

義守大學餐旅管理學系系務會議規則

九十六學年度第一學期第一次系務會議初訂通過(96.08.07)
一〇三學年度第一學期第一次系務會議修訂通過(103.09.02)

- 第一條 本規則依據「義守大學組織規程」第十九條訂定之。
- 第二條 本系系務會議以系專任教師組成之，以系主任為主席，討論本系教學、研究及其他事項。系主任得視實際需要，邀請學生或相關人員列席。
- 第三條 系務會議之召開，每學期至少兩次；如有三分之一以上應出席人數提議，系主任應召開臨時會議。
- 第四條 系務會議之決議，應有過半數之委員出席，出席委員過半數之同意行之。
- 第五條 系務會議議案之表決，應以無記名或舉手方式行之。前項表決，不得委託他人代理之。
- 第六條 本系依實際需要，經系務會議決議後，得設置各項委員會。
- 第七條 系務會議討論左列事項：
- 一、課程、科目之設計與變更。
 - 二、研究重點、發展方向之釐定與變更。
 - 三、新生、轉學生及轉系(組)生之招收事宜。
 - 四、經費之分配與運用原則。
 - 五、委員會之設置及其組織與權責。
 - 六、其他有關事項。
- 第八條 系務會議之決議，應正式列入紀錄。
- 第九條 本規則經系務會議通過並報校備查後施行之，修正時亦同。

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

Adopted at the first meeting of the Departmental Affairs Council in the first semester of the academic year 2007

- I. The Guidelines on Establishment of Departmental Affairs Council of Department of Hospitality Management at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted as per Article 19 of the Charter of I-Shou University and Provision II of the Guidelines on Organization of Department of Hospitality Management at I-Shou University.
- II. The Department of Hospitality Management (hereinafter referred to as the “Department”) establishes the Departmental Affairs Council (hereinafter referred to as the “Council”), which is the highest decision-making body of the Department. The Council is composed of faculty members of the Department, and the Department Chair may invite related parties to attend meetings as observers if necessary. The Chair also serves as the chairperson of the Council and is responsible for deliberating major departmental issues, supervising and evaluating the performance of respective committees, and recruiting administrative personnel.
- III. The Council takes charge of the following committees:
 1. Department Management Committee;
 2. Departmental 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; and
 9. Student Affairs Committee.

Duties and the organization of respective committees shall be governed by the Guidelines on Organization of Department of Hospitality Management at I-Shou University.

- IV. The Council is responsible for deliberating the following departmental issues:
 1. departmental development plans;
 2. departmental self-evaluation tasks;
 3. legislation and amendments to regulations and rules of the Department;

4. academic affairs, student affairs, general affairs, researches, and other major departmental affairs;
5. curriculum design and modification;
6. deliberation of the teaching evaluation system;
7. determination and modification of research and development directions;
8. legislation of regulations and rules for recruitment of new enrollees and transfer students;
9. budget allocation and utilization;
10. establishment of committees, determination of respective committees' organization and duties, and deliberation of resolutions reached by respective committees; and
11. any other relevant affairs and the implementation status of resolutions.

V. Council meetings shall be convened and presided by the Chair, and council members shall meet at least twice every semester. Extraordinary sessions may be called by the Chair, or may be convened under the petition of at least half of the full-time faculty of the Department. If the Chair cannot preside at a council meeting for any reason, his/her deputy shall serve as the acting chairperson. The Chair serves as the ex-officio chairperson, and full-time teachers of the Department are ex-officio council members.

VI. A quorum of at least two-thirds of total membership of the Department will be required to validate a council meeting. Any amendments to regulations and rules of the Department shall not be passed unless at least half of the members present vote in favor of the proposal.

VII. A quorum of at least two-thirds of the full-time faculty will be required to validate a council meeting. A decision shall not be made unless at least half of the faculties present vote in favor of the proposal. A secret ballot or a show of hands shall be adopted to vote on proposals in relation to departmental issues or motions.

VIII. To reconsider or amend a resolution reached by the Council or any committee thereof, a proposal which has been endorsed by at least two-thirds of the full-time faculty of the Department shall be submitted so as to proceed to discussion and voting. An amendment shall not be passed unless at least half of the members present vote in favor of the proposal.

IX. Details of council meetings shall be recorded in the meeting minutes, and resolutions reached by the Council shall be implemented by the Chair or the committees in charge as authorized by the Chair.

X. Any matters not mentioned herein shall be governed by relevant laws and

ordinances as well as regulations and rules of the University.

XI. The Guidelines become effective after adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.