

National Kaohsiung University of Science and Technology
Guidelines for the College Affairs Meeting of the College of Foreign
Languages

Approved at the 4th College Affairs Meeting of the 2017 Academic Year on March 29, 2018

Article 1

Guidelines for the College Affairs Meeting of the College of Foreign Languages are formulated in accordance with Article 36 of the Temporary Organization Regulations of National Kaohsiung University of Science and Technology.

Article 2

The College Affairs Meeting of the College of Foreign Languages (hereinafter referred to as the College Meeting) shall discuss the matters of the college development, teaching, research, promotion, services, counselling, and other relevant items.

Article 3

The Meeting has nine to twenty-one representatives, comprised of the dean, vice dean, departmental heads and representatives elected from the full-time faculty members of the College. The number of full-time faculty representatives shall not be less than one-half of the total number of representatives present at the meeting, and each department has at least one representative. The faculty representatives shall be selected from the Departmental Meeting of each department in accordance with the proportion of full-time faculty members of each department to the total number of full-time faculty members of the College. The representatives to the Meeting shall serve a one-year term and may be reelected and reappointed.

Article 4

The Dean of the College shall serve as the chair of the Meeting. If the dean cannot preside over the Meeting, an acting chairperson needs to be appointed. If not, the representatives present at the meeting shall elect one of them as the chairperson.

Article 5

The Meeting shall be convened at least once every semester. Extraordinary meetings shall be called for by the Dean of the College when urgent matters need to be discussed and when more than one-third of the committee members countersign to hold the Meeting.

Article 6

The College and the departments shall have the proposal right. Additionally, two or more

full-time faculty members may also countersign and submit proposals to the Meeting, and the proposals shall be related to the development of the affairs of the College.

Article 7

The Meeting cannot proceed without the attendance of more than two-thirds of the committee members. A resolution cannot be made without the approval by more than one-half of the committee members present at the meeting.

Article 8

Committee members shall attend the Meeting in person. When a member is to be absent from the Meeting, an ex-officio committee member should be designated by the elected member as a proxy to attend the Meeting from his/her department. The proxy shall have the same rights and obligations as the Meeting representative. The proxy can only be designated by one committee member.

Article 9

If necessary, faculty members and students of the College may be invited to attend the Meeting. The chairperson shall invite relevant parties to sit in the meetings for reports or explanations when necessary.

Article 10

The College shall notify the departments that the representative members for the Meeting shall be elected for the next academic year in June each year. Each department shall submit the list of representatives with one or two alternate committee members to the College for future reference by July 10.

Article 11

The minutes of the meeting shall be made and presented to the president for approval.

Article 12

The Guidelines shall be implemented upon approval by the College Affairs Committee, and the same shall be done for any amendments thereto.