**Guidelines on the Establishment of Selection Committee for New Teachers and Selection Procedure by Department of Healthcare Administration at I-Shou University**

Adopted on March 18, 2009 at the ninth meeting of the Departmental Affairs Council in the academic year 2008

Amendments adopted on April 6, 2009 at the fifteenth meeting of the Departmental Affairs Council in the academic year 2008

1. The Selection Committee for New Teachers (hereinafter referred to as “the Committee”) is established by the Department of Healthcare Administration (hereinafter referred to as “the Department”) pursuant to Provision III of the Guidelines on Appointment of New Teachers at I-Shou University.
2. The Committee consists of five members as appointed by the Department and the Dean of the College of Medicine (hereinafter referred to as “the College”). Committee members shall be full-time faculty members at or above the level of associate professor. The number of members appointed by the Department shall be three, and the other two members shall be appointed by the Dean. Committee members shall serve a one-year term and may be re-appointed. One committee member shall be appointed by the Dean as the Chairperson of the Committee.
3. The Committee shall conduct the new teacher selection based on the mid- and long-term faculty appointment plans drawn up by the Department.
4. The process of new teacher selection:
5. In principle, the Committee shall submit the information about faculty openings and methods of application to the College and the President for ratification, and then deliver it to the Office of Human Resources for publication in popular newspapers, magazines and websites at home and abroad at least six months prior to the beginning date of the appointment of new full-time faculty members. After receiving applications, the College shall forward these applications to the Committee for new faculty selection. The open recruitment period shall be a minimum of two months. Under special circumstances, the foresaid requirements may not necessarily be complied with upon recognition by the Committee and ratification by the President.
6. The Committee will not proceed to new faculty selection at the end of the application period unless a minimum of three applicants apply for certain post. If the number of applicants is less than three, only with consent of at least two-thirds of the members of the Committee can outstanding applicants be directly referred to the Committee for review. Otherwise, the Committee shall resume the recruitment procedure.
7. When the highest degree earned by an applicant is conferred by the University, such an applicant shall not be considered a candidate if he/she has not worked in teaching or research capacity in other institutions for at least two years after graduation. Notwithstanding the foregoing, an exception does apply to applicants who possess specialties and have extraordinary accomplishments, and at the same time are recognized by the Committee.
8. The Committee is responsible for handling affairs related to new teacher selection and shall recommend candidates to the Department after the selection. The Departmental Affairs Council will submit the list of candidates approved by the Departmental Affairs Council to the Teacher Review Committee of the Department for deliberation.
9. A quorum of more than two-thirds of total membership will be required to validate a committee meeting. A decision shall not be made unless more than half of the members present vote in favor of the proposal.
10. Committee members who are the interested parties of any candidates shall recuse themselves.
11. Any matter not mentioned herein shall be subject to the applicable regulations and rules of the University.
12. The Guidelines become effective after being adopted by the Departmental Affairs Council and submitted to the College for future reference.

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