

財團法人新北市美國基督教効力會
臺北基督學院組織規程
Free China Foundation of New Taipei City
Organization Regulation of Christ's College Taipei

101. 8. 1 教育部臺高字第1010145143號函核定
Approval Letter No. 1010145143 of MOE Taiwan Higher Education - August 1, 2012

104. 5. 7 103學年度第二次臨時校務會議通過
Approved by the 2nd. College Affairs Meeting of 2014 academic year – May 7, 2015

104. 7. 29 教育部臺教高（一）字第1040096493號函核定
Approval Letter No. 1040096493 of MOE Taiwan Higher Education - July 29, 2015

- 第 一 條 本組織規程依大學法第36條之規定訂定之。
Article 1 This Organization Regulation is enacted according to Article 36 of Higher Education Law.
- 第 二 條 本校定名為財團法人新北市美國基督教効力會臺北基督學院（以下簡稱本校）。
Article 2 The name of the College is established as “Christ’s College Taipei of Free China Foundation of New Taipei City, Taiwan”, hereafter abbreviated as “Christ’s College Taipei”, “Christ’s College” or “the College”.
- 第 三 條 本校秉承基督書院創辦人賈嘉美博士辦理基督教博雅教育的理念，栽培年輕學子，使能以品學兼優的專業能力，奉獻服務臺灣的教會及社會。
Article 3 The College shall continue adhering to the concept of Christian Liberal Arts Education as set forth by the founder of Christ's College, Dr. James R. Graham II; therefore, provide young students moral and academic education toward professional excellence in order to better serve the Christian churches and society in Taiwan.
- 第 四 條 本校置校長一人，綜理校務，肩負校務發展之責，對外代表本校。校長任期三年，連選得連任。自每年八月一日或二月一日起聘為原則。當校長出缺或不能繼續執行職務時，由董事長於彙整所有董事意見後，得指派代理校長掌理校務，並於一個月內組成「校長遴選委員會」，辦理新任校長遴聘工作。校長遴選委員會之組成，任一性別委員應占委員總數三分之一以上。校長遴選辦法經校務會議通過，提請董事會審核後實施。
Article 4 The College is headed by the President for the management of college affairs, the college advancement and development, and the representation of the College. The term of a presidency is three years; and renewable up to the term allowed by MOE regulation. In any calendar year, a presidency can start on either August 1st or February 1st. When a presidency is vacant or when a President cannot continue performing his or her duties, the Chairman of the Board of Directors can appoint an Acting President after obtaining the consents from all of the directors. Meanwhile, a President Selection Committee is established to manage the selection of a new president within one month. The established Committee must meet the requirement of that members of either gender should account for more than one-third of the total number of members. The selection rules must be passed by College Council Committee and submitted to the Board of Directors

for approval and implementation.

第五條 本校置副校長一人，襄助校長處理校務，由校長聘請副教授以上或職級相當之專業人士兼任，其任期以配合校長之任期為原則。

Article 5 The College has a position of Vice President who has the responsibility of assisting President in managing college affairs. The President has the responsibility of appointing educators or administrators with the ranking of (or equivalent to) Associate Professor or higher for terms coinciding with that of the President.

第六條 本校設基督教博雅學系及基督教博雅核心課程中心。
基督教博雅學系置主任一人，綜理學系業務。
基督教博雅核心課程中心置主任一人，綜理核心課程業務。

Article 6 The College shall establish a Christian Liberal Arts Department and Christian Liberal Arts Core Courses Center.
The Chair of Christian Liberal Arts Department is responsible for the general management of the department affairs.
The Director of Christian Liberal Arts Core Courses Center is responsible for the general management of the center affairs.

第七條 本校設下列各單位：

Article 7 The College shall establish following offices:

- 一、教務處：置教務長一人，掌理註冊、課務、與圖書及其他教務相關事項。
下設圖書館，置館長一人。
1. Academic Affairs Office: The Dean of Academic Affairs is responsible for the management of Registration, Curriculum and Library and other academic-affairs related business. The Chief Librarian under the Dean of Academic Affairs is responsible for managing daily affairs of Library.
- 二、學務暨福音事工處：置學務長一人，掌理生活輔導、生涯發展、心理輔導、課外活動指導、靈命事工、學校餐廳經營管理及其他學生相關事務。
2. Student Affairs and Ministries Office: The Dean of Student Affairs and Ministries is responsible for Life Counseling, Career Development, Psychological Counseling, Guidance for Extracurricular Activities, Christian Ministry, Restaurant Operation and other student-related business.
- 三、總務處：置總務長一人，掌理財產管理、出納、營繕、環境整理、安全及餐廳設施維護等總務相關事務。下設事務組，置組長一人。
3. General Affairs Office: The Dean of General Affairs is responsible for all related services including Assets Management, Accounts Payable and Cashier, Construction and Maintenance, Environment Management, Security, and Restaurant Facilities Maintenance. The Section Head of Affairs Section under the Dean of General Affairs is responsible for the management of daily services.
- 四、人事暨行政室：簡稱行政室，置行政主任一人。掌理人力資源管理及發展、法務以及與主管機關聯繫、議事、綜理公文收發暨檔案管理、規劃內部控制流程暨稽核作業、資訊服務、校務發展規劃、校務評鑑及行政品質提升等行政相關事務。
4. Office of Human Resources and Administration (hereafter abbreviated as "Administration Office"): The Director of HR and Administration is responsible for all administration-related affairs including the management of Human Resources and Development, Legal Affairs and Communication with MOE, Committee Meetings, Official Document Management and Control, Planning and Implementation of Internal

