

# Organizational Charter

Graduate Institute of Clinical Nursing, National Chung Hsing University

Approved by the Preparatory Office Meeting on July 11, 2024

## **Article 1:**

This Organizational Charter of the Graduate Institute of Clinical Nursing, National Chung Hsing University (hereinafter referred to as "the Charter") is established in accordance with the "Organizational Regulations of National Chung Hsing University."

## **Article 2:**

The Graduate Institute of Clinical Nursing (hereinafter referred to as "the Institute") is composed of all full-time (including project) faculty members, students, and staff. The Institute is led by a Director who oversees all administrative operations.

## **Article 3: Institute Affairs Meeting**

1. The Institute Affairs Meeting consists of all full-time (including project) faculty members and student representatives. The Director serves as the ex-officio Chair and presides over discussions on the Institute's teaching, research, and other administrative matters. The Director may invite relevant personnel to attend as non-voting participants if deemed necessary.
2. In principle, the Institute Affairs Meeting is convened at least twice per semester. Special meetings may be convened by the Director or upon the request of more than half of the full-time (including project) faculty members.
3. A quorum of more than half of all faculty members (excluding those on research leave) is required to commence the meeting.
4. Decisions during the meeting may be made by secret ballot or a show of hands. All resolutions passed shall be officially recorded, and copies of the minutes shall be distributed to all full-time (including project) faculty members and relevant university units or personnel.
5. Agenda items for the Institute Affairs Meeting include:
  - (1) Reports by the Director on administrative matters.
  - (2) Reports or motions submitted by standing committees and working groups.
  - (3) Proposed amendments to organizational regulations and other related rules.
  - (4) Other temporary proposals.

#### **Article 4:**

The Institute shall handle matters related to faculty appointment and promotion in accordance with the "Regulations for Faculty Appointment and Promotion Review" of the College of Medicine at National Chung Hsing University, supplemented by specific regulations established by the Institute.

#### **Article 5: Director's Appointment and Responsibilities**

1. The appointment of the Director shall follow the procedures outlined in the "Regulations for the Selection and Recommendation of the Director of the Graduate Institute of Clinical Nursing."
2. The responsibilities of the Director include:
  - (1) Representing the Institute externally and overseeing its internal administration.
  - (2) Convening Institute Affairs Meetings, Faculty Review Meetings, and Curriculum and Internship Committee Meetings.
  - (3) Supervising and coordinating the tasks executed by standing committees and working groups.

#### **Article 6:**

The Institute may establish a Curriculum and Internship Committee or temporary committees as needed to assist the Director in planning curricula and other affairs. The organizational regulations for the Curriculum and Internship Committee shall be stipulated separately.

#### **Article 7:**

The Director may propose the establishment of special committees. Such proposals must be approved by the Institute Affairs Meeting before the committees are formally established.

#### **Article 8:**

This Charter shall take effect upon approval by the Institute Affairs Meeting, endorsement by the Dean of the College of Medicine, and official announcement. Amendments shall follow the same procedure.