

國立東華大學人文社會科學學院院務會議組織章程

Organizational Charter of the College Affairs Committee of the College of Humanities and Social Sciences of National Dong Hwa University

(Implemented December 4, 2013.)

第一條 國立東華大學人文社會科學學院（以下簡稱本院），為審議本院教學、研究、發展、推廣及其他有關院務之重大事項，依「國立東華大學組織規程」之規定，設置院務會議（以下簡稱本會議），並訂定「國立東華大學人文社會科學學院院務會議組織章程」（以下簡稱本組織章程）。

Article 1 The College of Humanities and Social Sciences of National Dong Hwa University (hereinafter referred to as the College) hereby establishes the College Affairs Committee (hereinafter, the Committee) and its accompanying *Organizational Charter of the College Affairs Committee* (hereinafter, the Charter) in accordance with the provisions of the Charter of National Dong Hwa University for the purpose of reviewing teaching, research, development, promotional, and other significant matters in the College.

第二條 本會議成員為本院院長、副院長、系所主管、院屬各中心主任及教師代表若干名、學生代表五名，並由本院院長擔任主席兼召集人。

Article 2 The Committee shall be composed of the Dean and Associate Dean of the College, heads of graduate and undergraduate departments, directors of affiliated centers, a specified number of faculty representatives and five student representatives. The Dean shall serve as chairperson and convener.

第三條 教師代表，以系、所為單位選舉產生，任期一年，連選得連任。選舉辦法由各系所訂定之，報院務會議核備，修正時亦同。各系所教師代表人數，分別為：獨立所一名、獨立系二名、系所合一者三名（除具教師員額之獨立博士班等同獨立所外，博士班概不另計教師代表名額）。

Article 3 Faculty representatives shall be elected from their departments to serve a one-year term and may serve consecutive terms if reelected. Each department shall formulate its own electoral procedures and submit them to the Committee for review and approval. The same shall apply when amendments are made. The number of faculty representatives shall be one for each stand-alone graduate department, two for each stand-alone undergraduate department, and three for each department offering both undergraduate and graduate programs. With the exception of independent PhD programs whose number of teaching staff is equal to that of stand-alone undergraduate departments, PhD programs shall not be separately

represented.

第四條 學生代表，由系、所學生自治團體代表共同推舉產生，任期一年，連選得連任。

Article 4 The student representatives shall be elected from among student council representatives from the various graduate and undergraduate departments to serve a one-year term and may serve consecutive terms if reelected.

第五條 本會議依下列方式召開

(一) 定期會議：每學期開會一次。

(二) 臨時會議：主席得視需要召開之；或經本會議成員三分之一（含）以上書面提議並附案由，原則上主席應於二週內召開之。

Article 5 Meetings shall be convened in the following manner:

A. Regular meetings: Convened once per semester.

B. Ad hoc meetings: Convened by the Chairperson as deemed necessary or by written proposal of at least one third of the committee members (inclusive) with attached agenda. In principle, meetings requested by committee members shall be convened by the chairman within two weeks of the request.

第六條 主席得約請有關人員列席本會議。

Article 6 The chairperson may request the attendance of non-committee members at meetings as necessary.

第七條 本會議提案，除由主席同意各單位提出外，應有本會議成員三人或以上之連署。會中臨時動議須由出席成員二人附議。

Article 7 With the exception of proposals submitted by the various departments with the approval of the chairperson, all proposals shall require the signature of three or more members of the Committee. Ad hoc motions shall be seconded by two attending members.

第八條 本組織章程經院務會議通過，提請行政會議核備後施行。

Article 8 This Charter shall come into effect after it has been passed by the Committee and approved by the Executive Committee.