regulation will be administered in accordance with related laws and regulations.

Article 12 This regulation is first passed by the College Affairs Council and will be effective after the approval of the University President; amendments shall go through the same procedures. Items 1 to 3 in Article 9 are applicable starting with the election of the 8<sup>th</sup> Dean of the College of Music.