

Guidelines for the Establishment of Spanish Department Affair Committee
Wenzao Ursuline University of Languages

Final approval by Department Affairs Committee on the 8th of November, 2013

Final approval by Committee of the College of European and Asian Languages on the 23 of November, 2013

Article I. The Department of Spanish (hereinafter “Department”) of Wenzao Ursuline University of Languages (hereinafter “University”) has established Department Affair Committee (hereinafter “Committee”) according to the University Act and the University’s organizational charter.

Article II. The Committee is the ultimate managerial body of the Department.

Article III. The members of the Committee consist of all full-time faculty and two student representatives (one from the five-year College Division, and one from the University). The Department Chair serves as the *ex officio* member. In the absence of the Department Chair, the Deputy Chair shall preside.

Article IV. Meetings are held at least four times each semester; at the beginning of the semester and in each month. A provisional meeting will be held if called by the Department Chair or cosigned by one-third or more of the Committee members.

Article V. Meetings shall not take place unless more than two-thirds of the Committee members are present. No decisions should be made without the consent of more than half of the present Committee members. Important decisions are required to be ratified by two-thirds of the present Committee members (including the consent of half of the present Committee members).

Article VI. The Committee shall establish subcommittees to attend to the matters discussed in Meetings when necessary.

Article VII. The Committee is in charge of the following departmental administrative issues:

1. Development plans and budgets.
2. Establishment and revision of the rules and regulations.
3. Academic and student affairs and other administrative matters.

4. Resolutions by subcommittees.

Article VIII. Those who cannot attend a meeting must file a petition for absence.

Article IX. The Committee can invite relevant authorities and personnel to the meeting when necessary.

Article X. Matters not stated in the above guidelines should be managed in accordance with the relevant University regulations.

Article XI. The above guidelines have been approved by the Department Committee and the Committee of the College of European and Asian Languages, with final approval of University President. The same process applies to all future revisions.