

文藻學校財團法人文藻外語大學組織規程

Charter of Wenzao Ursuline University of Languages

- 民國 88 年 03 月 31 日校務會議通過
Approved at the University Affairs Committee meeting on March 31, 1999
- 民國 88 年 04 月 24 日董事會通過
Approved at the Board of Trustees meeting on April 24, 1999
- 民國 88 年 09 月 22 日校務會議通過
Approved at the University Affairs Committee meeting on September 22, 1999
- 民國 88 年 10 月 01 日教育部台 (88) 技 (二) 字第 88118590 號函准備查
Filed for reference by the Ministry of Education's Letter Tai (88) Ji (2) Zi No. 88118590 on October 1, 1999
- 民國 89 年 06 月 29 日校務會議修正
Amended at the University Affairs Committee meeting on June 29, 2000
- 民國 89 年 07 月 10 日教育部台 (89) 技 (二) 字第 89083313 號函准備查
Filed for reference by the Ministry of Education's Letter Tai (89) Ji (2) Zi No. 89083313 on July 10, 2000
- 民國 90 年 06 月 16 日校務會議修正
Amended at the University Affairs Committee meeting on June 16, 2001
- 民國 90 年 07 月 28 日董事會修正
Amended at the Board of Trustees meeting on July 28, 2001
- 民國 90 年 10 月 06 日校務會議修正
Amended at the University Affairs Committee meeting on October 6, 2001
- 民國 91 年 01 月 21 日教育部台 (91) 技 (二) 字第 91009427 號函准備查
Filed for reference by the Ministry of Education's Letter Tai (91) Ji (2) Zi No. 91009427 on January 21, 2002
- 民國 91 年 06 月 29 日校務會議修正
Amended at the University Affairs Committee meeting on June 29, 2002
- 民國 91 年 08 月 21 日教育部台 (91) 技 (二) 字第 91125487 號函准備查
Filed for reference by the Ministry of Education's Letter Tai (91) Ji (2) Zi No. 91125487 on August 21, 2002
- 民國 91 年 10 月 12 日校務會議修正
Amended at the University Affairs Committee meeting on October 12, 2002
- 民國 91 年 11 月 16 日董事會修正
Amended at the Board of Trustees meeting on November 16, 2002
- 民國 92 年 11 月 08 日校務會議修正
Amended at the University Affairs Committee meeting on November 8, 2003
- 民國 92 年 11 月 29 日董事會修正
Amended at the Board of Trustees meeting on November 29, 2003
- 民國 93 年 02 月 28 日董事會修正
Amended at the Board of Trustees meeting on February 28, 2004
- 民國 93 年 04 月 12 日教育部台技 (二) 字第 0930045674 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (2) Zi No. 0930045674 on April 12, 2004
- 民國 94 年 06 月 25 日校務會議修正
Amended at the University Affairs Committee meeting on June 25, 2005
- 民國 94 年 07 月 23 日董事會修正
Amended at the Board of Trustees meeting on July 23, 2005
- 民國 94 年 08 月 18 日教育部台技 (四) 字第 0940113159 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (4) Zi No. 0940113159 on August 18, 2005

民國 95 年 01 月 07 日校務會議修正
Amended at the University Affairs Committee meeting on January 7, 2006
民國 95 年 03 月 27 日董事會修正
Amended at the Board of Trustees meeting on March 27, 2006
民國 95 年 04 月 03 日教育部台技(四)字第 0950046727 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (4) Zi No. 0950046727 on April 3, 2006
民國 95 年 10 月 14 日校務會議修正
Amended at the University Affairs Committee meeting on October 14, 2006
民國 95 年 11 月 23 日董事會修正
Amended at the Board of Trustees meeting on November 23, 2006
民國 96 年 04 月 23 日教育部台技(四)字第 0960055813 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (4) Zi No. 0960055813 on April 23, 2007
民國 97 年 12 月 09 日校務會議修正
Amended at the University Affairs Committee meeting on December 9, 2008
民國 98 年 02 月 04 日董事會修正
Amended at the Board of Trustees meeting on February 4, 2009
民國 98 年 07 月 06 日教育部台技(二)字第 0980115323 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (2) Zi No. 0980115323 on July 6, 2009
民國 100 年 06 月 25 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 25, 2011
民國 100 年 06 月 28 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 28, 2011
民國 100 年 08 月 24 日教育部臺技(二)字第 1000145689 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (2) Zi No. 1000145689 on August 24, 2011
民國 101 年 06 月 16 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 16, 2012
民國 101 年 06 月 18 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 18, 2012
民國 102 年 01 月 15 日教育部臺技(二)字第 1020009193 號函准核定
Approved by the Ministry of Education's Letter Tai Ji (2) Zi No. 1020009193 on January 15, 2013
民國 102 年 09 月 06 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on September 6, 2013
民國 102 年 11 月 06 日董事會修正通過
Amended and approved at the Board of Trustees Committee on November 6, 2013
民國 103 年 01 月 09 日教育部臺教技(二)字第 1030002256 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1030002256 on January 9, 2014
民國 103 年 06 月 07 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 7, 2014
民國 103 年 06 月 24 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 24, 2014
民國 104 年 06 月 17 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 17, 2015
民國 104 年 06 月 29 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 29, 2015
民國 104 年 09 月 04 日教育部臺教技(二)字第 1040121755 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1040121755 on September 4, 2015
民國 105 年 06 月 15 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 15, 2016

