

Guidelines on the Establishment of Departmental Affairs Council of Department of Occupational Therapy at I-Shou University

Adopted on January 12, 2005 at the second meeting of the
Departmental Affairs Council in the first semester of the
academic year 2006

- I. The Guidelines on the Establishment of Departmental Affairs Council of Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are made pursuant to Article 19 of Chapter 3 of the Charter of I-Shou University.
- II. The members of the Departmental Affairs Council (hereinafter referred to as “the Council”) are the Chair and the full-time faculty members of the Department of Occupational Therapy (hereinafter referred to as “the Department”), and the Chair of the Department is also the chairperson of the Council. The Council is responsible for deliberating important issues related to teaching, research, etc. within the Department. The Chair may invite student representatives to attend council meetings without the power to vote, if necessary.
- III. Council members shall meet at least twice every semester. The Chair of the Department shall convene an extraordinary session if requested by a minimum of one-third of the council members who are required to attend meetings.
- IV. 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.
- V. Voting on proposals shall be conducted by secret ballot or a show of hands, and council members must vote in person.
- VI. The Department may establish different committees based on practical needs with consent from the Council.
- VII. 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 and inter-university/departmental transfer students;
 4. distribution and usage of funds of the Department;
 5. establishment of all committees, their organizations and responsibilities; and
 6. other related issues.
- VIII. 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.

The Teacher Review Committee is composed of full-time faculty members at the level of associate professor or professor of the University.

- IX. Faculty promotion applications shall be decided by the Teacher Review Committee chaired by the Chair of the Department.

Any disputes over the following matters shall be decided by the Teacher Review Committee chaired by the Chair of the Department:

1. applications for pursuing further education;
2. recommendations about special rewards or subsidies; and
3. other issues decided by the Council.

- X. The resolutions of the Council shall be documented in meeting minutes and carried out by the Chair of the Department.

- XI. The Guidelines become effective after being adopted by the Departmental Affairs Council and the College Affairs Council and ratified by the President. The same procedure applies to any amendments to the Guidelines.

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.