

國立中興大學生命科學系組織設置要點

Establishment Directions for the Organizational Structure 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

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

97年7月23日系務會議通過修訂

98年3月5日系務會議通過修訂

100年3月17日系務會議通過修訂

103年9月17日系務會議修訂通過

104年3月18日系務會議修訂通過

105年9月21日系務會議修訂通過

109年2月18日系務會議修訂通過

109年9月23日系務會議通過

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

Approved by the Department Affairs Meeting on Oct. 9, 2007

Approved by the Department Affairs Meeting on May 7, 2008

Approved by the Department Affairs Meeting on Jul. 23, 2008

Approved by the Department Affairs Meeting on Mar. 5, 2009

Approved by the Department Affairs Meeting on Mar. 17, 2011

Approved by the Department Affairs Meeting on Sep. 17, 2014

Approved by the Department Affairs Meeting on Mar. 18, 2015

Approved by the Department Affairs Meeting on Sep. 21, 2016

Approved by the Department Affairs Meeting on Feb. 18, 2020

Approved by the Department Affairs Meeting on Sep. 23, 2020

第一條 本系依據「國立中興大學組織規程」及相關規定制訂本要點。

Article 1 These directions are formulated by the **Department of Life Sciences** (hereinafter, "the Department") of **National Chung Hsing University** (NCHU) in accordance with the **Organizational Regulations of National Chung Hsing University** and related provisions.

第二條 本系設系主任一人，綜理本系業務，對外代表本系。其選薦辦法另訂之。本系依國立中興大學組織規程規定增置副系主任(1人)，由系主任推薦副教授以上教師依行政程序簽請校長聘兼之，續任時亦同。任期配合主任，如因情事變更而不符設置之條件者，應由主任依行政程序簽請校長核定自次學年度起停止聘兼。

Article 2 The Department shall have one **Department Chair**, who oversees departmental affairs and represents the Department externally. The selection and appointment procedures shall be stipulated separately. According to the **Organizational Regulations of National Chung Hsing University**, the Department may appoint one **Deputy Chair**, recommended by the Department Chair from among associate professors (or above), and appointed by the President through administrative procedures. The same applies to reappointments. The term of office aligns with that of the Department Chair. If circumstances change such that the Deputy Chair no longer meets the appointment criteria, the Department Chair shall process the termination of the appointment through administrative procedures, effective from the next academic year.

第三條 系務會議

Article 3 Departmental Affairs Meetings

一、系務會議由全體專任教師及學生代表組成，系主任為當然主席，討論本系教學、研究及其他有關係務事項。系主任得視實際需要，邀請有關人員列席。

I. The Departmental Affairs Meeting comprises all full-time faculty members and student representatives, with the Department Chair serving as the ex officio chairperson. The meeting addresses teaching, research, and other departmental affairs matters. The Department Chair may invite relevant personnel to attend as needed.

二、系務會議原則上每學期召開二次，必要時經本系專任教師四分之一以上之連署或系主任之召集，得召開臨時系務會議。

II. In principle, the Departmental Affairs Meeting is held twice each semester. Exceptional meetings may be convened if over one-quarter of the full-time faculty members petition or the Department Chair deems it necessary.

三、系務會議需有全體教師（出國進修、休假研究教師及請假教師除外）二分之一以上出席始得開議。

III. A quorum of more than half of all faculty members (excluding those on overseas study, sabbatical leave, or other approved absences) is required to convene the meeting.

四、系務會議議案之表決，得以無記名投票或舉手等方式行之。凡由系務會議表決通過之議事案，正式列入記錄，並作成副本分送全體專任教師及校內有關單位或人員。

IV. Voting on motions in the Departmental Affairs Meeting may be conducted by secret ballot, a show of hands, or other methods. Resolutions passed by the meeting shall be officially recorded, with copies distributed to all full-time faculty members and relevant university offices or personnel.

五、系務會議報告與討論事項如下：

V. Reports and discussion matters in the Departmental Affairs Meeting include:

1. 系主任對有關係行政事項之報告。
1. Reports from the Department Chair on administrative matters.
2. 各常設委員會及工作小組所提有關事項之報告或議案。
2. Reports or proposals from standing committees and working groups.
3. 組織要點與各細則之修訂案。
3. Amendments to organizational directions and enforcement rules.
4. 其他臨時提案。
4. Other extemporaneous motions.

