

National Chung Hsing University

Graduate Institute of Clinical Medicine Organizational Charter

July 16, 2024 - Approved by The Preparatory Committee Meeting of the Graduate Institute of Clinical Medicine

August 7, 2024 - Approved by the 1st Institute Affairs Meeting of the 113th Academic Year, 1st Semester

Article 1

This charter is formulated in accordance with the "National Chung Hsing University Organizational Regulations."

Article 2

The Graduate Institute of Clinical Medicine at National Chung Hsing University (hereinafter referred to as "the Institute") consists of all full-time (project) faculty members, students, and staff. It is led by a Director who oversees all institutional affairs.

Article 3 Institute Affairs Meeting

1. All full-time (and project) faculty members shall organize the departmental meeting, with the Director serving as the ex-officio chairperson to discuss teaching, research, and other departmental matters. The director may invite relevant personnel to attend as deemed necessary.
2. In principle, the departmental meeting shall be convened at least twice each semester. The Director may call additional meetings as needed.
3. To commence, the departmental meeting requires attendance by more than half of all faculty members (excluding those on research leave).
4. Voting on meeting agenda items may be conducted through anonymous ballots or by a show of hands. A resolution requires approval by at least half of the attendees to pass. All decisions passed by the departmental meeting shall be officially recorded and copies distributed to all full-time (and project) faculty members and relevant units or personnel within the institution.
5. Reports and discussion items at the departmental meeting include:
 - (1) The director's report on matters related to departmental administration.
 - (2) Reports or proposals from standing committees and working groups.
 - (3) Revisions to organizational regulations and detailed rules.
 - (4) Other ad hoc proposals.

Article 4

The institute formulates the "Graduate Institute of Clinical Medicine Teacher

Appointment and Promotion Regulations" in accordance with the "National Chung Hsing University College of Medicine Teacher Appointment and Promotion Review Regulations" to regulate related matters.

Article 5

Director's Appointment and Responsibilities

1. The method of appointing the Director is handled in accordance with the regulations for the selection and recommendation of the Graduate Institute of Clinical Medicine director.
2. The responsibilities of the Director are:
 - (1) Representing the institute externally and overseeing internal affairs.
 - (2) Convening Institute Affairs Meetings, Teaching Evaluation Meetings, and Curriculum and Internship Committees.
 - (3) Overseeing and coordinating the execution of tasks by standing committees and working groups.

Article 6

The department may establish a Curriculum Committee or ad hoc committees as needed to assist the Director in planning courses and other matters. The organizational regulations of such committees shall be stipulated separately.

Article 7

When necessary, the departmental meeting must approve the establishment of a special committee proposed by the Director before it is formed.

Article 8

The Charter shall take effect upon approval by the departmental meeting and subsequent ratification by the Dean of the School of Medicine, followed by an official announcement. The same procedure shall apply to any amendments.