民國 105 年 06 月 28 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 28, 2016
民國 105 年 08 月 29 日教育部臺教技(二)字第 1050119472 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1050119472 on August 29, 2016
民國 106 年 6 月 14 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 14, 2017
民國 106 年 6 月 29 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 29, 2017
民國 106 年 08 月 25 日教育部臺教技(二)字第 1060121442 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1060121442 on August 25, 2017
民國 107 年 5 月 23 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on May 23, 2018
民國 107 年 6 月 15 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 15, 2018
民國 107 年 08 月 06 日教育部臺教技(二)字第 1070130813 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1070130813 on August 6, 2018
民國 108 年 6 月 12 日校務會議修正通過
Amended and approved at the University Affairs Committee meeting on June 12, 2019
民國 108 年 6 月 19 日董事會修正通過
Amended and approved at the Board of Trustees meeting on June 19, 2019
民國 108 年 08 月 06 日教育部臺教技(二)字第 1080106913 號函核定
Approved by the Ministry of Education's Letter Tai Jiao Ji (2) Zi No. 1080106913 on August 6, 2019
民國 109 年 6 月 10 日校務會議修正通過
民國 109 年 6 月 18 日董事會修正通過
民國 109 年 07 月 31 日教育部臺教技(二)字第 1090109382 號函核定
民國 110 年 2 月 24 日校務會議修正通過
民國 110 年 6 月 16 日校務會議修正通過
民國 110 年 6 月 17 日董事會修正通過
民國 110 年 07 月 29 日教育部臺教技(二)字第 1100094960 號函核定
民國 110 年 08 月 10 日教育部臺教技(一)字第 1100105992 號函核定
民國 111 年 6 月 15 日校務會議修正通過
民國 111 年 6 月 23 日董事會修正通過
民國 111 年 07 月 21 日教育部臺教技(二)字第 1110068287 號函核定

第一章 總 則

Chapter 1 General Principles

第 1 條 文藻外語大學（以下簡稱本校）依據大學法及其施行細則、私立學校法，並參照專科學校法及專科學校法施行細則，訂定本組織規程。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) establishes the Charter in accordance with the University Act, the Enforcement Rules of the University Act, and Private School Law, as well as with reference to the Junior College Act and the Enforcement Rules of the Junior College Act.

第 2 條 本校校訓：敬天愛人。

建校宗旨：

一、以全人教育之理想培育具國際觀之語文專業人才。

二、以中華文化為主幹，透過語文教育及專業訓練，研究發展語文教學，服務社會。

教育理念：尊重個人尊嚴，接受個別差異，激發個人潛能，為生命服務。

Article 2 University Motto: Revere the Divine, Love the Human. (Be Moral and Treat People with Respect.)

University Mission:

1. Cultivating language professionals with a global vision through holistic education
2. Taking Chinese culture as a basis for developing and doing research on language teaching in order to contribute to society

Educational philosophy: Respect dignity, accept individual differences, boost personal potential, and serve people

第 3 條 本校附設專科部，以系科合一、資源共享為原則。

Article 3 The University implements 5-year junior college programs and integrates departments and programs for resource sharing.

第二章 院、系（所）、中心、學位學程

Chapter 2 Colleges, Departments (Graduate Institutes), Centers, and Degree Programs

第 4 條 本校設下列各學院、系（所）、中心及學位學程：

Article 4 The University has established the following colleges, departments (graduate institutes), centers, and degree programs:

一、國際文教暨涉外事務學院

- (一) 英國語文系（科）（五年制專科班、四年制學士班、二年制學士班、進修四年制學士班、進修二年制學士班、碩士班）。
- (二) 翻譯系（四年制學士班、二年制學士班、碩士班）。
- (三) 外語教學系（四年制學士班、外語文教事業發展研究所碩士班及碩士在職專班）。
- (四) 國際事務系（四年制學士班、碩士班）。
- (五) 英語教學中心：負責共同英語基礎課程之規劃及其教學之推動，其設置辦法另定之。
- (六) 國際商務英語學士學位學程。
- (七) 國際觀光與會展學士學位學程。
- (八) 師資培育中心：負責教育學程課程之規劃及其教學之推動，其設置辦法另定，報請教育部核定後實施。

1. College of International Culture, Education, and Foreign Affairs

- (1) Department of English (5-year junior college programs, 4-year college programs, 2-year college programs, 4-year continuing education programs, 2-year continuing education programs, and master's programs)

- (2) Department of Translation and Interpreting (4-year college programs, 2-year college programs, and master's programs)
- (3) Department of Foreign Language Instruction (4-year college programs and master's programs and in-service graduate programs of the Graduate Institute of Foreign Language Education and Cultural Industries)
- (4) Department of International Affairs (4-year college programs, and master's programs)
- (5) Center for English Language Teaching: The Center is responsible for developing general English courses and promoting the teaching of these courses. The regulations governing the establishment of the Center are stipulated in a separate document.
- (6) Bachelor's Degree Program of International Business English
- (7) Bachelor's Degree Program of International Tourism and MICE
- (8) Center for Teacher Education: The Center is responsible for developing the education program and promoting the teaching of this program. The regulations governing the establishment of the Center are stipulated in a separate document, and implemented after receiving approval from the Ministry of Education.