第四條 教師評審委員會

Article 4 Faculty Evaluation Committee

一、本系教師評審委員會之設置規定另訂之。

I. The Establishment Regulations for the Faculty Review Committee of the Department of Life Sciences, National Chung Hsing University shall be stipulated separately.

二、職責：

II. Responsibilities:

1. 審查本系專、兼任教師之升等、新聘及改聘有關事宜。
1. Reviewing matters related to the promotion, new appointments, and reappointments of full-time and part-time faculty members.
2. 審查本系專、兼任教師之續聘及解聘事宜。
2. Reviewing matters related to renewing and terminating appointments for full-time and adjunct faculty members.
3. 選薦本系優良教師。
3. Selecting and recommending outstanding faculty members.

4. 推薦各學術獎候選人。

4. Nominating candidates for various academic awards.

5. 協議系務會議交議之相關事項。

5. Deliberating on matters referred to by the Departmental Affairs Meeting.

第五條 系主任、副系主任之職責

Article 5 Responsibilities of the Department Chair and the Deputy Chair

一、系主任之職責：

I. Responsibilities of the Department Chair:

1. 召開系務會議。

1. Convening Departmental Affairs Meetings.

2. 綜理、協調各常設委員會及工作小組業務之執行。

2. Manage and coordinate the execution of tasks by standing committees and working groups.

二、副系主任襄助主任處理系務，如系主任因故不能視事時，代行系主任職權。

II. The Deputy Chair assists the Department Chair in handling departmental affairs and acts on behalf of the Department Chair when the latter cannot perform duties.

第六條 學術分組

Article 6 Academic Clusters

本系在學術領域上概分為下列三組：

The Department is divided into the following three clusters:

一、生物多樣性組。

I. Biodiversity Cluster.

二、生理組。

II. Physiology Cluster.

三、生物科技組。

III. Biomedical Technology Cluster.

本系專任教師依其專長與興趣選組，若收該組研究生則必須屬於該學術分組，各學術分組設召集人一位，由各組教師互選產生，任期一年，連選得連任之。

Full-time faculty members select their clusters based on their expertise and interests. Faculty members supervising graduate students in a particular cluster must belong to that academic cluster.

Each cluster appoints a coordinator, elected by the faculty members of that cluster with a one-year term, eligible for re-election.

第七條 本系得依實際需要，設置**教學與課程委員會**、**系務發展委員會**、**招生試務工作委員會**及**學生校外實習委員會**等四個常設委員會，協助系主任策劃系業務，常設委員會之組織細則另訂之。

Article 7 The Department may establish four standing committees as needed: the **Teaching and Curriculum Committee**, the **Departmental Development Committee**, the **Admissions and Examination Committee**, and the **Student Internship Committee** to assist the Department Chair in planning departmental affairs. The Organizational Regulations for these standing committees shall be stipulated separately.

第八條 本系設置下列常設工作小組，協助系主任推動系業務，必要時得增設臨時工作小組，各常設工作小組之組織細則另訂之。

Article 8 The Department has established the following working standing groups to assist the Department Chair in promoting departmental affairs. Temporary working groups may be established as needed. The Organizational regulations of each working group shall be stipulated separately.

1. 系空間及設備小組。
1. **Space and Equipment Group.**
2. 宣傳、服務與網路小組。
2. **Publicity, Services, and Network Group.**
3. 安全衛生小組。
3. **Safety and Health Group.**
4. 學生事務小組。
4. **Student Affairs Group.**
5. 系友聯繫工作小組。
5. **Alumni Group.**

各工作小組之成員依教師意願及專長由系主任聘任為原則。

The Department Chair appoints members of each working group based on faculty members' preferences and expertise.

第九條 本系得依需要由系主任提出籌組特別委員會經系務會議通過後成立。

Article 9 The Department may establish special committees as needed, proposed by the Department Chair and approved by the Departmental Affairs Meeting.

第十條 依「國立中興大學生命科學院教師員額流動原則」轉聘自本系之專任教師，具有本系空間、授課、擔任委員、指導研究生、經費分配等之權利。

Article 10 Full-time faculty members transferred to the Department under the "Principles for Faculty Allocation for the College of Life Sciences, National Chung Hsing University" have rights to departmental space, teaching assignments, committee memberships, graduate student supervision, and funding allocation.

第十一條 本要點經系務會議通過報請院長核備後實施，修訂時亦同。

Article 11 These regulations and any amendments made hereto shall be implemented after they are approved by the Departmental Affairs Meeting and submitted to the Dean for record.

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.