

Regulations for the Departmental Meeting of the Department of Tourism and Hospitality Management, Kainan University

Passed at the 16th Departmental Meeting of the 2016 Academic Year on May 10, 2017 Passed at the 10th College Meeting of the 2016 Academic Year on May 16, 2017

Revised and passed at the 8th Departmental Meeting of the 2017 Academic Year on February 27, 2019 Revised and passed at the 9th College Meeting of the 2017 Academic Year on March 22, 2019

Article 1 In accordance with Article 23 of the organizational regulations of Kainan University, these regulations are established for the Department of Tourism and Hospitality Management (hereinafter referred to as "the Department").

Article 2 The Departmental Meeting (hereinafter referred to as "the Meeting") shall review the following departmental matters:

1. Matters related to the department's development plan.
2. Important regulations of the department.
3. Important matters concerning the department's academic affairs, student affairs, general affairs, research, and other internal matters.
4. Deliberations on measures to enhance the quality of teaching in the department and ensure student learning effectiveness.
5. Establishment, modification, suspension, and work reports of various committees or special project teams in the department.
6. Resolutions of the Departmental Meeting and matters referred by the university.
7. Other matters related to the department.

Article 3 The Meeting is composed of all faculty and administrative staff members of the Department, with the Department Chair serving as the chairperson. Discussions cover matters related to teaching, research, development, and other departmental affairs. Student representatives and other relevant individuals may be invited to attend. Student representatives may be elected by the president of the departmental student association to serve as one representative from the undergraduate program.

Article 4 The Meeting is convened by the Department Chair and shall be held at least once per semester. Extraordinary meetings may be called when necessary. The attendance of more than half of all members, excluding administrative staff and student representatives, is required for resolutions to be passed.

Article 5 The Department Chair presides over the Meeting. In the absence of the Department Chair, a designated faculty member of the Department shall act as the acting chairperson.

Article 6 During the Meeting, as deemed necessary, the Department Chair may invite

relevant university personnel to attend and report or provide explanations.

Article 7 Administrative staff members and student representatives of the Department have the right to speak but not the right to vote on proposals related to the appointment, promotion, and other matters concerning faculty rights. This also applies to proposals regarding the establishment, modification, or suspension of graduate programs and affiliated institutions, as well as the selection of scholarship recipients.

Article 8 A record of the Meeting shall be kept, documenting the decisions made. The record shall be signed by the chairperson and submitted to the relevant university units for processing in accordance with the university's related regulations.

Article 9 Unspecified matters in these regulations shall be handled in accordance with the university's relevant regulations.

Article 10 These regulations, upon approval by the Departmental Meeting, shall be submitted for approval by the College Meeting and implemented. They may also be revised in the same manner.