

Guidelines on Establishment of Departmental Affairs Council by Department of Industrial Management at I-Shou University

Adopted on May 3, 2005 by the Departmental Affairs
Council

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

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

- I. The Guidelines on Establishment of Departmental Affairs Council by Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted as per Article 19 of the Charter of I-Shou University.
- II. The Departmental Affairs Council (hereinafter referred to as the “Council”) of the Department of Industrial Management (hereinafter referred to as the “Department”) consists of the full-time faculty members of the Department. The Chair of the Department shall be the chairperson to discuss issues related to teaching, research and other matters with the council members. The Chair of the Department may invite students and related parties to attend as observers.
- III. The members of the Council shall meet at least twice per semester. The Chair of the Department shall convene extraordinary sessions when at least one-third of full-time faculty members make such a proposal.
- VI. The quorum of the Council requires at least two-thirds of all full-time faculty members. With the consent of at least one-half of the members present, a decision may be made.
- V. The voting for proposals and motions at the Council may proceed either by secret ballot or a show of hands. The members shall not authorize any deputy to vote.
- VI. The Department may take its needs into consideration to establish committees to serve different purposes with the Council’s approval.
- VII. 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 deliberations 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.
- VIII. Any decision made by the Council should be formally kept in writing for future reference.
- IX. The Guidelines shall become effective after being adopted by the Departmental Affairs Council and ratified by the President. 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.