

# **Guidelines on Establishment of Relevant Committees by Department of Industrial Management at I-Shou University**

Adopted on July 24, 2006 by the Departmental Affairs Council

Adopted on February 17, 2012 by the Departmental Affairs Council

- I. The Guidelines on Establishment of Relevant Committees by Department of Industrial Management at I-Shou University are stipulated by the Department of Industrial Management (hereinafter referred to as the “Department”) in accordance with the Provision VI of the Guidelines on Establishment of Departmental Affairs Council of Department of Industrial Management at I-Shou University.
- II. The Department may take its needs and the actual situation into consideration to establish committees to serve for different functions after the Council approves.
- III. The Department may establish the following eleven committees. Each committee consists of one convener and several members.
  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
- IV. Members of the aforesaid committees shall be elected at the last meeting of the Departmental Affairs Council every academic year. Each full-time faculty member of the Department is required to be a member to at least one committee. Member of the aforesaid committees shall serve for one year and may be reappointed.
- V. Each convener of the aforesaid committees in Provision III of the Guidelines shall serve for one year and may be reappointed once. The conveners shall be elected by members of the committees except those of the Teacher Review Committee, the Curriculum Committee, the Departmental Self-Evaluation Committee, and the Equipment Management Committee.

- VI. The Department Management Committee consists of four members, and the Chair of the Department shall be the ex-officio member. The Department Management Committee is responsible for affairs related to department planning and development.
- VII. The Departmental Self-Evaluation Committee is established pursuant to the Guidelines on Implementation of Departmental Self-Evaluation by the Department.
- VIII. The Admission Affairs Committee consists of 3 members, and the Chair of the Department shall be the ex-officio member. The Admission Affairs Committee is responsible for affairs related to student recruitment and admission.
- IX. The Teacher Review Committee is established pursuant to the Guidelines on Establishment of Teacher Review Committee of the Department.
- X. The Curriculum Committee is established pursuant to the Guidelines on Establishment of Curriculum Committee of the Department.
- XI. The Equipment Management Committee is established pursuant to the Establishment of Equipment Management Committee of the Department.
- XII. The Faculty Rights Committee consists of three members and is responsible for affairs related to faculty members' rights.
- XIII. The Academic Development Committee consists of three members and is responsible for affairs related to academic development.
- XIV. The Student Affairs Committee consists of three members and is responsible for affairs related to students of the Department.
- XV. The Postgraduate Affairs Committee consists of three members and the Chair of the Department is the ex-officio member. The Postgraduate Affairs Committee is responsible for affairs related to postgraduates of the Department.
- XVI. The Alumni Relations Committee consists of three members and is responsible for making contact with alumni of the Department.
- XVII. The Guidelines become effective after being adopted by the Departmental Affairs 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.*