

National Pingtung University Guidelines for the Establishment of the College of Management College Affairs Meeting

Passed Sep 2, 2014, in the 1st College of Management college affairs meeting.

Passed Sep 11, 2014, in the 1st NPTU administrative meeting.

Amended Sep 9, 2015, in the 1st College of Management college affairs meeting of the 2015-16 academic year.

Amended Sep 17, 2015, in the 11th NPTU administrative meeting.

1. These guidelines were formulated based on Article 32 of the NPTU Organizational Code and Article 6 of the Regulations for the Establishment of the College of Management.
2. College of Management college affairs meetings shall comprise the following personnel:
 - a) The College dean, associate dean, and chairs of each department automatically serve as ex officio members.
 - b) Faculty representatives from each department
 - c) Student representativesWith regard to faculty representatives (mentioned above), one such representative shall be selected by each department from among all full-time department faculty. One student representative shall be elected by the leadership of each department's student association.
3. The term duration for faculty and student representatives elected by each department is one year. Representatives may serve consecutive terms.
4. College of Management college affairs meetings will consider the following matters:
 - a) Matters related to teaching, research, and service at the College of Management, and any other matters pertaining to the College.
 - b) The formulation of a variety of College rules and regulations.
 - c) All planning related to the establishment of new departments, graduate institutes or centers within the College, or adjustments to existing ones.
 - d) The allocation of equipment used for teaching and research, and classroom space within the College, and the coordination and use of funds.
 - e) Motions for resolution raised in college affairs meetings and the effectiveness of such resolutions after being implemented.
 - f) Matters proposed by the College to be considered in university affairs meetings.
 - g) Other matters related to the College that require coordinating.
5. During college affairs meetings, various types of committees or ad hoc project teams related to the operation of college affairs may be set up to handle matters assigned during meetings.
6. College affairs meetings shall be convened by the College dean, and shall be held once per semester. When necessary, unscheduled meetings may be convened as required by the College dean, or after the filing of a petition for a meeting, having been signed by at least one-third of all meeting representatives.
7. The College dean shall serve as the chairperson during college affairs meetings. If, for whatever reason, the dean is unable to chair the meeting, an alternate chairperson will be selected by the meeting representatives.
8. For a College of Management college affairs meeting to commence, at least half of all representatives should be present. Moreover, for a resolution to be passed, at least half of all attending representatives

must agree to the resolution.

9. During College of Management college affairs meetings, in addition to motions brought by the College itself, any of its departments, or the administrative division to which the College belongs, motions may also be brought by three representatives or more who are present in the meeting and submit a signed petition. Unscheduled proposals must be seconded by attending members before they can be considered.
10. During meetings, student representatives, experts, or personnel relevant to the motion being considered may be invited to attend the meeting or deliver a briefing.
11. These guidelines will be published and implemented after being passed in a college affairs meeting and an administrative meeting, and gaining the approval of the University president. The same applies to all future amendments.

Responsible unit: College of Management