

Regulations of Organization and Rules of Procedure of the Department General Faculty Meeting of the NCCU Department of English

Passed by the Department General Faculty Meeting on January 5, 1998

Amended and passed by the Department General Faculty Meeting on September 11, 2000

Amended and passed by the Department General Faculty Meeting on October 7, 2002

Articles 4 and 7 was passed by the 244th Department General Faculty Meeting on January 7, 2005

Article 1 These Regulations of Organization are formulated in accordance with the Article 44 of the Regulations of Organization of National Chengchi University (hereinafter referred to as “NCCU”).

Article 2 The Department General Faculty Meeting (hereinafter referred to as the “Meeting”) aims to promote the development of the education and research of the Department of English (hereinafter referred to as the “Department”). The issues discussed and resolved by the Meeting will be promoted and implemented by the Chair.

Article 3 The Meeting comprises all the full-time professors, associate professors, assistant professors, lecturers, administrative staff and three student representatives (two undergraduates and one graduate student) of the Department and is chaired by the Chair.

Article 4. The Meeting includes Teaching Section, Graduate Program Section, Student Advisor Section, an Administrative Planning Section, and an Advisors’ Council. The Teaching Section encompasses the Literature, Linguistics, and Language Teaching, each composed of the faculty members in the corresponding discipline; the Graduate Program Section is composed of faculty members with expertise in the relevant fields; the Student Advisor Section consists of the Chair and the student advisors; the Administrative Planning Section comprises the Financial Subsection, the Space and Equipment Subsection, and the Library Subsection. The Chair may, in view of the actual conditions, organize ad-hoc task-force sections. The resolutions of every section shall be submitted to the Meeting for discussion and approval.

Article 5 The Meeting is convened twice a semester. Under necessary circumstances, the Chair may initiate a meeting or a meeting can be called within 10 days under the request of one-fourth of the faculty members. Every section of the Meeting may hold meetings in view of the actual conditions.

Article 6 The Meeting shall perform the following duties:

- I. Planning the development of the Department;
- II. Handling, examining and approving the proposals submitted by all the sections.
- III. Deliberating other issues pertaining to the Department.

Article 7 The organization and the duties of the Teaching Section are as follows:

- I. This section encompasses the Literature, Linguistics, and Language Teaching (including English writing, English oral training, and translation).
- II. Every teaching committee is composed of the faculty members in the corresponding discipline, with the Chair as the ex-officio member, and its convener shall be voted in by its committee members for the term of one year and may be reelected to serve another term. The committee is responsible to design the relevant courses of the Department, review the teaching effect, work out the improving measures, coordinate the faculty members for the relevant courses, and carry out the teaching plan.

Article 8 The organization and the duties of the Graduate Program are as follows:

- I. This section is divided into the Literature and TOSEL Sections, composed of the teachers with expertise in relevant field, and chaired by the chair.
- II. This section shall draw up plans for the teaching and scholarly research development of the Graduate Program.
- III. This section shall design the relevant courses, review the teaching effect, and work out the improving measures.
- IV. This section shall coordinate the faculty members for the relevant courses and carry out the teaching plan.

Article 9 The organization and the duties of the Student Advisor Section are as follows:

- I. The section consists of the Chair and student advisors with the Chair as its ex-officio chair.
- II. This section shall help the students solve their problems in life and study.
- III. This section shall promote friendship and mutual study help between

students of all grades.

IV. This Council shall encourage communication between the students and each of their teachers.

Article 10 The organization and the duties of the Administrative Planning Section are as follows:

I. The Financial Subsection is composed of five full-time faculty members of the Department, with the Chair as the ex-officio member, and is responsible for all the budgetary affairs of the Department.

II. The Space and Equipment Subsection is composed of five full-time faculty members of the Department and responsible to budget the funds for equipments of the Department, plan the allocation and utilization of the space, and recommend purchases of various apparatus for teaching and research.

III. The Library Subsection is composed of five faculty members with different expertise of the Department and is responsible to collect teaching and research information pertaining to the Department and recommend purchases of various teaching and research information.

The members of the abovementioned three subsections are voted in by the faculty members before the end of every fiscal year, with three members of each subsection replaced every year, and the members may be reelected to serve another term.

Article 11 The Rules of Procedure are set forth below:

I. This Meeting shall be convened and proceeded with only if more than half of the total members attend it. The total members referred to herein shall exclude those who go abroad for study or lectures who are absent for business, transferred to other entities, and who are subbatical. The member unable to attend in person may authorize a proxy who shall represent only one member and the number of proxies shall not exceed one-third of the attendance of the Meeting.

II. Any resolution passed by the Meeting shall be approved by over half of the attendance.

III. To be submitted for reconsideration, any proposal resolved shall be signed by over one-fourth of the original attendance and be put forward at the meeting subsequent to the next meeting. The original resolution may be overturned only by a vote of over two-thirds of the attendance.

IV. Where, in the Department, the resolutions of the sections are against the opinions of the administrative entity, such resolutions shall be put to vote at

the Meeting, and if passed by over half of the attendance, be promoted and implemented by the Chair accordingly.

V. Other pending issues shall be resolved according to the Rules of Procedure promulgated by the Department of Internal Affairs.

Article 12 The Regulations of Organization and Rules of Procedure and the amendments thereof are promulgated after being passed by the Meeting and filed to the College General Faculty Meeting for future reference.

