

Regulations for the Department Affairs Meeting of the Department of Political Science, College of Social  
Sciences, National Taiwan University

Approved by the Department/Graduate Institute Affairs Meeting on June 30, 1987

Amended and approved by the Department/Graduate Institute Affairs Meeting on November 26, 1996

Amended and approved by the Department/Graduate Institute Affairs Meeting on June 16, 1998

Approved by the College Affairs Meeting on June 19, 1998

Amended and approved by the Department/Graduate Institute Affairs Meeting on October 9, 2007

Amended and approved by the College Affairs Meeting on December 4, 2007

Issued in Cheng-Fa No. 0003 (2007) on December 11, 2007

Approved by the Department Affairs Meeting on December 25, 2012

Approved by the College Affairs Meeting on January 3, 2013

Issued in Cheng-Fa No. 0002 (2013) on January 22, 2013

1. These Regulations are established in accordance with Article 44 of the *National Taiwan University Organizational Regulations*.

2. The Department Affairs Meeting is composed of the Department Chair, full-time professors, associate professors, assistant professors, lecturers, and student representatives: one from the doctoral program, one from the master's program, and three from the undergraduate program.

The Department Chair may invite relevant individuals to attend the meeting as observers, but these individuals do not have voting rights.

3. The powers and responsibilities of the Department Affairs Meeting are as follows:

- (1) Designing and modifying required subjects and courses;
- (2) Discussing and establishing research directions and priorities;
- (3) Planning and implementing research directions;
- (4) Reviewing of applications or nominations for academic awards, grants, or honors that require the Department's recommendation;
- (5) Planning and implementing academic collaboration and teaching programs;
- (6) Reviewing new (or renewed) appointments for part-time faculty members over the age of 65;
- (7) Recommending the appointment, dismissal, and transfer of employees and service workers;
- (8) Establishing principles for budget allocation and utilization;
- (9) Establishing various committees and research organizations;
- (10) Establishing departmental regulations;
- (11) Reviewing other matters related to teaching and departmental affairs.

4. When the Department Affairs Meeting reviews new (or renewed) appointments for part-time faculty members over the age of 65, the following provisions apply:

- (1) For appointments at the rank of professor, the review is conducted by full-time professors.
- (2) For appointments at the rank of associate professor, the review is conducted by full-time associate professors or above.
- (3) For appointments at the rank of assistant professor, the review is conducted by full-time assistant professors or above.

(4) For appointments at the rank of lecturer, the review is conducted by full-time lecturers or above.

5. The Department Affairs Meeting is convened by the Department Chair and meets at least once each semester. If at least one-third of the required attendees request a special meeting, the Department Chair shall convene it immediately.

The Department Chair may convene a special meeting if deemed necessary.

6. The Department Affairs Meeting is chaired by the Department Chair. If the Department Chair is unable to attend the meeting, the attending members select one person to chair the meeting.

7. A quorum of at least half of the members present is required for the Department Affairs Meeting to take place. Resolutions require the approval of a majority of the members present.

Faculty members on secondment are not counted in the number of required attendees and do not have voting rights.

8. Voting in the Department Affairs Meeting shall be conducted by raising hands or by anonymous ballot.

9. Matters decided by the Department Affairs Meeting shall be officially recorded, and the Department Chair is responsible for their implementation.

10. These Regulations are effective from the date of promulgation after being approved by the Department Affairs Meeting and the College Affairs Meeting.