二、歐亞語文學院

- (一) 法國語文系（科）（五年制專科班、四年制學士班、二年制學士班、進修四年制學士班）。
- (二) 德國語文系（科）（五年制專科班、四年制學士班、二年制學士班、進修四年制學士班）。
- (三) 西班牙語文系（科）（五年制專科班、四年制學士班、二年制學士班、進修四年制學士班）。
- (四) 日本語文系（科）（五年制專科班、四年制學士班、二年制學士班、進修四年制學士班）。
- (五) 歐洲研究所(碩士班)
- (六) 歐盟觀光文化經貿園區。
- (七) 東南亞學系（四年制學士班、碩士班）。

2. College of European and Asian Languages

- (1) Department of French (5-year junior college programs, 4-year college programs, 2-year college programs, and 4-year continuing education programs)
- (2) Department of German (5-year junior college programs, 4-year college programs, 2-year college programs, and 4-year continuing education programs)
- (3) Department of Spanish (5-year junior college programs, 4-year college programs, 2-year college programs, and 4-year continuing education programs)
- (4) Department of Japanese (5-year junior college programs, 4-year college

programs, 2-year college programs, and 4-year continuing education programs)

(5) Graduate Institute of European Studies (master's programs)

(6) European Union Center

(7) Department of Southeast Asian Studies(4-year college programs, and master's programs)。

三、新媒體暨管理學院

(一) 國際企業管理系 (四年制學士班、進修四年制學士班、碩士班及碩士在職專班)。

(二) 傳播藝術系 (四年制學士班、創意藝術產業碩士在職專班)。

(三) 數位內容應用與管理系 (四年制學士班)。

(四) 新媒體國際行銷學士學位學程。

3. College of New Media and Management

(1) Department of International Business Administration (4-year college programs, 4-year continuing education programs, master's programs and in-service graduate programs of the Graduate Institute)

(2) Department of Communication Arts (4-year college programs and in-service graduate programs of the Graduate Institute of Creative Arts Industries)

(3) Department of Digital Content Application and Management (4-year college programs)

(4) Bachelor's Degree Program of New Media in International Marketing

四、吳甦樂人文學院

(一) 通識教育中心：負責共同基礎課程及通識教育課程之規劃及其教學之推動，其設置辦法另定之。

(二) 吳甦樂教育中心：負責推廣、落實本校全人教育之理念，並辦理學生品德及信仰陶成相關課程教學、禮儀活動及靈性教育等事宜，其設置辦法另定之。

(三) 體育教學中心：負責全校體育課程之規劃及其教學，並推動全校體育與運動相關活動之辦理，其設置辦法另定之。

4. Ursuline College of Liberal Arts

(1) General Education Center: The Center is responsible for developing basic and general education courses, as well as promoting the teaching of these courses. The regulations governing the establishment of the Center are stipulated in a separate document.

(2) Center for Ursuline Education: The Center is responsible for the promotion and implementation of holistic education, as well as providing students with moral and religious cultivation courses, and spiritual education while organizing religious events. The regulations governing the establishment of the Center are stipulated in a separate document.

- (3) Center for Physical Education: The Center is responsible for developing physical education courses and promoting the teaching of these courses, as well as sport events for the University. The regulations governing the establishment of the Center are stipulated in a separate document.

五、華語學院

(一) 應用華語文系 (四年制學士班、華語文教學碩士班)。

(二) 華語中心。

5. College of Mandarin

(1) Department of Applied Chinese (4-year college programs, Graduate Institute of Teaching Chinese as a second Language)

(2) Chinese Language Center.

本校因應教學、研究之需要，得設跨系（所）、中心之學分學程或學位學程，其設置辦法另定之。

The University may establish inter-departmental, inter-institute or inter-center credit programs or degree programs to meet teaching and research needs. The regulations governing the establishment of these programs are stipulated in a separate document.

第 5 條 本校各學院、系（所）、中心、學位學程之設立、變更、停辦，須經校務會議審議通過，並送董事會通過後，依規定報請教育部核定。

Article 5 The establishment, change and closure of a college, department, graduate institute, center, and degree program shall be approved at the University Affairs Committee and the Board of Trustees meetings and submitted to the Ministry of Education for approval in accordance with relevant regulations.

第 6 條 本校置校長一人，綜理校務，任期四年，得連任一次。選聘辦法由董事會另訂之。

校長因故出缺，在董事會依法選聘合格校長前，應指派副校長、教務長、學生事務長、總務長三處合格主管一人，暫行兼代校長職務，並報部核備。

Article 6 The University has 1 President who manages university affairs, serves a term of 4 years, and can be re-elected to a second term. The Board of Trustees sets out the regulations governing the election of the President. If the President is absent, the Board of Trustees shall appoint an Acting President, chosen among the Vice President, the Dean of Academic Affairs, the Dean of Student Affairs, and the Dean of General Affairs; it shall also report the appointment to the Ministry of Education for reference.

第 7 條 本校得置副校長一人至三人，襄助校長處理校務。由校長就本校專任副教授以上教師遴選或以契約方式進用校外人士聘兼之，其任期以配合校長之任期為原則。

本校置稽核人員若干，由校長聘請具有專業資格之本校教師或職員擔任之，辦理校內各項稽核業務，並對校長負責。

Article 7 The University may appoint 1 - 3 Vice Presidents to help the President manage

university affairs. The President can select a teacher who holds a position of associate professor or above, or appoint an external party on a contract basis to be a Vice President. A Vice President's term of office shall be the same as the President's.

The President designates several professional teachers or non-teaching staff to provide internal audits; they report directly to the President.

第 8 條 各學院置院長一人，綜理院務，置秘書一人，並得置職員若干人，襄助院長處理院務。各系（所）、中心各置主任(所長)一人，並得置職員若干人，主持系（所）、中心業務。

學位學程、歐盟觀光文化經貿園區得置主任一人，其組織運作則比照系(所)、中心辦理。

Article 8 Each college shall appoint 1 Dean for managing college affairs, and may employ 1 secretary and several non-teaching staff to support the Dean. Each department, graduate institute and center shall appoint 1 Chair/Director and employ several non-teaching staff for internal operation.

One director is designated for every degree program, **One director is designated for European Union Center**, which follows the operation principles mentioned above for each department, graduate institute and center.

