

# **Guidelines on the Establishment of Departmental Affairs Council of Department of Biological Science and Technology at I-Shou University**

Adopted on May 18, 2005 at the third meeting of the  
Departmental Affairs Council in the second semester of the  
academic year 2004

- I. The Guidelines of the Establishment of Departmental Affairs Council of Department of Biological Science and Technology at I-Shou University (hereinafter referred to as “the Guidelines”) are made pursuant to Article 19 of the Charter of I-Shou University.
- II. The members of the Departmental Affairs Council (hereinafter referred to as “the Council”) are full-time faculty members of the Department, and the Chair of the Department is the chairperson of the Council which is responsible for deliberating important issues related to teaching and research and other affairs. The Chair may invite students or related personnel to attend the Council if necessary.
- III. Council members shall meet at least twice every semester. The Chair of the Department shall convene an extraordinary session if requested by a minimum of one-third of the council members who are required to attend meetings.
- IV. A quorum of at least two-thirds of total membership will be required to validate a council meeting. A decision shall not be made unless more than half of the members present vote in favor of the proposal.
- V. Voting on proposals shall be conducted by secret ballot or a show of hands, and council members must vote in person.
- VI. The Department may establish different committees based on practical needs with consent from the Council.
- VII. The Council is responsible for the following affairs:
  1. curriculum design and changes;
  2. formulation and changes of research and development directions;
  3. recruitment of new students and inter-university/departmental transfer students;
  4. distribution and usage of funds of the Department;
  5. establishment of all committees, their organizations and responsibilities; and
  6. other related issues.
- VIII. New appointment, change of the academic rank, and denial of reappointment of full-time and

part-time faculty members shall be discussed and approved by the Teacher Review Committee before being reported to the College and the University for ratification.

- IX. Promotion, pursuing further education, and other important affairs of faculty members shall be decided by the Teacher Review Committee convened by the Chair.
- X. The resolutions of the Council shall be documented in meeting minutes and carried out by the Chair of the Department.
- XI. The Guidelines become effective after being adopted by the Council and submitted to the University for reference. The same procedure applies to any amendments 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.*