

國立中山大學物理學系系務會議設置要點

97.10.03 九十七學年度第二次系務會議修訂通過

一、為建立物理系系務之制度化，並有效推動系務之執行，特訂定本要點。

二、本系所有專任助理教授以上教師為系務會議當然委員。借調、出國研究、教授休假及出任本校一級主管以上者得以學期為單位申請不參與會議。討論與學生學業、生活及獎懲有關規章之提案時，應邀請大學部與研究所學生代表各一名出席會議。系學會會長為大學部學生之當然代表。必要時得邀請系上其他同仁列席。

三、系務會議討論事項包含以下各項：

1. 系務發展計畫。
2. 各委員會提議事項。
3. 經二人連署之議案。
4. 經物理系學會學生代表聯席會討論通過之提案。

四、系務會議下分設人事、經費、課程、空間、學術、招生、研究生獎助學金、博士生資格審查、計算機及教師評審等委員會。每學年度年初由全體委員投票選舉各委員會委員至少三人，並由得票數高者擔任召集人。為使每位委員均有參與委員會之機會，每位委員最多參與兩個委員會為原則。各委員會之運作組織及職掌另定之。

五、系務會議每月開會乙次為原則，由系主任召集之。開會時須全體委員二分之一以上出席，並經出席委員二分之一以上同意，始得通過議案。如屬重大議案，須經全體委員三分之二以上出席，出席委員三分之二以上同意，始得通過。開會時，得邀請有關人員列席說明。開會時，由系主任擔任主席。系主任因故不能主持會議時，得由出席委員互推一人代理之。無法出席會議者，得採通訊投票及委託投票。

六、本設置要點經系務會議通過後實施，修正時亦同。

Department of Physics Guidelines for Department General Meeting Establishment

Amended and approved by the 2nd Department General Meeting on October 3, 2008, School Year 97.

I. This set of guidelines is specifically issued in order to establish a system for managing departmental affairs of the Department of Physics and efficient operation of departmental affairs.

II. All full-time faculty members of assistant professors or above of the department are ex officio members of department general meetings. Faculty members who are on secondment, studies abroad, on leaves, or serve as first-class heads in the university may apply for excuses from the meetings each semester. When discussing proposals for regulations related to student performances, student lives, and rewards/punishments, one undergraduate student representative and one graduate student representative shall be invited to attend the meetings. Chairman of the department's Student Association is an ex officio representative. When necessary, other staff members of the department may be invited to attend the meetings.

III. Discussions in department general meetings includes the following items:

- A. Department development plan.
- B. Items proposed by each committee.
- C. Issues cosigned by two personnel.
- D. Proposals approved through discussions by the Department of Physics Student Association Student Representative Joint Committee.

IV. A department general meeting comprises personnel services, funding, course, space, academics, admission, graduate student scholarships, doctoral student qualification examination, computer, and faculty member evaluation committees. In the beginning of each school year, at least three members for each committee are selected through vote by all members, and the member who receives the most votes shall act as the convener of the committee. In order for every member to have opportunities to participate in committee affairs, each member shall join at most two committees. The operation organization and committee responsibilities are specified additionally.

V. The department general meeting shall be convened by the chairman of the department once every month. The meeting is effective only when over half of the total members attend, and an issue is approved only when over half of attendant members agree. An important issue is approved only when over two-thirds of the total members attend and over two-thirds of attendant members agree. Relevant personnel may be invited to attend meetings to provide explanations or specifications. The chairman of the department shall act as the chairman of the meeting. One person may be elected among attendant members to act as the chairman of the meeting if the department's chairman is absent. Communication votes and commissioned votes are allowed for members who are unable to attend meetings.

VI. The present regulations shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.