

臺北醫學大學人文暨社會科學院院務會議組織辦法

100年2月21日院務會議新訂通過
100年5月25日北醫校秘字第1002100677號令訂定，全文9條
104年3月27日院務會議修正通過
104年4月21日北醫校秘字第1042100846號令訂定，全文9條
107年11月9日院務會議修正通過
108年1月16日院務會議修正通過
108年3月12日北醫校秘字第1072104123號令訂定，全文9條
110年10月4日院務會議修正通過
111年3月31日北醫校秘字第1112100887號令訂定，全文9條

第一條 臺北醫學大學(以下簡稱本校)人文暨社會科學院(以下簡稱本學院)，為使院務正常運作，特依據本校組織規程第三十六條第八項訂定之(以下簡稱本辦法)。

第二條 本學院之院務會議，由院長、系所、學位學程、中心主管及學生代表一名為當然代表，其他代表由本學院專任教師組織之，報請校長聘兼之。其他代表任期一年，連選得連任。但該學年度休假、請假、借調或預定出國研究、進修超過半年以上者不得擔任代表。

第三條 院務會議審議下列事項：

- 一、院務發展計畫。
- 二、組織章程及各種重要章則。
- 三、學系、研究所及附設中心之設立、變更與停辦。

四、教務、學生事務、研究及其他院內重要事項。

五、有關教學、課程規劃之研擬。

六、院務會議所設委員會或專案小組決議事項。

七、會議提案及院長提議事項。

第四條 院務會議由院長召開並主持之，每學期至少召開一次為原則，院長因故不能主持會議時，由職務代理人代理之。開會時得邀請有關人員列席，必要時得召開臨時院務會議。

第五條 院務會議應有過半數之人員出席始得開議，實際出席人員之過半數(含)同意，始得決議。唯列席者不得參與表決。

第六條 院務會議議案之表決，得以無記名或舉手方式行之。決議事項應正式列入紀錄，由院長推行之。

第七條 本學院必要時得辦理院及其系所、學位學程、中心主管之擴大院務會議。

第八條 本辦法如有未盡事宜，得於院務會議時修訂之。

第九條 本辦法經院務會議通過，陳請校長核定後施行，修正時亦同。

Regulations for College Affairs Council Meetings at the College of Humanities and Social Sciences, Taipei Medical University

Formulated and approved at the college affairs council meeting on February 21, 2011

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on May 25, 2011

Amended and approved at the college affairs council meeting on March 27, 2015

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on April, 2015

Amended and approved at the college affairs council meeting on November 9, 2018

Amended and approved at the college affairs council meeting on January 16, 2019

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on March 12, 2019

Amended and approved at the college affairs council meeting on October 4, 2021

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1102100887) on March 31, 2022

Article 1 To maintain the operation of college affairs, the College of Humanities and Social Sciences (hereinafter referred to as this college), Taipei Medical University (hereinafter referred to as this university) formulated the Regulations for College Affairs Council Meetings at the College of Humanities and Social Sciences, Taipei Medical University (hereinafter referred to as this Regulation) pursuant to Paragraph 8, Article 36 of the Organizational Regulations promulgated by this university.

Article 2 The college affairs council shall comprise nonelected representatives, namely the dean **and** the directors of **College** departments, programs, and centers, **who are appointed by the President.** In addition, the Dean **shall appoint all** full-time **College** faculty members **and at least one student representative as members of the Council.** Members hold a 1-year tenure and may be **re-appointed.** However, those who are on leave, on secondment, or scheduled for overseas research or advanced studies for half a year or more shall not be eligible as representatives.

Article 3 College affairs council meetings review the following matters:

1. College development projects;
2. Organizational and other major regulations;

3. The establishment, adjustment, and suspension of departments, graduate institutes, and affiliated centers;
4. Teaching affairs, student affairs, research, and other pertinent college matters;
5. The establishment of teaching and curriculum plans;
6. Resolutions of committees or special project teams established by the council;
7. Proposals raised by the dean or during meetings.

Article 4 College affairs council meetings shall be convened and hosted by the dean at least once every semester. A substitute shall be designated to host the meeting when the dean is unavailable. Relevant personnel shall be invited to the meetings, and extraordinary college affair meetings shall be convened when necessary.

Article 5 At least half of the members shall be present to convene the meeting, and at least half of attending members shall reach a consensus to pass a resolution. However, those present by invitation shall not participate in the voting.

Article 6 Voting on proposals shall proceed anonymously or through a show of hands, be listed in the records, and be implemented by the dean.

Article 7 When necessary, this college shall convene expanded college affairs council meetings with the presence of supervisors of its departments, programs, and centers.

Article 8 Matters not covered in this regulation shall be addressed at college affairs council meetings.

Article 9 This regulation and amendments thereto shall be implemented after the approval of the president.