

# **Guidelines on Establishment of Departmental Affairs Council and Rules of Procedure of Department of Industrial Management at I-Shou University**

Approved and promulgated on January 5, 2005 by the  
Departmental Affairs Council

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

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

- I. The Guidelines on Establishment of Departmental Affairs Council and Rules of Procedure of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Department of Industrial Management (hereinafter referred to as the “Department”) in accordance with Article 19 of the Charter of I-Shou University and Provision II of the Guidelines on Organization of the Department.
- II. The Departmental Affairs Council (hereinafter referred to as the “Council”) set up by the Department is the highest decision-making body within the Department. The members of the Council are the full-time professors, associate professors, assistant professors, and lecturers of the Department. The Chair of the Department may invite related parties to attend the meetings if necessary. The Chair of the Department is the chairperson of the Council which is responsible for deliberating important issues, supervising and auditing the effectiveness of the operation of each committee as well as the appointments of staff members.
- III. The following committees are supervised by the Council:
  1. Department Management Committee;
  2. Department (Institute) 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; and

11. Alumni Relations Committee.

The accountabilities and responsibilities of each committee and relevant guidelines are established in accordance with the Guidelines on Organization of the Department.

IV. The following issues are deliberated by the Council:

1. affairs related to department development;
2. affairs related to self-evaluation by the Department (Institute);
3. the establishment and amendments to important regulations and rules of the Department;
4. academic affairs, students' affairs, general affairs, research and other important affairs of the Department;
5. the design and change of the curricula;
6. the deliberation of the teaching evaluation;
7. the determination of the directions and changes of research and development;
8. the establishment of the regulations and rules related to recruitment of freshmen, transfer students, and postgraduate students;
9. the distribution and use of funds;
10. the affairs related to alumni;
11. the establishment of committees, the organization and responsibilities thereof, and decisions made by each committee; and
12. the implementation of each decision and other related affairs.

V. The members of the Council shall meet at least twice per semester, and the Chair of the Department shall be the convener of the Council. If necessary, the Chair of the Department may convene extraordinary sessions, or one-third of the full-time faculty may sign a petition for such a session. If the Chair of the Department is not able to convene a meeting for any reason, a deputy can be appointed to stand in for him/her. The Chair of the Department is the ex-officio chairperson and the full-time faculty of the Department is ex-officio members.

VI. A quorum of at least two-thirds of total faculty members will be required to validate a meeting. The amendments to regulations, rules or guidelines may be adopted only with the consent of at least half of the faculty members present.

VII. The decisions made by the Council may be implemented only when at least two-thirds of full-time faculty members attend the meeting and at least half of the faculty members present approve. The voting for decisions of proposals and motions may proceed either by secret ballot or by a show of hands.

VIII. Any proposal for reconsideration or amendments to the decision made by the Council or other committees shall be submitted along with a petition signed by at least two-thirds of the

full-time faculty members before discussion and voting. The amendments shall be adopted only with the consent of at least half of the faculty members present.

- IX. The meeting minutes of the Council should be carefully kept for future reference, and the decisions should be implemented by the Chair of the Department or by competent committees authorized by the Chair of the Department.
- X. Any issues not mentioned herein shall be subject to the law as well as relevant regulations and rules of the University.
- XI. 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.*