第三章 組織

Chapter 3 Organization

第 9 條 本校設下列單位：

Article 9 The University has the following offices:

一、教務處：掌理全校教學相關事務。

置教務長一人，並得置秘書一人。下設註冊、課務、招生、綜合業務四組及英/外語能力診斷與輔導中心。各組得置組長一人，中心置主任一人，並得置職員若干人。

1. Office of Academic Affairs: managing teaching affairs

With 1 dean and 1 secretary, the Office is divided into the Registration Section, the Curriculum Section, the Student Recruitment Section, the Special Programs Section, and the Language Diagnostic and Consulting Center. Each unit has 1 leader (section manager or center director) and may employ several non-teaching staff.

二、學生事務處：掌理全校學生相關事務。

置學生事務長一人，並得置秘書一人。下設生活輔導、課外活動指導、衛生保健三組，諮商與輔導、生涯發展二個中心及軍訓室。各組得置組長一人；中心得置主任一人，並得置職員若干人。軍訓室置主任一人，由校長就教育部推薦職級相當之軍訓教官中擇聘之，並得置軍訓教官及護理教師若干人。軍訓教官得兼任生活輔導組組長。

2. Office of Student Affairs: managing student affairs

With 1 dean and 1 secretary, the Office is divided into the Student Assistance Section, the Extracurricular Activities Section, the Health Section, the Counseling Center, the Career Development Center, and the Military Education Office. Each unit has 1 leader (section manager or center director) and may employ several non-teaching staff. The President shall appoint 1 eligible military instructor recommended by the Ministry of Education as the director of the Military Education Office. The Military Education Office may employ several military and nursing instructors. A military instructor may also be in charge of the Student Assistance Section.

三、研究發展處：負責整合規劃全校校務發展、學術發展、產官學合作、技術服務及法務稽核等事務。

置研發長一人，並得置秘書一人。下設校務研究發展、法務稽核、產官學合作三組，各組得置組長一人，並得置職員若干人。

3. Office of Research and Development: is responsible for affairs related to university planning and development, academic development, industry-government-academia collaboration, technical services, legal affairs and auditing.

With 1 dean and 1 secretary, the Office is divided into the Institutional Development & Research Section, the Legal Affairs and Auditing Section, and the Industry-Government-Academia Cooperation Section. Each section has 1 manager and may employ several non-teaching staff.

四、總務處：掌理全校總務相關事務。

置總務長一人，並得置秘書一人。下設事務、營繕、出納、文書及環安暨保管等五組，各組置組長一人，並得置職員若干人。

4. Office of General Affairs: managing general affairs

With 1 dean and 1 secretary, the Office is divided into the Purchasing and Supply Section, the Construction and Maintenance Section, the Cashier Section, the Documentation Section, and the Campus Safety, Environmental Protection and Assets Management. Each section has 1 manager and may employ several non-teaching staff.

五、國際暨兩岸合作處：掌理全校國際暨兩岸合作與交流事務。

置國際事務長一人，並得置秘書一人。下設國際交流、境外學生事務二組及華語中心。各組得置組長一人，各中心得置主任一人，並得置職員若干人。

5. Office of International and Cross-Strait Cooperation: managing international and cross-strait cooperation affairs

With 1 dean and 1 secretary, the Office is divided into 2 sections: the International Exchange Section and the Overseas Student Affairs Section, as well as the Chinese Language Center. Each unit has 1 leader (section manager or center

director) and may employ several non-teaching staff.

六、秘書處：辦理秘書及內部控制、募款、捐助之聯繫服務、校友服務、公共事務聯繫事務及校史等相關業務。

置主任秘書一人，下設得置組長一人、公共關係室(含校友聯絡中心)得置主任一人及校史館得置館長一人，並得置秘書及職員若干人。

6. Secretariat: managing secretarial and internal affairs, fund raising tasks, contact service for donations, alumni service, contact service for public affairs, as well as the archive of historical materials.

With 1 chief secretary, 1 manager, 1 director and 1 curator, the Secretariat is divided into the Secretary Section, Public Relations Office (including Alumni Center) and Wenzao Archives. Each unit may employ several secretaries and non-teaching staff.

七、進修部：掌理進修教育事務。

置主任一人，並得置秘書一人。下得設教務、學生事務、總務三組，各組得置組長一人，並得置職員若干人。

7. Division of Continuing Education: managing continuing education affairs

With 1 director and 1 secretary, the Division is divided into the Academic Affairs Section, the Student Affairs Section, and the General Affairs Section. Each section has 1 manager and may employ several non-teaching staff.

八、推廣部：掌理推廣教育及翻譯會展事務。

置主任一人，並得置秘書一人。下設課務、企劃兩組及翻譯暨會展服務中心。各組得置組長一人，中心得置主任一人，並得置職員若干人。

8. Division of Extension Education: managing affairs related to extension education, translation and conference services

With 1 director and 1 secretary, the Division is divided into the Curriculum Section, the Planning Section, and the Translation and Conference Service Center. Each unit has 1 leader (section manager or center director) and may employ several non-teaching staff.

九、會計室：辦理歲計、會計及統計事務。

置會計主任一人，下設第一、第二兩組，各組得置組長一人，並得置職員若干人。

9. Accounting Office: managing affairs related to budgeting, accounting and statistics

With 1 director, the division is divided into Section 1 and Section 2. Each section has 1 manager and may employ several non-teaching staff.

十、人事室：辦理人事業務。

置主任一人，下設第一、第二兩組，各組得置組長一人，並得置職員若干人。

10. Personnel Office: managing personnel affairs

With 1 director, the Office is divided into Section 1 and Section 2. Each section has 1 manager and may employ several non-teaching staff.

