

NCHU Department of Business Administration

Regulations for the Establishment of Departmental Affairs Meeting

Enacted in the Departmental Affairs and Curriculum Committee Meeting on Sep. 4th, 2008

Amended in the Departmental Affairs Meeting on Oct. 9th, 2009

Amended (Article 5, 6, 7, 8, 9) in the Departmental Affairs Meeting on June 4th, 2013

Amended (Article 1, 7) in the Departmental Affairs Meeting on Jan. 13th, 2025

- Article 1 This regulation has been established in accordance with Article 11 of the University Constitution and Article 3 of the Department Constitution.
- Article 2 The Departmental Affairs Meeting (hereinafter referred to as the Meeting) is the highest decision-making meeting for department affairs, responsible for making decisions related to the department.
- Article 3 The meeting members are full-time department faculty members, and the department chairperson serves as the chair of the Meeting. Assistants, staff, and student representatives shall attend as observers. The chair may invite part-time faculty or other relevant individuals to attend as observers, depending on the situation. The department's full-time faculty members who are on paid or unpaid leave for further studies, leave from teaching at the university, vacation, abroad for more than three months, or secondment to an external institution may attend the meeting as observers (without voting rights).
- Article 4 The Meeting deliberates on the following matters:
1. Department's development plan, academic year plan, and fund utilization.
 2. Recruitment of new full-time and part-time faculty, as well as the renewal of new-system assistant contracts.
 3. Formulation and amendment of departmental regulations.
 4. Matters related to student learning and life counseling.
 5. Proposals by the President, Dean, or Department Chairperson, or motions from attendees.
 6. Review of decisions and proposals from various department committees.
 7. Other administrative, teaching, research, and student affairs matters related to the department.
- Article 5 The Meeting shall be convened by the chairperson at least once each semester. An ad hoc meeting may be convened upon a proposal signed by more than one-third of the required attendees, and must be announced within three days after the chairperson receives the written proposal, and the meeting must be held within 15 days. A written meeting notice shall specify the agenda and be delivered to the attendees at least seven days before the meeting. This limitation does not apply to an ad hoc meeting due to urgent matters.
- Article 6 The Meeting can only be held if at least half of the required attendees are present. The

required attendees are calculated based on the total number of meeting representatives, excluding those absent due to official duties or illness. The resolution of the meeting topic shall be passed with the consent of at least half of the required attendees unless there are special provisions in the university or department.

- Article 7 A designated person should take minutes at the meeting. The minutes should be distributed to all members of the Meeting within two weeks after the meeting.
- Article 8 Depending on the department's needs, the meeting may establish committees or project teams.
- Article 9 Any matters not covered herein shall be governed by relevant university regulations. These Regulations shall be announced and implemented upon approval by the Departmental Affairs Meeting and the Dean; the same procedure shall apply to any amendments.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.