

國立中興大學生命科學系常設委員會組織細則

Regulations for Organizing Standing Committees in the Department of Life Sciences at National Chung Hsing University

92 年 1 月 10 日系務會議通過訂定

94 年 9 月 22 日系務會議通過修訂

96 年 1 月 11 日系務會議通過修訂

96 年 10 月 9 日系務會議通過修訂

97 年 5 月 7 日系務會議通過修訂

100 年 3 月 17 日系務會議通過修訂

101 年 1 月 5 日系務會議通過修訂

104 年 3 月 18 日系務會議通過修訂

109 年 9 月 23 日系務會議通過修訂

114年9月16日系務會議通過修訂

Approved by the Department Affairs Meeting on Jan. 10, 2003
Amended and approved by the Department Affairs Meeting on Sep. 22, 2005
Amended and approved by the Department Affairs Meeting on Jan. 11, 2007
Amended and approved by the Department Affairs Meeting on Oct. 9, 2007
Amended and approved by the Department Affairs Meeting on May 7, 2008
Amended and approved by the Department Affairs Meeting on Mar. 17, 2011
Amended and approved by the Department Affairs Meeting on Jan. 5, 2012
Amended and approved by the Department Affairs Meeting on Mar. 18, 2015
Amended and approved by the Department Affairs Meeting on Sep. 23, 2020
Amended and approved by the Department Affairs Meeting on Sep. 16, 2025

第一條 本細則係依據「國立中興大學生命科學系組織規程」第六條規定制定之。

Article 1 These regulations are formulated in accordance with Article 6 of the
**"Organizational Regulations of the Department of Life Sciences, National
Chung Hsing University".**

第二條 教師評審委員會

Article 2 Faculty Evaluation Committee

- 一、本系教師評審委員會之設置規定，依據「國立中興大學生命科學系教師聘任暨升等評審辦法」及「國立中興大學各系（所）教師評審委員會組織章程」相關規定辦理。

(1) The establishment of the Faculty Review Committee of this Department shall be conducted in accordance with the Regulations for Faculty Appointment and Promotion Review in the Department of Life Sciences at National Chung Hsing University *and the National Chung Hsing University Articles of Organization for Department (Institute) Faculty Evaluation Committees.*

二、職責：

(2) Responsibilities:

- (一)審查本系專、兼任教師之升等、新聘及改聘有關事宜。
 - (a) Reviewing matters related to the promotion, new appointments, and reappointments of fulltime and part-time faculty members.
- (二)審查本系專、兼任教師之續聘及解聘事宜。
 - (b) Reviewing matters related to renewing and terminating appointments for full-time and adjunct faculty members.
- (三)選薦本系優良教師。
 - (c) Selecting and recommending outstanding faculty members.
- (四)推薦各學術獎候選人。
 - (d) Nominating candidates for various academic awards.
- (五)協議系務會議交議之相關事項。
 - (e) Deliberating on matters referred to by the Departmental Affairs Meeting.

第三條 教學及課程委員會

Article 3 Teaching and Curriculum Committee

- 一、本會設委員十四人，系主任、副系主任、課業導師及各學術分組召集人為當然委員，由本系專任教師推選各學術分組專任助理教授以上教師一名、業界或畢業系友一名、校外專家學者一名及學生代表二名（一位大學部學生及一位研究生）組成。並指定一人為召集人，委員任期一年，連聘得連任。

(1) The committee consists of fourteen members: the Department Chair, Deputy Chair, Academic Advisors, and conveners from each academic cluster serve as ex-officio members. Additionally, one full-time assistant professor (or above) from each academic cluster, one industry representative or alumnus, one external expert or scholar, and two student representatives (one undergraduate and one graduate student) are elected by the Department's full-time faculty. A convener is appointed for one year and may be reappointed.

二、職責：

(2) Responsibilities:

- (一)修訂本系之課程。
 - (a) Revising the Department's curriculum.
- (二)評估教學成效。
 - (b) Evaluating teaching effectiveness.
- (三)分配研究生協助教學事宜。
 - (c) Assigning graduate students to assist in teaching.
- (四)統籌規劃系專題演講事宜。
 - (d) Coordinating departmental seminars.

(五)負責課程審核、規劃及管理事宜。

(e)Overseeing course review, planning, and management.

(六)協議系務會議交議之相關事項。

(f)Deliberating on matters assigned by the Department Affairs Meeting.