十一、圖書館：負責蒐集研究資料、提供資訊服務。

置館長一人，下得設採訪編目、讀者服務及系統資訊三組，各組得置組長一人，並得置職員若干人。

11. Library: collecting research materials and providing information services

With 1 director, the Library is divided into the Acquisitions and Cataloging Section, the Access Services Section, and the Library Technology Section. Each section has 1 manager and may employ several non-teaching staff.

十二、資訊與教學科技中心：掌理全校教學、研究及行政之資訊視聽相關設備、系統及網路支援事務。

置中心主任一人。下設技術服務、系統管理二組，各組得置組長一人，並得置技士、職員若干人。

12. Information and Instructional Technology Center: managing audio/visual equipment and systems for teaching, research and administration, as well as providing support for the internet

With 1 director, the Center is divided into the Technology Services Section and the System Management Section. Each section has 1 manager and may employ several technical specialists and non-teaching staff.

十三、教師發展中心：掌理促進全校教師專業發展，支援教學設計，辦理教學研習，提供教學諮詢，及支援全校多媒體製作等業務。

置中心主任一人，並得置組長、技士、職員若干人。

13. Center for Faculty Development: managing the promotion of professional faculty development, providing support for instructional design, organizing teaching workshops, offering teaching counseling, and providing support for multimedia design

With 1 director, the Center may appoint a manager and employ several technical specialists and non-teaching staff.

前項第一、二、三、四、五款等單位，其設有四個以上二級行政單位者，因業務需要，得置副主管一人。

If any of the Offices listed in Items 1-5 establishes more than 4 secondary administrative units, it may appoint 1 deputy manager in accordance with operational requirements.

第 10 條 本校因教學、研究、輔導服務等需要，得設置各種研究中心或其他單位及其人員。本校各單位之設置、變更、裁撤，須經校務會議通過，校長核定後實施。

Article 10 The University may establish various research centers or other units, and appoint staff to work for these centers/units to meet teaching, research, or counseling needs.

The establishment, change and dissolution of each unit under the University shall become effective after being approved at the University Affairs Committee meeting and ratified by the President.

第 11 條 本校各級主管之資格及產生程序原則如下：

一、院長由校長就專任教授教師中聘兼之。

二、系（所）、中心主任(所長)由院長就專任副教授以上教師推薦給校長聘兼之。

三、教務長、學生事務長、研發長、國際事務長由校長就專任副教授以上教師中聘兼之；副教務長、副學生事務長、副研發長由校長就專任助理教授以上教師聘兼之。

總務長、副總務長由校長就專任助理教授以上教師中聘兼之，或由職級相當之專業技術人員、研究人員兼任之，並得由職員擔任之。

四、人事室主任、會計主任由校長依相關法令推薦，報請董事會同意後聘（派）任之，必要時得由講師以上教師兼任。

五、主任秘書、進修部主任、推廣部主任、圖書館館長、資訊與教學科技中心中心主任、教師發展中心中心主任、公共關係室主任、歐盟觀光文化經貿園區主任，以及學校基於需要增設之其他單位，其主管由校長就專任助理教授以上教師聘兼之，或職員擔任之。

六、行政單位二級主管得由講師以上教師兼任或職員擔任。

Article 11 Supervisor qualifications and appointment principles are as follows:

1. The President shall appoint a full-time professor as a college dean.

2. The President shall appoint a teacher who holds the position of full-time associate professor or above and is recommended by a dean, as the head of a department, graduate institute or center.

3. The President shall appoint teachers who hold the position of full-time associate professor or above, as the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, and the Dean of International and Cross-Strait Cooperation. The President shall appoint teachers who hold the position of full-time assistant professor or above, as the Deputy Dean of Academic Affairs, the Deputy Dean of Student Affairs, and the Deputy Dean of Research and Development.

The President shall appoint teachers who hold the position of full-time assistant professor or above, as the Dean and Deputy Dean of General Affairs. Technical specialists or researchers holding an equivalent rank are also qualified for these

positions.

4. The President shall nominate candidates to lead the Personnel Office and the Accounting Office in accordance with relevant regulations, and request approval from the Board of Trustees; teachers who hold the position of lecturer or above may be appointed if necessary.
5. The President shall appoint teachers who hold the position of full-time assistant professor or above or non-teaching staff as the Chief Secretary, the Director of the Division of Continuing Education, the Director of the Division of Extension Education, the Library Director, the Director of the Information and Instructional Technology Center, the Director of the Center for Faculty Development, the Director of the Office of Public Relations, the Director of the European Union Center, and the head of a unit founded due to operational requirements.
6. A teacher who holds the position of lecturer or above or non-teaching staff is qualified for the position of a second-level manager of an administrative unit.

第 12 條 本校由教師兼任之各級主管及院長、系（所）、中心主任(所長)均採任期制，除法令另有規定外，一年一聘，並以每三年一任為原則，得連任一次。

Article 12 A teacher shall serve a fixed term for the position of a supervisor, a college dean, a department/graduate institute chair, or a (**center**) director. Unless otherwise stated, every teacher serves a term of 3 years on a one-year renewable term basis, and may be reappointed to a second term.

第 13 條 各單位所置職員，除擔任單位主管、各組(中心)組長(主任)者外，包括秘書、編纂、編審、專員、組員、幹事、辦事員、管理員、事務員、書記、輔導員、社會工作人員、技正、技士、技佐、醫師、藥師、護理師、營養師、護士等人員，並得視業務需要，循修正本規程程序增置之。

Article 13 Non-teaching staff of all units includes secretaries, senior executive officers, executive officers, specialists, section members, senior clerks, clerks, junior officers, officers, associate clerks, counselors, social workers, technical specialists, associate technical specialists, junior technical specialists, physicians, pharmacists, registered nurses, nutritionists, and licensed practical nurses, except office heads, section managers and center directors. The charter may be revised to create new positions if necessary.

