

# 義守大學餐旅管理學系組織章程

九十六學年度第一學期第一次系務會議初訂通過(96.08.07)

- 第一條 本系置主任一人，綜理系務，任期依本校組織規程第三十條主管產生章程辦理。
- 第二條 每學期應至少召開系務會議二次，系主任為當然會議主席，本系教師為當然委員。
- 第三條 本系得設系務規劃、自評工作、招生事務、教師評審、課程規劃、設備規劃、教師權益、學術發展及學生事務等九委員會，各置召集人一人，委員若干人。
- 第四條 系務規劃、自評工作、招生事務、教師評審、課程規劃、設備規劃、教師權益、學術發展及學生事務等九委員會委員的產生，於每學年最後一次系務會議中投票產生，本系每位專任教師需擔任至少一個委員會之委員。委員之任期一年，得連選連任。
- 第五條 本章程第三條所列九委員會之召集人的任期一年，得連任一次。其產生方式除教師評審委員會與課程規劃委員會外，由各該委員中投票產生。
- 第六條 系務規劃委員會負責下列事項：
- (一) 系設立宗旨及明確的教育目標(含學生應具備之核心能力)。
  - (二) 相關系所資料收集。
  - (三) 訂定系近(1~3 年)、中(3~5 年)、長(5 年以上)程發展計畫。
  - (四) 其他相關事務之審議。
- 以上事務送請系務會議認可後執行之。
- 第七條 自評工作委員會負責系評鑑相關事項之執行及資料之彙整。  
(依據義守大學餐旅管理學系自我評鑑實施要點)
- 第八條 招生事務委員會負責下列事項：
- (一) 各項招生宣傳工作。
  - (二) 各項招生辦法之擬定。
  - (三) 其他相關事務之審議。

以上事務送請系務會議認可後執行之。

第九條 教師評審委員會負責系內各級教師之聘任、升等、停聘及解聘等事宜，其組織章程依本系教師評審委員會設置要點規定之。

第十條 課程規劃委員會負責初審新開設專業課程、初審異動之課程、初審大學部「新生四年課程計劃表」、審查新生及轉學生入學學分抵免等事項。其組織章程依本系課程規劃委員會設置要點規定之。

第十一條 設備規劃委員會負責研究室之空間、設備規劃和營運管理，系上圖書和設備採購、更新及維護，系預算之擬定和審議，工讀生之管理，其他相關事務之審議。其組織章程依本系設備規劃委員會設置要點規定之。

第十二條 教師權益委員會負責下列事項：

- (一) 教師之招募、申訴、福利、聯誼。
- (二) 優良教師推薦。
- (三) 優良導師推薦。
- (四) 其他相關事務之審議。

以上事務送請系務會議認可後執行之。

第十三條 學術發展委員會負責下列事項：

- (一) 負責書報討論。
- (二) 研討會籌備業務。
- (三) 刊物出版（專題報告、系所簡介）。
- (四) 相關資訊蒐集及傳遞等事宜。
- (五) 其他相關事務之審議。

以上事務送請系務會議認可後執行之。

第十四條 學生事務委員會負責下列事項：

- (一) 負責系學會輔導、師生活動的規劃。
- (二) 學生課業、心理及生理輔導。
- (三) 學生申訴、糾紛排解。
- (四) 協助系上處理偶發事件、意外事故等事宜。

(五) 協調師生的溝通。

(六) 其他相關事務之審議。

以上事務送請系務會議認可後執行之。

第十五條 本系之系務會議須由系內三分之二以上教師出席，始得召開。系內之各章程、規則及要點的修定，須由出席人數之二分之一(含)以上的同意。

第十六條 本章程經系務會議通過後施行，修正時亦同。

# **Guidelines on Organization of Department of Hospitality Management at I-Shou University**

Adopted on August 7, 2007 at the first meeting of the  
Departmental Affairs Council in the first semester of the  
academic year 2007

