

Guidelines on Organization of Department of Industrial Management at I-Shou University

Adopted on August 31, 1995 by the Departmental Affairs Council

Amendments adopted on September 20, 1995 by the Departmental Affairs Council

(Renamed as I-Shou University on August 1, 1997)

Amendments adopted on September 10, 1997 by the Departmental Affairs Council

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Amendments adopted on October 16, 2002 by the Departmental Affairs Council

Amendments adopted on January 3, 2003 by the College Affairs Council

Amendments adopted on July 24, 2006 by the Departmental Affairs Council

Amendments adopted on October 28, 2010 by the Departmental Affairs Council

Amendments adopted on February 17, 2012 by the Departmental Affairs Council

- I. The Department of Industrial Management (hereinafter referred to as the “Department”) has one chair to manage departmental affairs. The tenure of the Chair of the Department shall be governed by Article 30 of the Charter of I-Shou University.
- II. The members of the Departmental Affairs Council (hereinafter referred to as the “Council”) shall meet at least twice per semester, and the Chair of the Department shall be the ex-officio Chairperson of the Council, and full-time faculty members of the Department shall be ex-officio members.
- III. The Department may establish the following eleven committees, and assign a convener and members to each committee.
 1. Department Management Committee
 2. Departmental Self-Evaluation Committee
 3. Admission Affairs Committee
 4. Teacher Review Committee

5. Curriculum Committee
6. Equipment Management Committee
7. Faculty Rights Committee
8. Academic Development Committee
9. Student Affairs Committee
10. Postgraduate Affairs Committee
11. Alumni Relations Committee

VI. The members of the aforesaid committees shall be elected at the last meeting of the Council every academic year. Each full-time faculty member of the Department shall be a member to at least one committee. Committee members shall serve for one year and may be re-elected.

V. Each convener of the aforesaid committees referred to in Provision III shall serve for one year and may be re-appointed only once. The convener shall be elected by the members of the committees except for the Teacher Review Committee and the Curriculum Committee of the Department.

VI. The Department Management Committee is responsible for:

1. defining the purpose for establishing the department and educational objectives (including core competencies students are expected to have) ;
2. collecting information and data on other relevant department and institutes;
3. making short-term(1 to 3 years), mid-term(3 to 5 years), and long-term plans (5 years or longer) for departmental development;
4. deliberating other relevant affairs.

The aforesaid affairs shall be carried out after approved by the Departmental Affairs Council.

VII. The Departmental Self-Evaluation Committee is responsible for such tasks as preparing data for the followings departmental evaluation items and writing self-evaluation reports.

1. Objectives, features and self-improvement.
2. Curriculum design and teaching.
3. Learning and student affairs.
4. Research and professional performance.
5. Graduates' performance.

The aforesaid affairs shall be carried out after approved by the Council.

VIII. The Admission Affairs Committee is responsible for:

1. recruiting students and relevant tasks;
2. stipulating admission regulations;
3. reviewing credit transfer applications of new students and transfer students;
4. reviewing and accrediting qualifications of new students and transfer students;
5. deliberating other relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

IX. The Teacher Review Committee is responsible for reviewing faculty appointment, promotion as well as appointment suspension and termination of faculty members. The organization shall be governed by relevant regulations of the Teacher Review Committee.

X. The Curriculum Committee is responsible for initial review of newly offered professional courses, course alternation, the four-year curriculum planning for undergraduates, and the two-year curriculum planning for postgraduates. The organization shall be governed by relevant regulation of the Curriculum Committee.

XI. The Equipment Management Committee is responsible for:

1. managing the space, equipment and operation of research rooms;
2. purchasing, renewing and maintaining the books and equipment of the Department;
3. drawing up and reviewing the budget of the Department;
4. managing the affairs of work-study students, and
5. reviewing relevant affairs.

The organization shall be governed by the regulations of the Equipment Management Committee.

XII. The Faculty Rights Committee is responsible for the following tasks:

1. recruiting new faculty members, arranging faculty members' claims, and looking after their welfares and social events;
2. proposing candidates for the Distinguished Teaching Awards;
3. proposing candidates for outstanding advisors;
4. deliberating relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

XIII. The Academic Development Committee is responsible for:

1. arranging seminars;
2. preparing conferences;
3. reviewing and editing the publication (projects, introduction of the Department/Institute)
4. collecting and forwarding related information;
5. deliberating relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

XIV. The Student Affairs Committee is responsible for:

1. supervising the Student Association and planning activities for faculty members and students;
2. advising students about academic, psychological and physical issues;
3. handling students' complaints and reconciling disputes among students;
4. assisting in incidental events or accidents within the Department;

5. enhancing the teacher-student communication;
6. deliberating relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

XV. The Postgraduate Affairs Committee is responsible for:

1. reviewing postgraduate scholarship applications;
2. preparing admission examinations for postgraduate programs;
3. advising on postgraduates' academic issues and research;
4. arranging teaching assistantships for postgraduates;
5. reviewing applications for supervisors, oral defense of the proposal of dissertation/thesis, and final oral defense;
6. deliberating relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

XVI. The Alumni Relations Committee is responsible for:

1. updating and organizing alumni's information;
2. making contact with alumni;
3. arranging alumni activities;
4. deliberating relevant affairs.

The aforesaid affairs shall be carried out after approved by the Council.

XVII. The quorum of a council meeting requires at least two-thirds of total faculty members. Only with the consent of at least half of the members present can a decision on passing or amending regulations and guidelines be made.

XVIII. The Guidelines become effective after being adopted by the Departmental Affairs Council, the College Affairs Council and the University Council. 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.