

國立東華大學人文社會科學學院數位文化中心設置及管理要點

NATIONAL DONG HWA UNIVERSITY College of Humanities and Social Sciences Guidelines for the Establishment and Management of the Digital Culture Center

(Implemented June 5, 2019.)

一、國立東華大學（以下簡稱本校）人文社會科學學院（以下簡稱本院）為發展數位與文化跨領域研究，實現科際整合理念，爰設立「數位文化中心」（以下簡稱本中心），並擬定「國立東華大學人文社會科學學院數位文化中心設置及管理要點」（以下簡稱本要點）。

I. The National Dong Hwa University (hereinafter referred to as NDHU) College of Humanities and Social Sciences (hereinafter, the College) has established the Digital Culture Center (hereinafter, the DCC) and drafted the National Dong Hwa University College of Humanities and Social Sciences Guidelines for the Establishment and Management of the Digital Culture Center (hereinafter, the Guidelines) to facilitate the interdisciplinary study of digital culture and promote the concept of interdisciplinarity.

二、本中心主要工作項目如下：

- (一) 執行數位文化相關研究計畫與產學合作計畫。
- (二) 協助校內各系所於數位文化領域進行研究合作。
- (三) 協助校內數位文化相關課程諮詢與資源協調。
- (四) 其他數位文化推廣與出版業務。

II. The main responsibilities of the DCC are:

- A. The execution of research projects and collaborative projects between industry and academia related to digital culture.
- B. The assistance of NDHU departments in collaborative studies in the field of digital culture.
- C. The assistance of consultation and resource coordination in NDHU's digital culture courses.
- D. Miscellaneous promotion and publishing operations related to digital culture.

三、本中心組織架構如下：

- (一) 設主任一人，由實際參與本中心之研究，且為本校專任助理教授（含）以上教師兼任，綜理中心業務。
- (二) 中心主任由華文文學系主任向本院院長推薦，並簽請校長遴聘之。任期三年，得連任。中心主任任期屆滿前，由本院院長參酌評鑑報告並確認現任主管意願，決定是否連任，主任連任免重新簽請校長遴聘，由學院逕予製發聘函。
- (三) 得設專案人員若干名，協助主任處理中心各項業務。

III. The organizational structure of the DCC:

- A. The DCC director, being someone who participates in the academic studies conducted by the DCC, is responsible for the overall management of DCC affairs and is held by NDHU faculty members at the rank of full-time assistant professor and above.
- B. Candidates for the position of DCC director are recommended by the head of the Department of Sinophone Literatures to the dean of the College, who in turn submits potential candidates to the president for appointment. The tenure of the position is a three-year renewable term. The dean of the College shall consult the evaluation report and the current director's wishes prior to the end of his/her tenure and decide if he/she would be reappointed. Reappointment of DCC director and the issuance of the Certificate of Appointment by the College do not require authorization from the president.
- C. Several contracted staff members are appointed to assist the director in handling various DCC affairs.

四、本中心經費以自籌為原則，來源如下：

- (一) 申請政府與民間研究計畫或產學合作計畫。
- (二) 接受捐贈。
- (三) 諮詢服務收益。
- (四) 其他收入。

IV. The DCC shall be self-funded in principal; the sources of funding being:

- A. Public/private research projects or industry-academia collaboration projects
- B. Donations
- C. Consultation service revenue
- D. Other income

五、本中心管理機制如下：

- (一) 依本校相關規定接受中心評鑑。
- (二) 每學年至少召開一次中心會議，規劃及檢討中心運作。
- (三) 每二年提出業務報告（格式依本院規範）送院備查。

V. The administrative mechanisms of the DCC are:

- A. The evaluation of the DCC in accordance with NDHU regulations.
- B. The holding of at least one DCC meeting each semester to review and plan for future DCC operations
- C. The biennial submission of business reports to the College (in the format stipulated by the College)

六、本要點經本院院務會議通過，簽請校長核定後實施。

VI. These Guidelines shall be implemented following the approval of the Collegiate Affairs Meeting and the authorization of the president.