第四章 會議

Chapter 4 Meeting

第 14 條 本校設校務會議，審議校務重大事項。

校務會議審議下列事項：

- 一、校務發展計畫及預算。
- 二、學校組織規程及各種重要章則。

- 三、學院、學系、研究所、學位學程及附設機構之設立、變更與停辦。
- 四、教務、學生事務、研究發展、總務、國際事務及其他校內重要事項。
- 五、有關教學評鑑辦法之審訂。
- 六、校務會議所設各委員會或專案小組決議事項。
- 七、會議提案及校長提議事項。

Article 14 The University Affairs Committee meeting is held to review and resolve university-level matters.

The University Affairs Committee meeting reviews and resolves the following matters:

1. The University development plan and the budget.
2. The Charter of the University and all important regulations.
3. The establishment, change and closure of a college, department, graduate institute, center, degree program and affiliate.
4. Academic affairs, student affairs, research and development affairs, general affairs, international affairs, and other important internal matters.
5. Teaching evaluation regulations.
6. Decisions of committees or task forces established in accordance with the University Affairs Committee meeting.
7. Meeting proposals and the President's suggestions.

校務會議由校長、副校長、各學院院長、學術與行政主管代表、專任教師代表、職員代表、學生代表及其他有關人員代表組成，其設置辦法另定之。

前項之專任教師代表應經選舉產生，其人數不得少於全體會議人員之二分之一，教師代表中具備副教授以上教師資格者，以不少於教師代表人數之三分之二為原則。

第三項職員代表三人、學生代表若干人(比例不得少於會議成員總額十分之一)、及其他有關人員代表，皆由選舉產生。

校務會議代表任期一學年，連選得連任。

校務會議必要時得邀請相關人員列席。

校務會議由校長召開並主持，每學期至少召開一次。經校務會議應出席人數五分之一以上請求召開臨時校務會議時，校長應於十五日內召開之。

校務會議必要時得設各種委員會或專案小組，處理校務會議交議事項。

The University Affairs Committee consists of the President, Vice Presidents, all Deans, academic and administrative heads, full-time teacher representatives, non-teaching staff representatives, student representatives, and representatives of other parties involved. The regulations governing the establishment of the Committee are stipulated in a separate document.

The teacher representatives shall be determined by election, and at least comprise one half of the total number of meeting members. At least two thirds of the teacher representatives shall hold the position of associate professor or above.

Three non-teaching staff representatives, several student representatives (making up at least one-tenth of the total number of meeting members), and representatives of other parties involved shall be determined by election.

A representative of the University Affairs Committee serves a term of 1 academic year and may be reelected.

People involved may be invited to attend the University Affairs Committee meeting if necessary.

The University Affairs Committee meeting is convened and chaired by the President at least once every semester. If a special University Affairs Committee meeting is requested by a minimum of one-fifth of the members of the University Affairs Committee, the President shall convene the special meeting within 15 days.

The University Affairs Committee meeting may establish different committees or task forces to assign tasks to them.

第 15 條 本校設行政會議，討論本校重要行政事項。由校長、副校長、學術與行政一級主管、職員代表一名、學生代表二名(日間部及進修部各一名)及校長指定之二級主管組織之，校長為主席。

Article 15 The University holds the Administration Committee meeting to discuss important administrative matters. The Administration Committee consists of the President, Vice Presidents, first-level academic and administrative heads, 1 non-teaching staff representative, 2 student representatives (1 student from the Day Division and 1 student from the Night Division), and 2 second-level supervisors designated by the President. The President shall chair the Administration Committee meeting.

第 16 條 本校設下列會議：

Article 16 The University holds the following meetings:

一、教務會議：討論有關教務之重要事項。由教務長、學生事務長、研發長、總務長、國際事務長、各學院院長、各學院所屬系(所)、中心主任(所長)及教師代表各一名、進修部主任、圖書館館長、資訊與教學科技中心主任、教師發展中心主任及學生代表二名組成，由教務長擔任主席。

1. Academic Affairs Committee meeting: Important academic affairs are discussed in the Academic Affairs Committee meeting. The Committee consists of the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, the Dean of General Affairs, the Dean of International and Cross-Strait Cooperation, all college deans, 1 head representative of a department, graduate institute and center under each college, 1 teacher representative under each college, the Director of the Division of Continuing Education, the Library Director, the Director of the Information and Instructional Technology Center, the Director of the Center for Faculty Development, and 2 student representatives. The meeting shall be chaired by the Dean of Academic Affairs.

二、學生事務會議：討論有關學生事務之重要事項。由學生事務長、教務長、研發長、總務長、國際事務長、各學院院長、副學生事務長、進修部主任、各學院推派系(所)、中心主任(所長)代表、各年級導師代表及學生代表五人組成，

學生事務長為主席。

2. Student Affairs Committee meeting: Important student affairs are discussed in the Student Affairs Committee meeting. The Committee consists of the Dean of Student Affairs, the Dean of Academic Affairs, the Dean of Research and Development, the Dean of General Affairs, the Dean of International and Cross-Strait Cooperation, all college deans, the Deputy Dean of Student Affairs, the Director of the Division of Continuing Education, 1 head representative of a department, graduate institute and center under each college, homeroom teacher representative of each grade and 5 student representatives. The meeting shall be chaired by the Dean of Student Affairs.

