

# **Regulations on College Affairs Meeting of National Yunlin University of Science and Technology**

Passed at the 9th Administrative Meeting of the 86th academic year (1997) on March 31, 1998.  
Amended at the 3rd Administrative Meeting of the 95th academic year (2006) on  
November 14, 2006.

Article 1: The colleges of National Yunlin University of Science and Technology (hereinafter referred to as YunTech) establish College Affairs Meetings in accordance with Article 16 of the University Act and Article 11 of YunTech's Organizational Charter to discuss matters related to teaching, research, counseling, service, and other important college affairs.

Article 2: The College Affairs Meeting of a college (hereinafter referred to as the Meeting) is composed of the Dean of the college, the heads of departments and institutes under the college, the Directors of the centers under the college as ex-officio representatives, and representatives of full-time faculty members (including deputy heads who are not ex-officio representatives).

The number of full-time faculty member representatives shall not be less than half of the total number of representatives, among whom those with the qualifications of professor or associate professor may not be less than two-thirds of the faculty member representatives. The number of representatives to be elected by each department or institute is allocated by the college according to the proportion of full-time faculty members in each department or institute, and the representatives are elected by the full-time faculty members at the department or institute affairs meetings.

The term of office for the Meeting representatives is one academic year, and re-election and re-appointment is allowed.

Article 3: The Meeting is convened and chaired by the Dean. If the Dean is unable to attend for any reason, a representative may be designated to act as the chair. If no acting chair has been designated, the attending representatives will elect one among themselves to serve as the chair.

Article 4: The Meeting shall be held at least once per semester and may be convened temporarily when necessary. If more than one-third of the members who should attend the Meeting request a temporary Meeting, the Dean shall convene it within fifteen days.

Article 5: The Meeting may not be convened unless more than half of the representatives who should attend are present; decisions may not be made unless more than half of the attending representatives agree.

Article 6: If a representative has a valid reason for not being able to attend a Meeting, he/she should request leave from the Dean in advance. A representative on official business, out on duty, or on leave cannot be represented by others, except that a representative who is a director may be represented by his/her

approved job substitute.

Article 7: The Meeting may invite teaching assistants, employees, and students of the college to attend, and depending on the actual needs of the discussion items, the convener may invite other relevant persons to attend for reporting or explanation.

Article 8: The Meeting may request written or oral reports from the units under the college as needed.

Article 9: The Meeting may establish special case panel(s) to handle matters assigned by the Meeting.

Article 10: The administrative affairs of the Meeting are handled by faculty members, employees or teaching assistants of the college. After the Meeting, meeting minutes shall be prepared and submitted to the President for review.

Article 11: Each college shall notify its departments and institutes to conduct, in June each year, the election of representatives for the next academic year's Meetings. Each department or institute shall also have one to two alternate representatives, and the list shall be submitted to each college for reference before July 1.

Article 12: These Regulations, and amendments hereto, are implemented after being passed at YunTech's Administrative Meeting and approved by the President.