

# **Department of Oceanography, National Sun Yat-sen University**

## **Guidelines Governing the Establishment of the Department Affairs Council**

Approved at the preparatory meeting on December 5, 2012

Approved at the Department Affairs Council meeting on September 25, 2013

- Article 1. The Guidelines Governing the Establishment of Department Affairs Council of the Department of Oceanography (hereinafter “the Guidelines”) were established in accordance with Article 44 of the National Sun Yat-sen University Articles of Association to institutionalize the Department of Oceanography (hereinafter “the Department”) and effectively implement department affairs.
- Article 2. All full-time faculty members of the Department ranked assistant professor or above are ex officio members of Department Affairs Council. Faculty members who are on secondment, during oversea research stay, on sabbatical, or serving as first-class heads in the University may apply for absence from meetings semester-round. When proposals for regulations related to student performances, student life, or rewards/punishments are to be discussed, one undergraduate student representative and one graduate student representative shall be invited to attend the meeting. The Chairperson of the Department’s Student Association is an ex officio representative. When necessary, other staff members of the Department may be invited to attend meetings.
- Article 3. The Department Affairs Council comprises Curriculum, Admission, and Academic Committees. Each committee shall comprise at least three members, which are selected through vote by all full-time faculty members. The member who receives the most votes shall act as the convener of the committee. Each member is allowed to join at most two committees. The committee members are elected every academic year with a term limit of two terms. The organizational operation and committee responsibilities are specified in their respective regulations.
- Article 4. At least one Department Affairs Council meeting shall be convened by the chairperson (i.e., Department Director) every semester. One person may be elected from among attendant faculty members to chair the meeting if the Department Director is absent. The meeting is effective only when more than one-half of total faculty members are present. A resolution may be adopted only upon agreement by more than one-half of the attendant faculty members.

Article 5. Discussions in Department Affairs Council meetings focus on departmental development plans, items proposed by individual committees, motions cosigned by at least two personnel, and proposals approved through discussion by the Student Representative Joint Committee of the Department's Student Association.

Article 6. The Guidelines, as well as all amendments thereto, shall come into effect upon approval by the Department Affairs Council.

Disclaimer. The document was translated from its Chinese version. The Chinese guidelines supersede the English ones shall there be discordance between the documents.