三、總務會議：討論有關總務之重要事項。由教務長、學生事務長、總務長、各學院教師代表各一人、職員代表一名及學生代表二名組成，總務長為主席。

3. General Affairs Committee meeting: Important general affairs are discussed in the General Affairs Committee meeting. The Committee consists of the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, 1 teacher representative from each college, 1 non-teaching staff representative, and 2 student representatives. The meeting shall be chaired by the Dean of General Affairs.

四、進修部部務會議：討論有關進修部之重要事項。由進修部主任、進修部相關學院院長及所屬系（所）、中心主任(所長)、進修部各組組長、進修部相關學院教師代表各一人及學生代表一人組成，進修部主任為主席。

4. Continuing Education Affairs Committee meeting: Important continuing education affairs are discussed in the Continuing Education Affairs Committee meeting. The Committee consists of the Director of the Division of Continuing Education, responsible college deans, responsible department/graduate institute chairs, (**center**) directors, all section managers under the Division of Continuing Education, 1 teacher representative of each responsible college, and 1 student representative. The meeting shall be chaired by the Director of Continuing Education.

五、各學院院務會議：討論各學院有關院務之重要事項，由各學院院長、各學院所屬系（所）、中心主任(所長)、教師代表及學生代表若干人組成，各學院院長為主席。

5. College Affairs Committee meeting: Important college affairs are discussed in the College Affairs Committee meeting. The Committee consists of college deans, department/graduate institute chairs, (**center**) directors, teacher representatives, and several student representatives. The meeting shall be chaired by college deans.

六、各學系（所）、中心會議：討論各系（所）、中心有關教學、研究、輔導、服務等事項。由各系（所）、中心主任(所長)及該系（所）、中心專任教師及學生代表若干人組成，系（所）、中心主任為主席。

6. Department/Graduate Institute/Center Affairs Committee meeting: Teaching, research, counseling and service affairs related to a department/graduate

institute/center are discussed in the Department/Graduate Institute/Center Affairs Committee meeting. The Committee consists of a department/graduate institute chair or **(center)** director, full-time teachers and several student representatives. The meeting shall be chaired by the department/graduate institute chair or center director.

七、其他單位會議：討論該單位之重要事務。由該單位主管及所屬各組組長、職員組織之，該單位主管為主席。

7. Unit Affairs Committee meeting: Important affairs of a unit are discussed in the Unit Affairs Committee meeting. The Committee consists of the unit head, all section managers and non-teaching staff. The meeting shall be chaired by the unit head.

前項各款學生代表之產生由學生事務處指導學生於各學年度選舉產生。

上述各項會議設置辦法另定之。

本校並得設與教學、研究及社會服務有關之其他會議，其組成方式另定之。

Student representatives as stated above shall all be determined by election every academic year under the guidance of the Office of Student Affairs.

Specific regulations governing the establishment of the above Committees are stipulated in a separate document.

The University may hold other meetings related to teaching, research and social services. Regulations on the meeting are stipulated in a separate document.

第 17 條 本校設下列委員會：

Article 17 The University establishes the following committees:

一、校務發展委員會：進行有關校務規劃及發展的工作。其組成方式另定之。

1. University Development Committee: The Committee is responsible for university planning and development. The regulations governing the establishment of the Committee are stipulated in a separate document.

二、教師評審委員會：本校設校教師評審委員會、院教師評審委員會及系（所）、中心教師評審委員會。教師評審委員會，評審有關教師聘任、聘期、停聘、解聘、不續聘、資遣原因之認定、升等、進修、學術研究、延長服務等事務。校教評委員會設置辦法另定，經校務會議通過，陳請校長公告後實施。

2. Teacher Evaluation Committee: The University sets up the University Teacher Evaluation Committee, the College Teacher Evaluation Committee, and the Department/Graduate Institute/Center Teacher Evaluation Committee. The Committee evaluates the reason for appointment, the term of appointment, temporary termination, termination, refusal of reappointment and severance, promotion, advanced study, academic research and term extension. The regulations governing the establishment of the University Teacher Evaluation Committee are stipulated in a separate document, which shall become effective after being

approved at the University Affairs Committee meeting and ratified by the President.

三、教師申訴評議委員會：評議有關教師對其個人之措施認為違法或不當，致損害其權益者之申訴，其組成方式另定，經校務會議通過，陳請校長公告後實施。

3. Teacher Appeal Committee: If a teacher believes that any administrative action towards him or her is illegal or improper, which leads to infringement of rights, he or she can file an appeal to the Committee for review. The regulations governing the establishment of the Committee are stipulated in a separate document, which shall become effective after being approved at the University Affairs Committee meeting and ratified by the President.

四、課程委員會：依本校發展特色規劃課程，其組成方式另定之。

4. Curriculum Committee: The Committee designs the curriculum based on development features of the University. The regulations governing the establishment of the Committee are stipulated in a separate document.

五、全人教育委員會：負責全人教育課程之規劃及相關活動之推展，其組成方式另定之。

5. Holistic Education Committee: The Committee plans the holistic education curriculum and organizes relevant activities. The regulations governing the establishment of the Committee are stipulated in a separate document.

六、學生獎懲委員會：討論及議決有關學生重大獎懲及操行案件，及其他有關事宜。其組成方式另定之。

6. Student Recognition and Discipline Committee: The Committee discusses and resolves major recognition, disciplinary and conduct cases, as well as other relevant matters. The regulations governing the establishment of the Committee are stipulated in a separate document.

