

# **Guidelines on the Organization of Department of Occupational Therapy at I-Shou University**

Adopted on July 12, 2007 at the ninth meeting of the Departmental Affairs Council in the second semester of the academic year 2006

- I. The Department of Occupational Therapy (hereinafter referred to as “the Department”) shall have one chair to take full charge of departmental affairs. The selection and term of office of the chair shall be subject to the Charter of I-Shou University.
- II. The members of the Departmental Affairs Council shall meet at least twice every semester. All the full-time faculty members of the Department are ex-officio council members.
- III. The Department may establish the Teacher Review Committee, the Curriculum Committee, and the Academic Development Committee. The guidelines on the establishment of committees will be stipulated separately.
- IV. The Teacher Review Committee is responsible for handling affairs related to appointment, promotion, further education, and appointment suspension and termination of faculty members of the Department.
- V. The Curriculum Committee is responsible for handling affairs related to curriculum planning, requirements for graduation credits, recognition of credit transfer, and rules about inter-departmental/university transfer (transfer students, inter-departmental/university transfer, and double majors).
- VI. The Academic Development Committee is responsible for handing affairs related to academic research development of the Department and domestic and international academic exchange activities.
- VII. A quorum of more than two-thirds of total membership will be required to validate a council meeting. A decision shall not be made unless at least half of the members present vote in favor of the proposal.
- VIII. 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 dispute or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*