

Organization Regulations and Rules of Procedures for the DFLL Department Affairs Committee

國立臺灣大學文學院外國語文學系系務會議組織及議事規則

88年10月2日外文系系務／課程委員會修正通過
88年12月8日外文系系務大會修正通過
89年1月19日88學年度第1學期第2次院務會議修正通過
89年3月21日本校第2146次行政會議修正通過
92年3月19日外文系系務會議修正通過
92年5月7日外文系系務大會通過
92年6月20日91學年度第2學期第2次院務會議修正通過
96年6月14日外文系系務會議修正通過
96年9月26日外文系系務大會報告
96年10月31日96學年度第1學期第1次院務會議修正通過
97年3月26日外文系系務會議修正通過
97年3月26日外文系系務大會報告
97年4月23日96學年度第2學期第2次院務會議修正通過

<p>第一條 國立臺灣大學文學院外國語文學系（以下簡稱本系）系務會議組織及議事規則（以下稱本規則），依本校組織規程第四十四條訂定之。</p>	<p>I. The Organization Regulations and Rules of Procedures (abbreviated as the Regulations) for Department Affairs Committee of the Department of Foreign Languages and Literatures, College of Liberal Arts, National Taiwan University (abbreviated as the Department in the following) are based on the Article Fourteenth of the University's organizational regulations.</p>
<p>第二條 系務會議為本系最高決策組織，成員為系主任、本系專任教師與學生代表。學生代表二名由大學部系學會會長及研究生代表擔任。出席系務會議人員應親自出席，不得代理出席。 系主任得視實際需要，邀請有關人員列席。 系務會議由系主任主持。</p>	<p>II. The Department Affairs Committee is the highest decision-making organization of the Department, the members of which include the Chair, full-time faculty, and student delegates of the Department. The two student delegates are represented respectively by the head of the undergraduate student association and one graduate student of the Department. The Department Affairs Committee should be attended by members in person rather than by acting agents. The Chair of the Department can invite relevant personnel to the meeting when necessary. The Department Affairs Committee is hosted by the Chair of the Department.</p>
<p>第三條 系務會議之召開，每學期至少二次。如有三分之一以上應出席人數連署，系主任應於二週內召開臨時會議。</p>	<p>III. The Department Affairs Committee is held at least twice per semester. A provisional committee, if cosigned by one-third of the Committee members or above, should be held by the Chair of the Department within two weeks.</p>

<p>第四條 本系專任教師（不含客座）得經二人以上連署向系務會議提案。系務會議非有應出席人員總額過半數之出席，不得開議；非有出席人員總額過半數之同意，不得決議。</p>	<p>IV. The full-time faculty of the Department (visiting scholars not included) can submit a proposal that is cosigned by two members or above to the Department Affair Committee. The meeting of the Committee cannot begin unless more than half of the Committee members are present; no decision can be made if not approved by more than half of the present Committee members.</p>
<p>第五條 系務會議議案之表決，得以無記名或舉手方式行之。學生代表不得參與有關教師人事案之議決。</p>	<p>V. The proposals in the Department Affair Committee can be resolved by anonymous voting or show of hands. Student delegates cannot participate in the proposals on personnel matters of the faculty.</p>
<p>第六條 系務會議如因出席人數不足而致流會時，或時程急迫，議案議決得改採通訊投票。但有十位以上成員連署反對通訊投票時，必須召開會議議決。</p>	<p>VI. If a meeting of the Department Affairs Committee is aborted due to inadequate attendants or if an emergent situation arises, the proposals may be resolved by correspondence voting (by email). However, if more than ten Committee members cosign a disagreement against the correspondence voting, a meeting of the Committee should be called to resolve the proposals.</p>
<p>第七條 系務會議得依校方規定及本系實際需要設置各種委員會，並授權處理本系各項經常性事務，其決議事項由各委員會主席向系務會議報告，並提系務會議核備。惟涉及本系教職員生相關權利義務之重要議案應提請系務會議議決。</p>	<p>VII. A subcommittee can be established and authorized by the Department Affairs Committee according to the regulations of the University and the actual need of the Department in order to resolve regular affairs of the Department. The chairs of the subcommittees should report their resolutions to the Department Affair Committee for confirmation. However, important proposals concerning the rights and obligation of the faculty and students of the Department should be proposed to and resolved by the Department Affair Committee.</p>
<p>第八條 系務會議討論本系教學、學術研究、經費分配等重要事項。系主任應每學期就本系學術研究、課程、人事、財務、出國講學、進修及其他重要系務於系務會議提出書面報告。</p>	<p>VIII. The Department Affair Committee discusses important matters concerning important affairs such as the teaching, academic research, distribution of budget. In each semester, the Chair of the Department should submit a written report to the Department Affair Committee on academic research, curriculum, personnel, finance, teaching and research leave, and</p>

	other important affairs of the Department. _
第九條 有關本系教師之聘任、聘期、升等、評估、停聘、解聘、不續聘、教授與副教授延長服務、教授休假研究等事宜，另由本系教師評審委員會決定之。	IX. Matters concerning recruitment of new faculty, term of contract, promotion, faculty evaluation, suspense of employment, dismissal, non-renewal of contract, extension of service for professors and associate professors, and sabbatical leave should be discussed by the Teachers' Evaluation Committee of the Department. _
第十條 系務會議之決議，應正式列入會議紀錄，並於一週內寄發所有成員。決議事項由系主任推行之，並應在決議後之各次系務會議報告執行進度，直至系務會議同意該決議執行完畢。	X. The resolutions of a meeting of the Department Affair Committee should formally be written down in the minutes, which should be sent to all Committee members within one week. The resolutions should be executed by the Department Chair, who should report to the Department Affairs Committee about the execution progress at the following meetings until the Department Affair Committee agrees that the execution of the resolution is completed. _
第十一條 本規則如有未盡事宜，悉依本校相關規定辦理。	XI. Matters not covered by these regulations should be dealt with according to the University's relevant regulations.
第十二條 本規則經系務會議及院務會議通過並報校備查後，自發布日施行。	XII. These regulations should be approved by the Department Affair Committee. Once approved by Collegiate Affair Committee and certified by the University, they then go into effect from the day of announcement.