

銘傳大學校務發展委員會組織章程

中華民國 85 年 12 月 20 日校務會議通過
中華民國 98 年 11 月 23 日校務會議通過
中華民國 103 年 11 月 17 日校務會議通過
中華民國 106 年 11 月 06 日校務會議通過
中華民國 108 年 06 月 10 日校務會議通過
中華民國 111 年 09 月 19 日校務會議通過

- 第一條 本校依據教育部所頒大學法第十三條暨本校組織規程第五十條之規定設置校務發展委員會(以下簡稱本會)。
- 第二條 本會設置之宗旨為進行校務發展規劃、促進校務發展，以達到校務工作效率化、目標效能化、及人事精簡化之目標，並與教學相輔相成，達成促進學校健全發展之目標。
- 第三條 本會為本校校務之研究與規劃單位，主要功能如下：
- 一、 擬訂國內外校區重要校務事項。
 - 二、 規劃與審訂中長程校務發展計畫。
 - 三、 研討系所增設增班暨停辦事宜。
 - 四、 評估校園規劃方案。
 - 五、 審議重大工程計畫。
 - 六、 審核學校各處、室及中心之年度工作計畫。
 - 七、 追蹤考核各處、室及中心校務工作計畫執行情形。
 - 八、 評鑑學校各處、室及中心之年度工作績效。
 - 九、 研議校長交付重大校務發展事宜。
- 第四條 本會由校長擔任主任委員、副校長擔任副主任委員及校務顧問、行政、教學一級單位主管擔任委員組成之。本會置執行長一人、副執行長一人；置執行秘書一人，由研究發展處長擔任，協助處理本會會務。
- 第五條 本會委員任期為二年，均為無給職，得續聘連任。
- 第六條 為妥善研議擬定方案，主任委員得請委員一人或數人，以專案計畫方式，就其專業進行研究，提報委員會討論之。
- 第七條 本會視校務發展之需求不定期召開會議。
- 第八條 本會每次會議須有二分之一委員出席，過半數出席委員同意，始能作成決議。決議案由校長交付相關單位執行，必要時得先送校務會議審議。
- 第九條 本會得邀請相關單位人員列席或提供資料。
- 第十條 本章程經校務會議通過，校長核定後實施，修正時亦同。

Ming Chuan University University Affairs Development Committee Organizational Charter

Passed at the University Affairs Committee Meeting on December 20, 1996
Passed at the University Affairs Committee Meeting on November 23, 2009
Passed at the at the University Affairs Committee Meeting on November 17, 2014
Passed at the at the University Affairs Committee Meeting on November 6, 2017
Passed at the at the University Affairs Committee Meeting on June 10, 2019
Passed at the at the University Affairs Committee Meeting on September 19, 2022

- Article 1 Ming Chuan University University Affairs Development Committee (here with in called the Committee) was established in accordance with Article 13 of University Act promulgated by Ministry of Education (MOE) and Article 50 of Ming Chuan University Organizational Code.
- Article 2 The purposes of establishing the Committee are to plan and promote university affairs development to achieve efficient university affairs, effectiveness in achieving goals and streamlined manpower deployment. Moreover, these should be integrated to grow along with instruction to achieve holistic development throughout the University.
- Article 3 The Committee is the unit for researching and planning university affairs; the main duties are as follows:
1. Plan important university affairs for both overseas and domestic campuses and locations.
 2. Plan and review mid-range and long-term university development plan.
 3. Review the affairs of opening or terminating class section, departments or graduate programs.
 4. Evaluate Campus Master Plan.
 5. Review major construction plans.
 6. Review annual work plan of all divisions, units and centers.
 7. Follow-up and evaluate the implementation of work plans of all divisions, units and centers.
 8. Assess annual work achievements of all divisions, units and centers.
 9. Discuss and research major university development matters as assigned by the president.
- Article 4 The president serves as Committee Chair. The vice presidents serve as vice chairpersons, university affairs consultants, first-level administrative and academic unit directors are ex-officio members. The Committee has one Managing Director and one Deputy Managing Director. The Executive Director of the Research and Development Division serves as the Secretariat for the Committee and is responsible for the implementation of Committee affairs.
- Article 5 Terms of the Committee members are two years and members are not paid. Committee members may be re-nominated for appointment when their terms expire.
- Article 6 To properly review drafted proposals, the Committee chair may assign one or more Committee members to research the proposals as special projects based on their professional knowledge. The results are to be reported to the Committee for further discussion.
- Article 7 Committee meetings will be called as needed based on demands of university development.
- Article 8 More than half of the Committee members must be present to have a quorum for a meeting, and any resolutions made by the Committee must be with the agreement of a majority of those Committee members present at a given meeting. Resolutions shall be assigned by the president to the relevant unit for implementation and sent in advance to the University Affairs Committee Meeting for review as necessary.
- Article 9 The Committee may request relevant staff members to attend meetings or provide relevant documents.
- Article 10 Upon being passed at the University Affairs Committee Meeting and approved by the president, this organizational charter was implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****