- I. The Department of Hospitality Management (hereinafter referred to as the “Department”) has one Department Chair to handle overall affairs of the Department. The term of a Chair shall be governed by Article 30 of the Charter of I-Shou University.
- II. Members to the Departmental Affairs Council shall meet at least twice every semester. The Chair serves as the ex-officio chairperson, and full-time teachers of the Department are ex-officio council members.
- III. The Department establishes the following nine committees: Department Management Committee, Departmental Self-Evaluation Committee, Admission Affairs Committee, Teacher Review Committee, Curriculum Committee, Equipment Management Committee, Faculty Rights Committee, Academic Development, and Student Affairs Committee. Each committee has one convener and several committee members.
- IV. Members to the nine committees shall be elected by voting at the last meeting of the Departmental Affairs Council at the end of every academic year. Each and every full-time teacher of the Department is required to serve as a member to at least one committee. Committee members serve one-year terms and may be re-elected.
- V. The conveners to the nine committees as referred to in the provision III serve one-year terms and can be re-elected only once. Except for the Teacher Review Committee and the Curriculum Committee, the conveners of the other committees shall be elected among the members of respective committees.
- VI. The Department Management Committee is responsible for:
  1. determining the Department’s purpose of establishment and educational objectives (including core competences which students shall be equipped with);
  2. collecting data on similar programs;
  3. drawing up the Department’s short-, mid- and long-term development plans (1-3 years, 3-5 years and 5 years or longer, respectively);
  4. deliberating any other relevant affairs.

The resolutions reached by the Academic Development Committee shall be submitted to the Departmental Affairs Council for ratification before being implemented.

VII. The Departmental Self-Evaluation Committee is responsible for carrying out tasks in relation to departmental evaluation as well as data collection as per the Guidelines on Self-Evaluation by Department of Hospitality Management at I-Shou University.

VIII. The Admission Affairs Committee is responsible for:

1. student recruitment promotions and campaigns;
2. legislation of regulations and rules for student recruitment; and
3. deliberation of relevant affairs.

The resolutions reached by the Admission Affairs Committee shall be submitted to the Departmental Affairs Council for ratification before being implemented.

IX. The Teacher Review Committee is responsible for appointment, promotion as well as suspension and dismissal of appointment for faculty members at all academic levels of the Department. The committee organization shall be governed by the Department's Guidelines on Establishment of Teacher Review Committee.

X. The Curriculum Committee is responsible for conducting a preliminary examination on new professional training courses, changes in courses, the four-year curriculum plan for new undergraduate enrollees, and credit transfer applications submitted by new enrollees and transfer students. The committee organization shall be governed by the Department's Guidelines on Establishment of Curriculum Committee.

XI. The Equipment Management Committee is responsible for planning and managing laboratory spaces and equipment, procuring, renewing and managing library resources and facilities, drawing up and reviewing the Department's budget, managing work-study students, and deliberating any other relevant affairs. The committee organization shall be governed by the Department's Guidelines on Establishment of Equipment Management Committee.

XII. The Faculty Rights Committee is responsible for:

1. faculty recruitment, complaints, benefits and recreational activities;
2. nomination for Distinguished Teaching Awards;
3. nomination for outstanding advisors; and
4. deliberation of any other relevant affairs.

The resolutions reached by the Faculty Rights Committee shall be submitted to the Departmental Affairs Council for ratification before being implemented.

XIII. The Academic Development Committee is responsible for:

1. preparing seminars;
2. organizing symposiums;
3. publishing publications (including project reports and introductions to the Department);

4. collecting and distributing relevant information; and
5. deliberating any other relevant affairs.

The resolutions reached by the Academic Development Committee shall be submitted to the Departmental Affairs Council for ratification before being implemented.

XIV. The Student Affairs Committee is responsible for:

1. supervising and guiding the Department's Student Association, and planning activities for the faculty and students;
2. offering counseling on students' academic studies as well as physical and mental health;
3. handling students' complaints and disputes;
4. assisting in handling accidents;
5. serving as a bridge between the faculty and students; and
6. deliberating any other relevant affairs.

The resolutions reached by the Student Affairs Committee shall be submitted to the Departmental Affairs Council for ratification before being implemented.

XV. A quorum of at least two-thirds of total membership of the Department will be required to validate a council meeting. Any amendments to regulations, guidelines and rules of the Department shall not be passed unless at least half of the members present vote in favor of the proposal.

XVI. The Guidelines become effective after adopted by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines.

*Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*