Control and Process for Operational/Internal Audit, Information Technology Service, College Advancement and Development Planning, Evaluation of College Affairs and Quality Improvement in Administration.

五、公共事務室：置公共事務主任一人，掌理公共關係、校友服務、教會聯繫、招生宣傳、資源拓展及募款等相關事務。

5. Public Affairs Office: The Director of Public Affairs is responsible for all related public affairs including the Management of Public Relations, Alumni Relation Services, Communications with Christian Churches, Student Recruitment Campaign, Resource Development, and Fundraising and Endowment Campaign.

六、會計室：置會計主任一人，掌理歲計、會計、統計等財務相關事項。

6. Accounting Office: The Director of Accounting is responsible for all finance-related matters including Budgeting, Accounting and Statistics.

各單位依本校員額規劃置職員若干人，並得視業務性質及實際需要增減之，均由校長任用之。

The President shall have the responsibility of hiring and dismissing the staff members for each of the above offices according to each office's planning and/or actual need.

第 八 條 本校設下列各種委員會：

Article 8 The College shall establish following committees:

一、校教師評審委員會：負責評審有關教師之聘任、聘期、升等、解聘、停聘或不續聘及資遣原因認定等事宜。其設置辦法另訂之，並經校務會議通過後實施。本委員會任一性別委員應占委員總數三分之一以上。

1. College Faculty Evaluation Committee: shall be responsible for the evaluations of faculty members pertinent to their appointments, appointment terms, promotions, dismissals, terminations or non-renewals and reasons for severances. The Regulations for the Establishment of Faculty Evaluation Committees shall be prepared and submitted to College Council Committee for approval and implementation. The established committee must meet the requirement of that members of either gender should account for more than one-third of the total number of members.

二、教師申訴評議委員會：負責評議有關教師之解聘、停聘或不續聘及其他決定不服之申訴。教師申訴評議委員會組織及評議要點另訂之，經校務會議通過後公布實施。本委員會之組成應包含本地區教師組織或分會代表及教育學者，且未兼行政職教師不得少於委員總額三分之二。本委員會任一性別委員應占委員總數三分之一以上。申訴評議委員會之裁決，不影響當事人提起司法訴訟之權利。

2. Faculty Appeals Council: The Council shall be responsible to rule on the appeals pertinent to all disagreed dismissals, terminations or non-renewals of employment brought forth by faculty members. The organization of Faculty Appeals Council and its ruling key bases shall be established and submitted to College Council Committee for approval, public announcement and implementation. This Council must consist of representatives of local or branch Faculty Association and educators; and, at minimum, two thirds of the Council members must not have administrative duties. In addition, the established Council must meet the requirement of that members of either gender should account for more than one-third of the total number of Council members. The rulings of Faculty Appeals Council do not hinder the concerned parties' legal rights to file law suits.

三、職員評審委員會：負責評審有關職員、技工、警衛之聘任、升等、考核及資遣等事宜，其組織及實施細則另訂之，並經校務會議通過後實施。

3. Staff Evaluation Committee: This Committee shall have the responsibility to evaluate

concerned staff members, mechanics, security guards pertinent to their hiring, promotions and severance. The organization of Staff Evaluation Committee and its Implementing rules shall be established and submitted to College Council Committee for approval and implementation.

