

National Sun Yat-sen University
Department of Photonics

Organizational Regulations

Feb. 17, 1998 Approved at the institute affairs meeting.
July 11, 2000 Amended and approved at the interim institute affairs meeting.
Sep. 11, 2008 Amended and approved at the 1st department affairs meeting in the 1st semester of Academic Year 2008.
Feb. 18, 2009 Amended and approved at the 1st department affairs meeting in the 2nd semester of Academic Year 2008.
Sep. 26, 2018 Amended and approved at the 1st department affairs meeting of Academic Year 2018.

- I. The Department is composed of all full-time teachers (professors, associate professors, assistant professors) and jointly appointed teachers. The Department has one Chair who is responsible for the general management of the department affairs.

- II. The Department shall hold department affairs meetings, which is composed of all full-time teachers, as the highest authority of the Department. The chair of the Department is the convener of the meetings. Other people may be invited to attend the meetings by the chair of the Department if necessary.

- III. The department affairs meetings can be held only when the chair of the Department or more than one thirds (inclusive) of the full-time teachers have signed for consent and **with attendance of more than two thirds (inclusive)** of the full-time teachers.

- IV. The Department may establish academic and faculty evaluation committees as needed.

- V. Appointment and removal of chair of the Department:
 - A. Qualifications for appointment:

The chair of the Department must be a full-time professor of the Department.

 - B. Procedures for election of chair of the Department:

The chair of the Department shall be elected by all faculty members in the department affairs meeting by secret ballots, and the candidate who receives a majority of the votes shall be appointed by the president of the University as the chair of the Department. Except for those who also hold other administrative positions at the University, the professor who has been elected

to be the chair of the Department for the first time should not refuse to hold the position.

C. Term of office:

The term of an appointment shall be three years and can be renewed to a second term if necessary.

D. Duties:

1. To take charge of the administrative affairs of the Department and the management of students' life.
2. To represent the Department externally as an ex-officio speaker.
3. To convene department affairs meetings.
4. To execute resolutions passed in the department affairs meetings and be responsible for the department affairs meetings.
5. To nominate members of all committees, recommend full-time teachers to participate in the institute-level and university-level meetings, and to coordinate the operations among the committees of the Department.
6. To seek personnel and funds from the University.
7. To provide information on research plans and academic activities.

E. Resignation and removal:

1. The resignation of the chair of the Department must be justified and submitted in early May. After review in the department affairs meetings, if more than one-half of all teachers approve the resignation, the chair shall be removed from the position at the end of the academic year.
2. The removal of the chair of the Department must be signed by one fifth of all faculty members and submitted to the department affairs meeting for review. If more than two thirds of all faculty members of the Department in Taiwan approve the removal, the chair shall be removed from the position at the end of the academic year.

VI. Functions of the department affairs meetings are as follows:

1. Election and removal of the chair.
2. Election and removal of members of committees.
3. Establishment of other relevant rules and regulations in accordance with the regulations of the University.
4. Reviews and amendments of the Organizational Regulations of the Department and other rules and regulations.

5. Reviews and recognition of matters decided and resolved by members of the committees of the Department.
6. For matters that have been decided and resolved by the committees, objections to those resolutions can be raised in the department affairs meetings. Such objections shall be established only when more than one-half of all teachers present approve them.

VII. Methods for electing members of the committees:

1. The chair is an ex officio member.
2. The members of various committees shall be elected in the department affairs meetings by voting, and the academic and faculty evaluation committees must be consisted of full-time professors.
3. Each committee shall have one convener.

XIII. Duties of the academic and teacher review committees:

1. To review and recommend new professors.
2. To review and provide suggestions on promotion or dismissal of teachers.
3. To handle other matters related to changes in faculty members.
4. To handle other matters assigned by the department affairs meetings.

IX. The promotion of faculty members in this Department shall be handled in accordance with the “Regulations for Faculty Promotion in College of Engineering”.

X. The amendments to the provisions of the Organizational Regulations must be submitted to the department affairs meeting for review after being signed by more than one fourths of all faculty members, and can be deleted or amended only after they are approved by more than two thirds of all full-time teachers.

XI. The Organizational Regulations have been reviewed and approved one by one by the department affairs meeting, and announced and implemented after being signed and approved by more than two thirds of all full-time teachers.