

# 國立臺灣大學外國語文學系大一英文委員會組織辦法

104 年 4 月 15 日 103 學年度第 2 學期第 1 次系務會議通過

107 年 4 月 18 日 106 學年度第 2 學期第 1 次系務會議通過

112 年 4 月 19 日 111 學年度第 2 學期第 1 次系務會議通過

113 年 10 月 30 日 113 學年度第 1 學期第 2 次系務會議通過

第一條 國立臺灣大學外國語文學系(以下簡稱本系)為設計規畫大一英文課程，特成立大一英文委員會(以下簡稱本會)，並訂定本辦法。

第二條 凡該學期擔任大一英文課程者，均為本會之當然委員。

第三條 本會之任務在提高大一英文之教學成效，研討並決議有關大一英文之事宜。委員會每學期至少召開一次。

第四條 本會設召集人及副召集人各一名，依第五條設立之工作小組，每學年推選召集人及副召集人擔任。召集人任期屆滿後得選擇不參與召集人選舉一年。

第五條 本會設工作小組，其組成方式如下：

- 一、召集人及副召集人為小組當然成員。
- 二、由專任教師中選出九位工作小組成員。
- 三、小組成員任期二年，每年依缺額進行改選，任期屆滿後得選擇不參與工作小組選舉一年。
- 四、該學年度借調或出國達半年以上者，不具委員資格。

第六條 工作小組之職權如下：

- 一、規畫並處理大一英文教學之相關事宜。
- 二、徵詢並整理委員意見，提供委員會研討議決。
- 三、舉辦教學工作坊，交換教學心得。
- 四、舉辦教學活動，提升大一英文學習成效。
- 五、執行委員會之決議。

第七條 本辦法經系務會議通過後，自發布日施行。修正時亦同。

## **Organization Regulations for DFL Freshman English Committee**

- I. In order to plan Freshman English curriculum and handle Freshman English affairs, the Department of Foreign Languages and Literatures establishes the Freshman English Committee (henceforth referred to as “the FEC”) and sets up the following regulations.
- II. All faculty teaching Freshman English are ex-officio members of the FEC.
- III. The FEC is responsible for the enhancement of Freshman English teaching outcome, and to discuss and reach a resolution on Freshman English affairs. The FEC meeting should be convened at least once each semester.
- IV. The FEC will elect one coordinator and one vice-coordinator. The coordinator and the vice-coordinator will be elected from the FEC task force every academic year as regulation V. mentioned. When his/her term of service ends, the coordinator can choose not to attend the election of the coordinator of the task force for one year.
- V. The FEC should organize a task force in the following way:
  - i. The coordinator and vice-coordinator are ex-officio members of the task force.
  - ii. Another nine members will be elected from all other full-time faculty members.
  - iii. The nine members elected from all other full-time faculty members are elected for a term of two years. Task force members will be reelected every year. The members can choose not to attend the election for one year when their term of service ends.
  - iv. Faculty members who are on a job transfer or are abroad for half (or more than half) of the academic year are not eligible for membership of the task force.
- VI. The duties of the task force include:
  - i. To plan and execute Freshman English related affairs.
  - ii. To gather opinions from FEC members and propose to the FEC meeting.
  - iii. To hold teaching workshops for Freshman English teachers to exchange teaching experience.
  - iv. To hold Freshman English activities to enhance learning outcome.
  - v. To execute resolutions of the FEC.

- VII. These establishment guidelines, including their modifications, after the approval at the Departmental Affairs Meeting, will take effect since the day of announcement.