

# **Guidelines on the Organization of School of Chinese Medicine for Post Baccalaureate at I-Shou University**

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

Promulgated with the consent of the President dated October 16, 2010

Amendments to the Guidelines adopted by the School Affairs Council on April 3, 2019, and promulgated with the consent of the President dated September 17, 2019

- I. The Guidelines on the Organization of School of Chinese Medicine for Post Baccalaureate at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the School of Chinese Medicine for Post Baccalaureate (hereinafter referred to as “the School”) pursuant to Article 7 of the Charter of I-Shou University.
- II. The School shall have one chair to take overall charge of departmental matters. The selection and the term of office of the chair of the School shall be governed by Article 30 of the Charter of I-Shou University. The guidelines on the selection of the chair of the School shall be set out separately.
- III. The School Affairs Council is set up by the School to deliberate matters related to budgets, teaching, research, and student-related matters. The rules of procedure for the Council shall be made separately.
- IV. The School may set up the Teacher Review Committee, the New Faculty Selection Committee, the Curriculum Committee, the School Development Committee, and the Faculty-Student Affairs and Safety Committee. Each committee shall have one convener (or chairperson) and several members. Except for the Teacher Review Committee and the Curriculum Committee, candidates for the position of committee convener and committee member shall be put up by the chair of the School through negotiation; committee conveners and committee members shall serve a one-year term. The dean of the college holds the chairmanship of the New Faculty Selection Committee. If the dean is unable to attend a committee meeting due to official obligations, they may appoint one of the committee members to act on their behalf.

- V. The composition and responsibilities of the Teacher Review Committee shall be governed by the Regulations for the Establishment of Teacher Review Committees at I-Shou University.
- VI. The composition and responsibilities of the Curriculum Committee shall be governed by the Guidelines on the Establishment of Curriculum Committee of School of Chinese Medicine for Post Baccalaureate at I-Shou University.
- VII. The School Development Committee is responsible for planning the overall development of the School, establishing, modifying, and suspending affiliated organizations and graduate programs, drafting and revising organizational charters and related administrative regulations, planning faculty development programs, and planning the establishment of laboratories and the upgrading of equipment. All proposals shall be submitted to the School Affairs Council for approval before implementation.
- VIII. The Faculty-Student Affairs and Safety Committee is responsible for facilitating communication between faculty members and students, assisting in handling unexpected incidents, planning staff trips, and formulating safety, fire prevention, and occupational health measures for all laboratories. These matters may be submitted to the School Affairs Council for approval, if necessary.
- IX. Except for the Teacher Review Committee and the New Faculty Selection Committee, student representatives may be invited to attend committee meetings as participants without the power to vote, in order to ensure a broad range of perspectives is considered.
- X. The Guidelines become effective on the third day of promulgation after being adopted by the School Affairs Council, approved by the College of Medicine, and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*