

Methods for setting up departmental affairs meetings of the Department of Leisure Business Management of Kainan University

96.08.28 Passed by the first department meeting of the 1996 academic year

96.11.12 Revised and approved at the second academic meeting of the 1996 academic year

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100.12.13 100 Amended and passed at the third academic meeting of the academic year

109.12.23 Amendment passed at the 6th department meeting of the 109 school year

109.12.30 Amended and approved at the 4th academic meeting of the 109th academic year

Article 1 These regulations are formulated in accordance with the provisions of Article 26 of the Organizational Regulations of Kainan University.

Article 2 The departmental affairs meeting shall consider the following matters:

1. Department development plan matters.
2. Important regulations of this department.
3. Academic affairs, student affairs, general affairs, research and other important matters within the department.
4. Research and discussion on teaching evaluation methods.
5. This is the establishment, change, suspension and work report of various committees or task forces.
6. Proposals of department affairs meetings and matters submitted for discussion by the school.
7. Research and discussion on measures to improve the teaching quality of the department and ensure student learning effectiveness.
8. Other matters related to the department.

Article 3 The ex-officio representatives of the departmental meeting shall be composed of all full-time teachers, staff and technical personnel.

Article 4 Student representatives and other relevant personnel must be invited to attend departmental meetings of the department.

1. The student representative is one representative of the bachelor's class.
2. Student representatives are elected by the president of the department society or relevant student representatives.

Article 5 Ex-officio representatives of the departmental meeting shall not be elected unless they are on secondment or abroad for more than six months during the academic year. In addition to the right to vote, everyone has the right to vote and be elected.

Article 6: Department affairs meetings shall be convened by the department chairperson and shall meet at least once per semester; If more than one-third of the representatives present at the meeting sign a petition to convene an extraordinary meeting, the department chairperson shall receive the petition

The meeting shall be held within fifteen days from the date of signing the letter.

Article 7 Departmental meetings shall be chaired by the department chairperson. If the chairperson is unable to attend, the attending representative may take the chair ex officio. One person is elected as the chairman among the representatives, and the acting chairman should have a higher rank than most other participants.

Article 8 When the department meeting is held, the department chair may invite relevant personnel of the school to attend and report based on the actual needs or instructions.

Article 9 The administrative personnel and student representatives of the department shall regulate the appointment, promotion, etc. related to the rights and interests of teachers. Formulate or revise proposals for the establishment, change or closure of research institutes and affiliated institutions, and Awards. The candidate for the scholarship is decided upon, with only the right to speak and no right to vote.

Article 10 Matters not stipulated in these regulations shall be handled in accordance with the relevant regulations of the school.

Article 11 These regulations shall be adopted by the departmental executive meeting and shall be implemented after being submitted to the academic executive meeting for review and approval. The same applies to amendments.