

義守大學餐旅管理學系相關委員會設置要點

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、 本要點依據「義守大學餐旅管理學系系務會議規則」第三條訂定之。
- 二、 本系依實際需要，經系務會議決議後，得設置各項委員會。
- 三、 本系得設系務規劃、自評工作、招生事務、教師評審、課程規劃、設備規劃、教師權益、學術發展及學生事務等九委員會，各置召集人一人，委員若干人。
- 四、 系務規劃、自評工作、招生事務、教師評審、課程規劃、設備規劃、教師權益、學術發展及學生事務等九委員會委員的產生，於每學年最後一次系務會議中投票產生，每一教師需擔任至少一個委員會之委員。委員之任期一年，得連選連任。
- 五、 本要點第三條所列十一委員會之召集人的任期一年，得連任一次。其產生方式除教師評審委員會與課程規劃委員會外，由各該委員中投票產生。
- 六、 系務規劃委員會設委員四人，系主任為當然委員，負責系務發展規劃等相關事項。
- 七、 自評工作委員會設委員六人，系主任為當然委員，負責系自評等相關事宜。(依據義守大學餐旅管理學系自我評鑑實施要點成立工作小組)
- 八、 招生事務委員會設委員三人，系主任為當然委員，負責系招生規劃等相關事宜。
- 九、 教師評審委員會依本系教師評審委員會設置要點設置。
- 十、 課程規劃委員會依本系課程規劃委員會設置要點設置。
- 十一、 設備規劃委員會依本系設備規劃委員會設置要點設置。
- 十二、 教師權益委員會設委員三人，負責系所教師權益等相關事宜。
- 十三、 學術發展委員會設委員三人，負責系所學術發展規劃等相關事宜。
- 十四、 學生事務委員會設委員三人，負責系所學生事務等相關事宜。

十五、本要點經系務會議通過後公佈實施，修正時亦同。

Guidelines on Establishment of Relevant Committees by Department of Hospitality Management at I-Shou University

Adopted on August 7, 2007 at the first meeting of
the Departmental Affairs Council in the first
semester of the academic year 2007

- I. The Guidelines on Establishment of Relevant Committees by Department of Hospitality Management at I-Shou University are stipulated by the Department of Hospitality Management (hereinafter referred to as the “Department”) in accordance with the Provision III of the Guidelines on Establishment of Departmental Affairs Council of Department of Hospitality Management at I-Shou University.
- II. The Department may take its needs and the actual situation into consideration to establish committees to serve for different functions after the Council approves.
- III. The Department may establish the following nine committees. Each committee consists of one convener and several members.
 1. Department Management Committee
 2. 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
 9. Student Affairs Committee
- IV. Members of the aforesaid committees shall be elected at the last meeting of the Departmental Affairs Council every academic year. Each full-time faculty member of the Department is required to be a member to at least one committee. Member of the aforesaid committees shall serve for one year and may be reappointed.
- V. Each convener of the aforesaid committees in Provision III of the Guidelines shall serve for one year and may be reappointed once. The conveners shall be elected by members of the committees except those of the Teacher Review Committee and the Curriculum Committee.
- VI. The Department Management Committee consists of four members, and the Chair

of the Department shall be the ex-officio member. The Department Management Committee is responsible for affairs related to department planning and development.

- VII. The Self-Evaluation Committee consists of 6 members, and the Chair of the Department shall be the ex-officio member. The Admission Affairs Committee is responsible for affairs related to Departmental Self-Evaluation.
- VIII. The Admission Affairs Committee consists of 3 members, and the Chair of the Department shall be the ex-officio member. The Admission Affairs Committee is responsible for affairs related to student recruitment and admission.
- IX. The Teacher Review Committee is established pursuant to the Guidelines on Establishment of Teacher Review Committee of the Department.
- X. The Curriculum Committee is established pursuant to the Guidelines on Establishment of Curriculum Committee of the Department.
- XI. The Equipment Management Committee is established pursuant to the Establishment of Equipment Management Committee of the Department.
- XII. The Faculty Rights Committee consists of three members and is responsible for affairs related to faculty members' rights.
- XIII. The Academic Development Committee consists of three members and is responsible for affairs related to academic development.
- XIV. The Student Affairs Committee consists of three members and is responsible for affairs related to students of the Department.
- XV. The Guidelines become effective after being adopted by the Departmental Affairs Council. 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.