七、學生申訴評議委員會：受理學生、學生會及其他相關學生自治組織不服學校之懲處、行政處分或其他措施及決議之申訴案件。其組成方式另定，經校務會議通過，教育部核定後實施。

7. Student Appeal Committee: The Committee handles appeals made by students, Wenzao Student Union, and other relevant student-led organizations, along with those against disciplinary actions, administrative actions, or other measures and resolutions of the University. The regulations governing the establishment of the Committee are stipulated in a separate document, which shall become effective after being approved at the University Affairs Meeting and by the Ministry of Education.

八、性別平等教育委員會：推動性別平等教育，建立無性別歧視教育環境，以實現性別平等的目標。其組成方式另定之。

8. Gender Equality Education Committee: The Committee promotes gender equality in education to create a learning environment without gender discrimination, in order

to achieve the goal of gender equality. The regulations governing the establishment of the Committee are stipulated in a separate document.

九、職工評審委員會：評審職工升遷、考核、獎懲等人事相關事項，其組成方式另定之。

9. Non-Teaching Staff Evaluation Committee: The Committee evaluates personnel affairs such as promotion, job performance, recognition and disciplinary actions. The regulations governing the establishment of the Committee are stipulated in a separate document.

十、職工申訴評議委員會：評議有關職工對其個人之措施認為違法或不當，致損害其權益者之申訴，其組成方式另定，經校務會議通過，陳請校長公告後實施。

10. Non-Teaching Staff Appeal Committee: If a non-teaching staff member believes that any administrative action towards him or her is illegal or improper, which leads to infringement of rights, he or she can file an appeal to the Committee for review. The regulations governing the establishment of the Committee are stipulated in a separate document, which shall become effective after being approved at the University Affairs Committee meeting and issued by the President.

十一、環境安全衛生暨節約能源委員會：強化校園環境保護、節約能源與資源、安全衛生與災害防救等管理，以促進永續校園之落實，並保障教職員工生之安全與健康。其組成方式另定之。

11. Environment Safety, Health and Energy Conservation Committee: The Committee improves the management of campus protection, energy and resource saving, and safety, health and disaster prevention to develop a sustainable campus and ensure the safety and health of the faculty and students. The regulations governing the establishment of the Committee are stipulated in a separate document.

本校必要時得設其他委員會，其組成方式另定之。

The University may set up other committees if necessary. The regulations governing the establishment of these committees shall be stipulated in a separate document.

第 18 條 本校各項會議，必要時得邀請相關人員列席。與學生學業、生活及訂定獎懲有關規章之會議，並應邀請學生代表出席。學生代表之選舉辦法，由學生事務處另定之。

Article 18 People involved may be invited to attend a meeting if necessary. Student representatives shall be invited to attend meetings related to study and living, as well as the establishment of recognition and disciplinary regulations. The Office of Student Affairs shall establish student representative election regulations.

第五章 教師

Chapter 5 Teachers

第 19 條 本校教師分教授、副教授、助理教授、講師四級。

本校教師之聘任、升等，依相關法令規定辦理。

本校教師之聘期，初聘為一年，第一次續聘一年，以後續聘每次均為二年。有特殊情形，經各級教師評審委員會通過者，其聘期得縮短為一年。

本校得置助教，協助教學及研究工作。

本校為提昇教學與研究水準，得設講座及特聘教師，主持教學研究工作，其設置辦法經校務會議通過，陳請校長公告後實施。

本校因特殊需要，得聘請專業技術人員擔任教學工作。其聘任及升等有關事項，依相關法令訂定辦法辦理。

Article 19 Academic ranks are classified into 4 levels: professor, associate professor, assistant professor and lecturer.

Appointment and promotion shall be in compliance with relevant regulations.

The University appoints a teacher for a one-year term at first. The first reappointment shall be made for 1 year and all reappointments thereafter will be made for 2 years. Under special conditions, the appointment term may be shortened to 1 year if the Teacher Evaluation Committee in each level approves the term change.

The University may appoint teaching assistants to provide teaching and research support.

The University may appoint distinguished chair professors and teachers to take charge of teaching and research tasks for enhancing teaching and research levels. The establishment regulations shall become effective after being approved at the University Affairs Committee meeting and issued by the President.

The University may appoint specialists as teachers under special circumstances. Relevant matters including appointment and promotion shall be stated in specific guidelines made in accordance with relevant regulations.

第六章 附 則

Chapter 6 Supplementary Provisions

第 20 條 本校教職員之員額編制依組織規程擬訂，報請教育部核定後實施。

Article 20 The University shall determine the number of employees in accordance with this Charter, and report the decision to the Ministry of Education for approval.

第 21 條 本校董事會得設置學校法人職員，董事會秘書一人，職員若干人，均由董事會選聘，對董事會負責，並納入學校員額編制。

Article 21 The Board of Trustees of the University may employ 1 secretary and several staff members who shall all report to the Board of Trustees and be included in the staff establishment of the University.

第 22 條 本組織規程未盡事宜悉依有關法令辦理。

Article 22 Matters not covered by this Charter shall be in compliance with relevant regulations.

第 23 條 本校各種辦事細則另定之。

Article 23 The University shall establish handling guidelines for different affairs.

第 24 條 本校附設思源翻譯社，其章則另定之；並應報請教育部及目的事業主管機關核

准。

Article 24 The University established Szuyuan Translation Service. The regulations governing its establishment are stipulated in a separate document. The University shall report the establishment to the Ministry of Education and competent authorities in charge of translation and relevant businesses for approval.

第 25 條 本組織規程經校務會議及董事會通過，報請教育部核定後實施，修正時亦同。

Article 25 This Charter was approved at the University Affairs Committee and the Board of Trustees meetings, and reported to the Ministry of Education for approval. Amendments must follow the same procedure.

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)