

National Taiwan Normal University

College of International Studies and Social Sciences

院務會議規則

Rules for the College Affairs Council

Last Amended on October 3, 2017

- Article 1. The College of International Studies and Social Sciences has established the *Rules for the College Affairs Council* (hereinafter referred to as “the Rules”) in accordance with the provisions stipulated in Article 27 of National Taiwan Normal University’s *The University Charter*.
- Article 2. The College Affairs Council (hereinafter referred to as “the Council”) shall be composed of the following members:
1. The Dean and associate deans of this College, department directors, and graduate institute directors shall serve as ex-officio representatives to the Council.
 2. The number of full-time faculty representatives from each department/institute shall be determined by the number of full-time faculty members in their respective department/institute, as follows:
 - (1) 1 – 7 full-time faculty members: 1 representative
 - (2) 8 – 14 full-time faculty members: 2 representatives
 - (3) 15 – 21 full-time faculty members: 3 representatives
 - (4) 22 – 28 full-time faculty members: 4 representatives
 - (5) 1 full-time faculty representative shall be elected for every additional 7 full-time faculty members in a department/institute.
 3. If the Dean or associate deans of this College also serve as department/institute heads, the respective department/institute may elect an additional representative.
 4. The Council shall be composed of an odd number of representatives. If there is an even number, the Dean of the College may recommend one faculty member employed within/outside of NTNU to serve as a representative on the condition that the recommendation is approved by the other college affairs council representatives.
- Article 3. The representatives elected by each department/institute shall serve a term of one

academic year. If a position is vacant for any reason, the respective department/institute shall appoint a replacement. The term of the replacement representative shall begin from the day on which they are appointed and extend to the end of the respective academic year.

Article 4. The following matters shall be deliberated in the Council:

1. Development plans for the College
2. Important rules and regulations of the College
3. Other College Affairs

Article 5. The Council may establish committees or teams to discuss matters assigned by the Council or by the Dean of the College.

Article 6. The Dean of the College shall convene the College Affairs Council Meeting (hereinafter referred to as “the Meeting”) at least once per semester, and interim meetings may be held when necessary.

Article 7. Interim meetings shall be held when deemed necessary by the Dean of the College or when proposed and seconded by over one-third of the college affairs council representatives.

Article 8. The Council shall be chaired by the Dean of the College. If the Dean of the College is unable to preside over the Meeting, an associate dean or their appointed deputy shall serve as chair.

Article 9. More than half of the representatives must be present for a Meeting to be called to order; resolutions may only be made with the consent of more than half of the representatives in attendance.

Article 10. Except for proposals put forward by the College, its departments and institutes, and the units under the various institutes, proposals put forward during the Meeting shall require the signatures of at least three college affairs council representatives.

Article 11. Student representatives from the departments/institutes, experts, or other stakeholders may be invited to attend or report to the Meeting as necessary.

Article 12. The Rules shall come into effect after their passage by the Meeting. The same principle shall apply when revisions are made.