

Guidelines on the Establishment of Departmental Affairs Council of School of Chinese Medicine for Post Baccalaureate at I-Shou University

Adopted on August 11, 2010 at the first meeting of the
Departmental Affairs Council in the first semester of the
academic year 2010

Ratified and promulgated by the President on October 16,
2010

- I. The Guidelines on the Establishment of Departmental Affairs Council of School of Chinese Medicine for Post Baccalaureate 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 the full-time faculty members of the School of Chinese Medicine for Post Baccalaureate (hereinafter referred to as “the School”), and the Chair of the School is also the chairperson of the Council. If the Chair is unable to attend a committee meeting for any reason, he/she may appoint a deputy among the attendees to act on his/her behalf. The Chair may invite students or related personnel to attend council meeting, if necessary, without the power to vote.
- III. Council members shall meet at least twice every semester. The Chair of the School shall convene an extraordinary session if requested by a minimum of one-third of the council members who are required to attend meetings.

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.
- IV. Voting on proposals shall be conducted by secret ballot or a show of hands, and council members must vote in person.
- V. The School may establish different committees based on practical needs with consent from the Council.
- VI. 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;

4. distribution and usage of funds of the School;
 5. establishment of all committees, their organizations and responsibilities; and
 6. other related issues.
- VII. 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.
- VIII. Promotion, pursuing further education, and other important affairs of faculty members shall be decided by the Teacher Review Committee convened by the Chair.
- IX. The resolutions of the Council shall be documented in meeting minutes.
- X. The Guidelines become effective after being adopted by the Council, submitted to the College of Medicine for reference, and ratified by the President.

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.