

# 國立中山大學機械與機電工程學系系務會議辦法

## Department Council Meeting Regulations of the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University

中華民國 71.9.14 本系系務會議通過  
Approved by the Department Council meeting on September 14, 1982  
中華民國 92.1.15 91 學年度第五次系務會議通過  
Approved by the 5<sup>th</sup> Department Council meeting on January 15, 2003, School Year 91  
中華民國 94.9.14 94 學年度第一次系務會議通過  
Approved by the 1<sup>st</sup> Department Council meeting on September 14, 2005, School Year 94  
中華民國 96.1.24 95 學年度第五次系務會議通過  
Approved by the 5<sup>th</sup> Department Council meeting on January 24, 2007, School Year 95  
中華民國 103.10.29 103 學年度第三次系務會議通過  
Approved by the 3<sup>rd</sup> Department Council meeting on October 29, 2014, School Year 103  
中華民國 106.1.18 105 學年度第四次系務會議通過  
Approved by the 4<sup>th</sup> Department Council meeting on January 18, 2017, School Year 105  
中華民國 109.5.27 經 108 學年度第 12 次系務會議通過  
Approved by the 12<sup>th</sup> Department Council meeting on May 27, 2020, School Year 108

第一條 依據本校組織規程第四十四條之規定，訂定本系務會議辦法。

Article 1 The Department of Mechanical and Electro-Mechanical Engineering (hereafter “the Department”) has formulated the “Department Council Meeting Regulations of the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University” (hereafter “the Regulations”) in accordance with the Article 44 of the NSYSY Charter.

第二條 系務會議為系務最高決策會議，審議本系之教學和研究，教職員之聘任、解聘、借調以及其他有關係務事項。

Article 2 Department Council meetings are the highest decision-making meetings of the Department and review the Department’s teaching and research; faculty appointment, dismissal, and secondment; and other related matters.

第三條 系務會議由本系所有專任教師及助教組成之，以系主任為主席。

Article 3 The Department Council is composed of full-time faculty and teaching assistants of the Department, with the Department chair serving as its chairman.

第四條 系務會議下設各委員會及委員：

Article 4 The Department Council has the following committees and committee members:

1. 教學委員會：審議教學、課程規劃、系所招生、獎助學金及圖書期刊相關事項。

Teaching Committee: Reviews matters related to teaching, curriculum planning, Department student admission, scholarships, books, and periodicals.

2. 研究發展委員會：審議新聘教師專長、系組織、空間規劃、評鑑制度以及與教學研究發展相關之事項。

Research and Development Committee: Reviews the expertise of newly appointed faculty, departmental organizations, spatial planning, evaluation systems, and matters related to teaching and research development.

3. 儀器設備暨空間委員會：審議儀器設備及系所空間借用、管理相關事項。  
Instrument, Equipment, and Space Committee: Reviews matters related to the borrowing and management of instruments, equipment, and department space.
4. 系友服務委員會：綜理系友交流及服務相關事項。  
Department Alumni Service Committee: Comprehensively manages matters related to department alumni exchanges and services.
5. 司選委員：綜理選舉相關事項。  
Balloting Affairs Committee members: Comprehensively manages election-related matters.
6. 產學推動委員：綜理產學合作及產官學交流相關事項。  
Industry-Academia Promotion Committee members: Comprehensively manages matters related to industry-academia cooperation and industry-government-academia exchanges.
7. 福利委員：綜理交誼與福利相關事項。  
Welfare committee members: Comprehensively manages social and welfare-related matters.

第五條 各委員會及委員之組成、任期如下：

Article 5 The composition and terms of the committees and committee members are as follows:

1. 教學委員會：由各組教師推派一人組成之，系主任為當然委員並兼召集人，各委員任期一年。  
Teaching Committee: The committee consists of one faculty recommended by each division. The Department chair serves as an ex officio member and the chairperson. Each committee member serves a one-year term.
2. 研究發展委員會：以系主任為當然委員，另由本系助理教授(含)以上教師，以無記名投票方式選出各組最高票之一名教師為委員(不含系主任)組成之，以系主任為主席。各組委員任期一年與學年同，連選得連任。  
Research and Development Committee: The Department chair serves as an ex officio member and the chairperson, and the committee members consist of Department faculty who are teaching assistants or above; the faculty member with the highest number of votes from each division (voting method: secret ballot) is selected as a committee member (excluding the Department chair). The term of the committee member from each division is one year (same as the duration of the school year), and the committee members may be re-elected.
3. 儀器設備暨空間委員會：由各組召集人組成之，系主任為當然委員並兼召集人，各委員任期一年。  
Instrument, Equipment, and Space Committee: The committee members consist of the chairperson of each division. The Department chair serves as an ex officio member and the chairperson. Each committee member serves a one-year term.
4. 系友服務委員會：由各組召集人組成之，系主任為當然委員並兼召集人，各委員任期一年。  
Department Alumni Service Committee: The committee members consist of the chairperson of each division. The Department chair serves as an ex officio member and the chairperson. Each committee member serves a one-year term.
5. 司選委員、產學推動委員、福利委員：每種委員分別依甲、丙、乙、丁、戊之順序，輪流由一組教師推派一人為委員，任期一年。

Balloting Affairs Committee members, Industry-Academia Promotion Committee members, and Welfare Committee members: Each type of committee member is in the order of Thermofluid Division, Solid Mechanics Division, Control Division, Design and Manufacturing Division, and Micro-Nano Systems Division. A group of teachers will nominate one person as a committee member in turn for a one-year term.

第六條 系務會議以每月召開一次為原則，惟寒暑假期間依需要不定期召開。

Article 6 In principle, Department Council meetings shall be held once a month, and may be held if needed during winter and summer vacations.

第七條 開會時，須有應出席人員二分之一（含）以上之出席。審議重大議案時，須經應出席人員三分之二（含）以上之同意，始得通過。

Article 7 When meetings are held, over half (inclusive) of the members who shall be present must be present. When reviewing major proposals, the proposals must be approved by more than two-thirds (inclusive) of the attendees.

第八條 專任教師之聘任、解聘、借調，以及兼任老師之聘任，由本系專任助理教授（含）以上之出席人員投票審議。專任教師之聘任和借調及休假研究，兼任教師之聘任和解聘須獲得二分之一（含）以上之同意票，專任教師之解聘須獲得三分之二(含)以上之同意票，始送系教師評審委員會審議。

Article 8 The appointment, dismissal, and secondment of full-time faculty as well as the appointment of adjunct faculty shall be reviewed and voted by the Department's full-time assistant professors or above attending the meetings. The appointment and secondment of full-time faculty, said faculty's research leaves, and the appointment and dismissal of adjunct faculty must be approved by over half (inclusive) of the meeting attendees, whereas the dismissal of full-time faculty must be approved by over two-thirds (inclusive) of meeting attendees. Once these requirements are met, the votes will be forwarded to the Faculty Evaluation Committee for review.

第九條 討論提案請於開會五日前送交承辦人，以便排入議程於會中討論。

Article 9 Proposals to be discussed shall be sent to the case handlers five days before the meetings so that they can put them in the agendas to be discussed during the meetings.

第十條 本辦法經系務會議通過後實施，修正時亦同。

Article 10 The Regulations are in effect after they have been approved by the Department Council meetings. The same principle applies when amendments are made.