

國立中興大學生命科學系常設工作小組組織細則

Organizational Regulations for the Standing Working Groups 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

92年6月5日系務會議通過第一次修訂

96年10月9日系務會議通過第二次修訂

97年7月23日系務會議通過修訂

98年9月15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5月2日系務會議通過修訂

108年9月24日系務會議通過修訂

Approved by the Department Affairs Meeting on Jan. 10, 2003

Amended and approved for the first time by the Department Affairs Meeting on Jun. 5, 2003

Amended and approved for the second time by the Department Affairs Meeting on Oct. 9, 2007

Amended and approved by the Department Affairs Meeting on Jul. 23, 2008

Amended and approved by the Department Affairs Meeting on Sep. 15, 2009

Amended and approved by the Department Affairs Meeting on Mar. 17, 2011

Amended and approved by the Department Affairs Meeting on May 2, 2012

Amended and approved by the Department Affairs Meeting on Sep. 24, 2019

第一條

本細則係依據「國立中興大學生命科學系組織規程」第七條規定制定之。

Article 1

These regulations are formulated in accordance with Article 7 of the "Organizational Regulations of the Department of Life Sciences, National Chung Hsing University".

第二條 系空間及設備小組

Article 2 Space and Equipment Group

一、組織：

本小組成員，由系主任在各學術分組中，各聘任至少一名專任教師及助教、系辦公室職員組成，並指定一人為召集人，本小組成員任期一年，連聘得連任。

I. Organization: The group members are appointed by the Department Chair, with at least one full-time faculty member and one teaching assistant from each academic cluster, along with staff from the department office. One member is designated as the convener. The term for each member is one year, with the possibility of reappointment.

二、職責：

II. Responsibilities:

- 1、系空間之規劃、分配及調整之建議。
1. Propose plans for the allocation and adjustment of departmental spaces.
- 2、系軟硬體設備之租借管理。
2. Manage the rental of software and hardware equipment.
- 3、系館土木及水電工程之管理。
3. Oversee civil and electrical engineering projects within the department building.
- 4、系館環境之規劃與管理。
4. Plan and manage the environment of the department building.
- 5、工作人員（含工友、工讀生及獎助學金生）之調派。
5. Assign staff, including workers, work-study students, and scholarship recipients.

第三條 宣傳、服務與網路小組

Article 3 **Publicity, Services, and Network Group**

一、組織：

本小組成員，由系主任在各學術分組中，各聘任至少一名專任教師及助教、系辦公室職員組成，並指定一人為召集人，本小組成員任期一年，連聘得連任。

I. Organization: The group members are appointed by the Department Chair, with at least one full-time faculty member and one teaching assistant from each academic cluster, along with staff from the department office. One member is designated as the convener. The term for each member is one year, with the possibility of reappointment.

二、職責：

II. Responsibilities:

1、系網設計、架構與維護。

1. Design, develop, and maintain the department's website.

2、負責連絡與相關學術研究單位之活動。

2. Coordinate activities with relevant academic research units.

3、負責系資料成果展覽。

3. Organize exhibitions of the department's research achievements.

4、策劃與執行本系教職員工之自強活動。

4. Plan and execute self-improvement activities for faculty and staff.

5、宣傳、推廣、媒體策劃。

5. Handle publicity, promotion, and media planning.

6、協助新任教師之環境適應。

6. Assist new faculty in adapting to the department's environment.

7、負責生科系電子報之規劃及編輯。

7. Plan and edit the department's electronic newsletter.

8、舉辦新生座談會。

8. Organize orientation sessions for freshmen.

9、協助學生舉辦生科營、少科營、生科週及其他代表本系對外之相關活動。

9. Assist students in organizing events such as biology camps, junior science camps, life sciences week, and other activities representing the department externally.

10、系務會議交辦之相關事項。

10. Handle other matters assigned by the department meetings.

第四條 安全衛生小組

Article 4 Safety and Health Group

一、組織：

本小組成員，由系主任在各學術分組中，各聘任至少一名專任教師及助教、系辦公室職員組成，並指定一人為召集人，本小組成員任期一年，連聘得連任。

I. Organization: The group members are appointed by the Department Chair, with at least one full-time faculty member and one teaching assistant from each academic cluster, along with staff from the department office. One member is designated as the convener. The term for each member is one year, with the possibility of reappointment.

二、職責：

II. Responsibilities:

1、負責安全衛生教育訓練課程的執行。

1. Implement safety and health education and training courses.

2、負責本系輻射及安全衛生法規的設計、推動與執行。

2. Design, promote, and enforce radiation and safety regulations within the department.

第五條 學生事務小組

Article 5 Student Affairs Group

一、組織：本小組成員由所有導師及系教官組成，並指定一人為召集人。

I. Organization: The group members consist of all advisors and the department's military instructor. One member is designated as the convener.

二、職責：

II. Responsibilities:

1、輔導並協助系學會之活動。

1. Provide guidance and assistance for the department's student association activities.

2、導生活動規劃。

2. Plan and organize advisor-related activities.

第六條 系友聯繫工作小組

Article 6 Alumni Group

一、組織：本小組成員，由系主任在各學術分組中，各聘任至少一名專任教師及助教、系辦公室職員組成，並指定一人為召集人，本小組成員任期一年，連聘得連任。

I. Organization: The group members are appointed by the Department Chair, with at least one full-time faculty member and one teaching assistant from each academic cluster, along with staff from the department office. One member is designated as the convener. The term for each member is one year, with the possibility of reappointment.

二、職責：

II. Responsibilities:

1、負責系友會活動籌備。

1. Organize and prepare for alumni association events.

2、系友連繫工作及系友通訊之規畫。

2. Plan and manage alumni contacts and communications.

第七條 計畫推動工作小組

Article 7 Project Promotion Group

一、組織：本小組成員，主任為召集人，副系主任為當然成員，由系主任在各學術分組中各聘任至少一名專任教師。本小組成員任期一年，連聘得連任。

I. Organization: The group is chaired by the Department Chair, with the Deputy Chair serving as an ex-officio member. The Department Chair appoints at least one full-time faculty member from each academic cluster. The term for each member is one year, with the possibility of reappointment.

二、職責：負責爭取校內或校際之資源並推動相關計畫之執行。

II. Responsibilities: Responsible for securing internal or inter-institutional resources and promoting the implementation of related projects.

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.