

# **Wenzao Ursuline University of Languages**

## **Guidelines Governing the Establishment of the Academic Affairs Committee**

Approved at the Executive Committee on May 8, 2002

Approved at the Executive Committee on June 19, 2002

Revised and approved at the Executive Committee on May 26, 2004

Revised and approved at the Executive Committee on October 25, 2005

Approved at the Executive Committee on November 29, 2005

Ratified by the President on December 1, 2005

Approved at the Executive Committee on August 29, 2006

Ratified by the President on September 5, 2006

Approved at the Executive Committee on June 23, 2007

Ratified by the President on August 2, 2007

Approved at the Executive Committee on August 23, 2011

Ratified by the President on September 5, 2011

Approved at the Executive Committee on August 6, 2013

Ratified by the President on August 15, 2013

Approved at the Executive Committee on August 5, 2014

Ratified by the President on August 20, 2014

Revised and approved at the Executive Committee on November 4, 2014

Ratified by the President on November 25, 2014

**Revised and approved at the Executive Committee on March 5, 2024**

**Ratified by the President on March 15, 2024**

- Article I The Academic Affairs Committee (hereinafter referred to as “the Committee”) is established according to the organizational charter of the University.
- Article II The members of this Committee are 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 Affairs, the Dean of Student Recruitment, the Director of the Continuing Education Division, the Director of the Library, the Director of Information and Instructional Technology Center, the director of Faculty Development Center, all heads of schools, all department chairpersons and center directors, one teacher from each department, graduate school (and center). The Dean of Academic Affairs will serve as the chairperson of the Committee. In the event that issues related to student learning are to be discussed at the Committee, the Student Council shall assign one student representative from each academic program to attend the meeting.
- Article III The Committee’s meetings are convened and presided over by the Dean of Academic Affairs. The Committee shall meet at least once every semester. When necessary, ad-hoc meetings may be called.
- Article IV The Committee is in charge of reviewing the following items:
1. Academic policies and projects of the University.
  2. Important items related to academic affairs of the University.
  3. Regulations on academic affairs of the University.
  4. Other important issues related to academic affairs.
- Article V At least one-half of the committee members shall be present for its proceedings to be valid and consent from at least one-half of the committee members is required to pass a resolution. If a committee member cannot attend the meeting, he/she shall complete the procedures for requesting a leave of absence. Heads and directors of administrative and academic units shall appoint acting persons.
- Article VI Deputy Dean of Academic Affairs and section heads of Academic Affairs Office and the Section Chief of Academic Affairs Section from the Continuing Education Division are required to attend the meetings. The President (Vice Presidents) and other faculty members or staff members may be invited to attend the Committee meeting when

necessary.

Article VII Any matters not stipulated herein shall be conducted in accordance with the relevant regulations of the University.

Article VIII The Guidelines become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.