

Responsibilities and Functions of Committees under Department of Chemistry

Revised at the 2nd department affairs meeting for Academic Year 2002 on 9/24/2002

Revised at the 8th department affairs meeting for Academic Year 2006 on 5/8/2007

Revised at the 1st department affairs meeting for Academic Year 2009 on 8/20/2009

Revised at the 3rd department affairs meeting for Academic Year 2009 on 10/29/2009

Revised at the 4th department affairs meeting for Academic Year 2009 on 1/19/2010

Academic Committee

1. Arrange keynote speeches and supervise the participation of graduate students at the Department and Institute;
2. Coordinate with others in regard to seminars and conferences;
3. Assist in determining candidates for the Outstanding Research Award;
4. Conduct reviews on scholarships and grants for graduate students as well as off-campus scholarships;
5. Edit the brief descriptions and webpages of the Department and Institute;
6. Carry out processes related to the employment of new faculty members;
7. Review the eligibility of international graduate students.

Curriculum and Admissions Committee

1. Review and adjust the programs provided by the Department and Institute, curriculum framework, and directions for future development on a regular basis;
2. Review matters related to the required courses for freshmen;
3. Coordinate with others in regard to curriculum design for each academic year;
4. Design programs;
5. Collect and compile opinions of the faculty and students on the curriculum;
6. Coordinate with others to arrange qualifying examinations for graduate students;
7. Assist in creating and revising the contents of admissions handbooks for various programs;
8. Deliberate on other admission-related matters;
9. Review the correlation between various admission methods and learning outcomes among students.

Committee on Energy Conservation, Inventory, Book Collections, Recreation, and Safety

1. Analyze and review the use of energy at the Department and Institute;
2. Develop energy conservation measures and plans;
3. Supervise inventory management and the use of equipment and supplies;
4. Purchase equipment, supplies, and chemicals for teaching laboratories by the end of every December and June;
5. Supervise other inventory-related tasks;
6. Coordinate with others in ordering journals and books for the Department and Institute;
7. Organize recreational activities that improve physical or mental health;
8. Assist in maintaining the property and facilities of the Department and Institute as well as a safe work environment;
9. Assist in inspecting safety equipment as well as maintaining and renewing said equipment on a regular basis;
10. Supervise the creation of key holder records and track the use of the keys;
11. Conduct safety evaluations and review safety standards;
12. Assist in organizing safety training.

Space, Instruments, and Equipment Committee

1. Assist the Department with spatial planning;
2. Assist the Department with spatial planning in regard to precision instruments and shared instruments;
3. Assist with the purchase, use, management, maintenance, and repair of instruments for teaching and shared instruments;
4. Regularly organize training sessions to train how to use various (shared) instruments and issue permits for using (shared) instruments.