

# **Regulations Governing the Department Affairs Meeting of the Department of Applied Chinese, Kainan University**

Revised and approved at the 9th Department Affairs Meeting of Academic Year 114 on April 15,  
2026

Revised and approved at the 6th College Affairs Meeting of the College of Humanities and Social  
Sciences of Academic Year 114 on May 6, 2026

## **Article 1**

These Regulations Governing the Department Affairs Meeting of the Department of Applied Chinese, Kainan University (hereinafter referred to as “the Department”) are established in accordance with Article 26 of the Organizational Regulations of Kainan University (hereinafter referred to as “these Regulations”).

## **Article 2**

The fundamental purpose of establishing and convening the Department Affairs Meeting is to deliberate matters concerning the Department’s teaching, research, development, and other departmental affairs.

## **Article 3**

The ex officio representatives of the Department Affairs Meeting shall consist of all full-time faculty members, administrative assistants, and student representatives. The Department Chair shall serve as the Chairperson.

## **Article 4**

Student representatives shall be composed as follows:

1. One representative from the undergraduate program.
2. The term of office for student representatives shall be one academic year.
3. Student representatives shall be selected through representation by the President of the Department Student Association.

## **Article 5**

The Department Affairs Meeting shall deliberate the following departmental matters:

1. Departmental development plans.
2. Important regulations and bylaws of the Department.
3. Important matters concerning academic affairs, student affairs, general affairs, research, and other internal departmental affairs.
4. Review and discussion of regulations related to teaching evaluation.
5. Establishment, modification, suspension, and work reports of various committees or task forces within the Department.
6. Proposals submitted to the Department Affairs Meeting and matters referred by the University.
7. Other matters related to the Department.

#### **Article 6**

Ex officio representatives of the Department Affairs Meeting shall possess both the right to vote and the right to be elected, except during academic years in which they are seconded elsewhere or abroad for a period exceeding six months, during which they shall not have eligibility for election.

#### **Article 7**

The Department Affairs Meeting shall be convened by the Department Chair and shall meet at least twice each semester. In the event of significant matters, a special meeting may be convened upon a joint petition signed by more than one-third of the attending representatives of the Meeting. The Department Chair shall convene the meeting within fifteen days from the date of receiving the petition.

#### **Article 8**

The Department Chair shall preside over the Department Affairs Meeting. If the Chairperson is unable to attend, one representative shall be elected from among the ex officio representatives present to serve as acting Chairperson.

#### **Article 9**

When necessary, the Department Chair may invite relevant University personnel to attend the Department Affairs Meeting to present reports or provide

explanations.

#### **Article 10**

Department administrative assistants and student representatives shall have the right to speak but not the right to vote on matters concerning faculty rights and interests, including the establishment or amendment of regulations governing faculty appointment and promotion, proposals regarding the establishment, modification, or suspension of graduate institutes and affiliated institutions, and decisions regarding scholarship recipients.

#### **Article 11**

Any matters not provided for herein shall be handled in accordance with the relevant regulations of the University.

#### **Article 12**

These Regulations shall be implemented after approval by the Department Affairs Meeting and ratification by the College Affairs Meeting. The same procedure shall apply to any amendments.