第四條 系務發展委員會

Article 4 Department Development Committee

一、本委員會設委員九人，系主任、副系主任及各學術分組召集人為當然委員，其餘委員由助理教授以上專任教師推選之。並指定一人為召集人，委員任期一年，連選得連任。

(1) The committee comprises nine members: the department chair, deputy chair, and conveners of each academic cluster, who serve as ex officio members. The remaining members are elected by full-time faculty at the rank of assistant professor or above. A convener is appointed, and the term of office for members is one year, with eligibility for re-election.

二、職責：

(2) Responsibilities:

(一)擬定本系學術發展方向及計畫。

(a)Formulating the department's academic development directions and plans.

(二)擬定新聘教師之聘任原則。

(b)Establishing principles for the appointment of new faculty members.

(三)規劃各項招生考試相關事宜。

(c)Planning matters related to admission examinations.

(四)規劃出版事宜。

(d)Planning publication matters.

(五)評議本系學術研究成果。

(e)Evaluating the department's academic research outcomes.

(六)協議系務會議及系主任交議之相關事項。

(f)Deliberating on matters assigned by the Department Affairs Meeting and the Department Chair.

第五條 招生試務委員會

Article 5 Admission Examination Committee:

一、**組織**：本委員會由委員九人組成，系主任、副系主任及各學術分組召集人為當然委員，其餘委員於每年 7 月底前由本系專任教師選舉產生，任期一年，連選得連任。系主任為召集人，若系主任因故應迴避招生試務，則由委員互

推一人為召集人。

(1) Organization: The committee consists of nine members: the Department Chair, the Deputy Chair, and the conveners of each academic cluster serve as ex officio members. The remaining members are elected by the department's full-time faculty before the end of July each year, serving a one-year term with eligibility for re-election. The Department Chair acts as the convener; if the Chair must recuse themselves from admission affairs, the committee members shall elect another member to serve as the convener.

二、職責：

(2) Responsibilities:

- (一)擬定本系各類入學管道之招生簡章細則如招生名額、考試方式、考試日期、檢定科目及標準、成績採計方式、考試項目及佔分比例等。
 - (a) Formulate detailed admission enforcement rules for various entry pathways, encompassing enrollment quotas, examination types, examination dates, subjects and standards, grading methods, examination items, and their respective weightings.
- (二)辦理各項招生考試相關事宜及碩、博士研究生論文口試事宜。
 - (b) Manage matters related to admission examinations and oral defenses for master's and doctoral theses.
- (三)協助國際學生招生事宜。
 - (c) Assist in matters related to the admission of international students.
- (四)訂定本系招生策略、作業流程、監督招生工作之進行及改進事宜。
 - (d) Establish admission strategies and operational procedures, supervise the admission process, and address improvement matters.
- (五)設定學生入學後監測機制及評估學習成效。
 - (e) Develop mechanisms for monitoring students after admission and evaluating learning outcomes.

三、招生試務委員會組織規則另定之。

(3) The Organizational Regulations of the Admission Examination Committee shall be stipulated separately.

第六條 學生校外實習委員會

Article 6 Student Off-Campus Internship Committee

一、組織：本會委員系主任為召集人，其成員得包含副系主任、開設實習課程助理教授以上教師、課業導師二名、助教二名、學生代表一名、合作機構代表一名。

(1) The department chair shall serve as the convener of the committee. Its members may include the associate chair, faculty members (assistant professor or above) offering internship courses, two academic advisors, two teaching assistants, one student

representative, and one representative from the partner organization.

二、職責：

(2) Responsibilities:

(一)整體規劃及推動校外實習課程。

(a)Overall planning and promotion of off-campus internship courses.

(二)合作單位之評估與選定。

(b)Evaluate and select partner organizations.

(三)訂定「學生校外實習合約書」。

(c)Establish "Student Off-Campus Internship Contract".

(四)處理學生實習期滿前之終止實習。

(d)Handle the early termination of student internships before the completion date.

(五)評估學生校外實習成效。

(e)Assess the outcomes of students' off-campus internships.

(六)學生校外實習權益申訴案件協商及其他有關權益保障等事宜。

(f)Mediate student appeals and handle other matters related to the protection of students' rights during off-campus internships.

第七條 各委員會決議事項應於系務會議中提出報告並討論。

Article 7 Resolutions of each committee should be reported and discussed in the Department Affairs Meeting.

第八條 本細則經系務會議通過後實施，修訂時亦同。

Article 8 These regulations and any amendments made hereto shall be implemented upon passage by the Department Affairs Meeting.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.