

國立中興大學基因體暨生物資訊學研究所組織規程

97年8月20日所務會議通過訂定

98年2月12日所務會議修訂

98年7月16日所務會議修訂

99年3月5日所務會議修訂

102年9月4日所務會議修訂

第一條 本規程係依據「國立中興大學組織規程」制訂之。

第二條 本所成員由全體專任教師、學生及職員組成，設所長一人，綜理所業務。

第三條 所務會議

一、所務會議由全體專任教師及學生代表組織之，所長為當然主席，討論本所教學、研究及其他有關所務事項。所長得視實際需要，邀請有關人員列席。

二、所務會議原則上每學期至少召開二次，必要時經本所專任教師二分之一以上之連署或所長之召集，得召開臨時所務會議。

三、所務會議需有全體教師（出國進修、休假教授及請假教師除外）二分之一以上出席使得開議。

四、所務會議議案之表決，得以無記名投票或舉手等方式行之。凡由所務會議表決通過之議事案，正式列入記錄，並作成副本分送全體專任教師及校內有關單位或人員。

五、所務會議報告與討論事項如下：

1、所長對有關所行政事項之報告。

2、各常設委員會及工作小組所提有關事項之報告或議案。

3、組織規程與各細則之修訂案。

4、其他臨時提案。

第四條 教師評審委員會

一、本會置委員至少五人，所長為當然委員，其餘委員由具有教授、副教授資格為代表，委員任期一年，連選得連任。但副教授不得執行對教授資格之評審，且具教授資格之委員應占

全體委員三分之二(含)以上。凡休假研究、進修及借調之教師均不得擔任委員，新增或遞補委員，其任期以補足所遺任期為限。委員之資格：

1、最近五年於各學院認可之國際期刊發表論文〔含發明專利、新品種育成、技術移轉等成果〕三篇(件)(第一作者或通訊作者)以上。文學院、管理學院及法政學院包含國科會各學門之一級期刊或國際期刊對等之論文集論文二篇以上，或由具審查制度之出版單位且經院教評會審查通過出版專書一本以上。

2、最近五年曾主持三年以上國科會研究型計畫者。文學院、管理學院及法政學院最近五年曾主持二年以上國科會研究型計畫者。

所長如未具有前項推(遴)選委員之資格，應由委員會推選委員一人擔任召集人。前項委員須為未曾因違反學術倫理而受校教評會處分者。

二、職責：

- 1、 審查本所專、兼任教師之升等、新聘及改聘有關事宜。
- 2、 審查本所專、兼任教師之續聘及解聘事宜。
- 3、 選薦本所優良教師。
- 4、 推薦各學術獎候選人。
- 5、 協議所務會議交議之相關事項。

第五條 所長之產生與職責

一、 所長之產生辦法另訂之。

二、 所長之職責：

- 1、 對外代表本所，對內綜理所務。
- 2、 召開所務會議。
- 3、 綜理、協調各常設委員會及工作小組業務之執行。

第六條 本所得依實際需要，設置課程委員會或臨時委員會協助所長規劃課程及其他業務，其課程委員會之組織細則另訂之。

第七條 本所得依需要由所長提出籌組特別委員會經所務會議通過後成立。

第八條 本規程經所務會議通過後實施，修訂時亦同。

Graduate Institute of Genomics and Bioinformatics National Chung Hsing University Organizational Regulations

Approved by the Institute Council on August 20, 2008

Amended on February 12, 2009, July 16, 2009, March 5, 2010, and September 4, 2013

Article 1

These regulations are established in accordance with the "Organizational Regulations of National Chung Hsing University."

Article 2

The Institute is composed of all full-time faculty members, students, and staff. The Institute shall have a Director, who oversees and manages all administrative affairs.

Article 3: Institute Council

1. The Institute Council is composed of all full-time faculty members and student representatives. The Director serves as the ex-officio chairperson to discuss matters related to teaching, research, and other administrative affairs of the Institute. The Director may invite relevant personnel to attend meetings as needed.
2. The Institute Council shall convene at least twice per semester. Special meetings may be convened with the consent of more than half of the full-time faculty members or upon the Director's request.
3. Meetings require the attendance of more than half of the full-time faculty members (excluding those on overseas study, sabbatical leave, or approved absence) to proceed.
4. Decisions on meeting agendas are made by anonymous voting or a show of hands. Resolutions passed during the meetings shall be formally recorded and distributed to all full-time faculty members and relevant university units.
5. Meeting agenda items include:

- (1) Reports by the Director on administrative matters.
- (2) Reports or proposals submitted by standing committees or task forces.
- (3) Revisions to organizational regulations and related rules.
- (4) Other motions or proposals.

Article 4: Faculty Evaluation Committee

1. The Faculty Evaluation Committee consists of at least five members. The Director serves as an ex-officio member, with other members being faculty at the rank of professor or associate professor. The term of office for committee members is one year, and reappointment is allowed.

- Associate professors cannot evaluate cases involving professors. Professors must comprise at least two-thirds of the committee members.
- Faculty on sabbatical, research leave, or secondment cannot serve as committee members. Replacement members serve the remainder of the term.
- Qualifications for committee members:
 - (1) Within the past five years, published at least three papers (as first or corresponding author) in internationally recognized journals, including patents, new varieties, or technology transfers.
 - (2) Within the past five years, served as principal investigator for National Science and Technology Council (NSTC) research projects for at least three years.
- The Director, if unqualified under the above criteria, shall not serve as the convener, and the committee shall elect a qualified convener from among its members.

2. Responsibilities:

- (1) Reviewing promotion, new appointment, and reappointment of

full-time and adjunct faculty members.

(2) Reviewing renewal and termination of contracts for full-time and adjunct faculty.

(3) Nominating outstanding faculty members.

(4) Recommending candidates for academic awards.

(5) Addressing matters referred by the Institute Council.

Article 5: Director's Appointment and Responsibilities

1. The appointment process for the Director shall be established separately.

2. Responsibilities of the Director:

(1) Representing the Institute externally and managing its operations internally.

(2) Convening Institute Council meetings.

(3) Coordinating and overseeing the work of standing committees and task forces.

Article 6

The Institute may establish a Curriculum Committee or ad hoc committees as necessary to assist the Director in planning courses and managing affairs. The detailed organization of the Curriculum Committee shall be established separately.

Article 7

The Director may propose the establishment of special committees as needed. Such committees shall be formed upon approval by the Institute Council.

Article 8

These regulations are implemented upon approval by the Institute Council. Amendments follow the same procedure.