- 四、職員申訴評議委員會：負責評議有關職員、技工、警衛之停聘、解聘及其他決定不服之申訴，其組織及實施細則另訂之，經校務會議通過後公布實施。申訴評議委員會之裁決，不影響當事人提起司法訴訟之權利。
4. Staff Appeals Council: This Council shall be responsible to rule on the appeals pertinent to all disagreed dismissals, terminations or non-renewals of employment brought forth by staff members, mechanics or security guards. The organization of Staff Appeals Council and its Implementing rules shall be established and submitted to College Council Committee for approval and implementation. The rulings of this Council do not hinder the concerned parties' legal rights to file law suits.
- 五、學生申訴評議委員會：置委員七人，由校長遴聘本校專任教師若干人，選舉產生之學生代表一至二人，教育或心理諮商學者若干人為委員。其中未兼行政職務之教師，不得少於總額的四分之一，任一性別委員應占總數三分之一以上。負責處理學生重大權益受損之申訴，本校學生對於個人所受獎懲不服，或學生會及其他相關學生自治組織不服學校懲處或其他措施及決議之事件時，可向學校提出申訴，其辦法另訂之，報教育部核定後實施。
5. Student Appeals Council: The total number of Council members is seven (7). The President shall select a number of the College's full-time faculty members and a number of scholars specializing in educational or psychological counseling. One or two members are student representatives elected by recognized College Student Body. The Council must consist of, at minimum, two (2) full-time faculty members who do not have any administrative duties. In addition, the established Council must meet the requirement of that members of either gender should account for more than one-third of the total number of Council members.
This Council is responsible to rule on all disagreed matters issued by the College, including impaired rights and interests of students, punishments, measures or resolutions. The concerned students, Student Body or other self-governing student organization recognized by the College may file appeals with the Council.
The Guidelines for Filing Appeals shall be established by the College and submitted to MOE for approval and implementation.
- 六、性別平等教育委員會：置主任委員一人，由校長擔任之，委員十三人，副校長、教務長、學務長及主修主任一名為當然委員，另由校長聘請具有性別平等意識之專家學者、教師代表、職工代表、家長代表、學生代表為委員，女性委員應占總數二分之一以上，且任一性別委員應占委員總數三分之一以上，任期一年。負責厚植性別平等教育資源，推動性別平等教育，建立無性別歧視教育環境，以實現性別平等、和諧、尊嚴之目標。
6. Committee of Gender Equality for Education: This Committee is chaired by the President and consists of a total of thirteen (13) members. Vice President, Dean of Academic Affairs, Dean of Student Affairs and Ministries and one of Chair of Major are also members of the Committee. In addition, the President shall appoint one or two expertise, one or two faculty, one or two staff members who possess gender-equality awareness, one or two parents of the students, and one or two student representatives as Committee members. The Committee must consist of, at minimum, five (5) female members. In addition, the established Committee must meet the requirement of that members of either gender should account for more than one-third

of the total number of Committee members. The appointment term for any member is one (1) year. The Committee is responsible for cultivating resources of gender equality for education.

七、招生委員會：由校長、副校長、教務長、學務長及行政主任為當然委員，另由校長遴聘相關主管及教師若干人為委員組成之，校長為主任委員。負責審議本校各項招生事宜。

7. Admissions Committee: In addition to the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs and Director of Administration being mandated members, the President shall also appoint a number of faculty members and staff members to be Committee members. The Committee chaired by the President is responsible for the deliberations of all admission related matters.

八、課程委員會：由教務長、系主任、圖書館館長及教師代表組成之，教務長為主任委員。負責研討有關課程規劃事宜。

8. Curriculum Committee: The Committee consists of Dean of Academic Affairs, Department Chairman, the Chief Librarian of the Library and representatives of faculties. The Committee chaired by the Dean of Academic Affairs shall be responsible for the deliberations of curriculum planning matters.

九、推廣教育委員會：由校長、副校長、教務長、學務長、行政主任及公共事務主任為當然委員，另由校長遴聘相關主管及教師若干人為委員組成之，校長為主任委員。負責審議本校推廣教育相關事宜。

9. Extension Education Committee: In addition to the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Director of Administration and Director of Public Affairs being mandated members, the President shall also appoint a number of faculty members and staff members to be Committee members. The Committee chaired by the President shall be responsible for the extension education matters.

本校於必要時得設其他各種委員會其相關之設置辦法經校務會議通過，校長發布後實施。

As needed, the College may, from time to time, establish other committees according to Committee and Meeting Guidelines, which shall be prepared and submitted to College Council for approval. It shall be announced by the President for implementation.

第九條 本校教職員之員額編制，另以員額編制表訂定之，報請教育部核定後實施，修正時亦同。

Article 9 The total number of faculty and staff members shall be established according to chart Table of Faculty and Staff Members, which shall be submitted to MOE for approval and subsequent implementation. All revisions thereafter shall be processed accordingly.

第十條 本校設下列會議

Article 10 The College shall establish following Committee Meetings:

一、校務會議：議決校務重大事項，以校長、副校長、學術與行政主管、教師代表、職員代表及學生代表組成。教師代表人數不得少於全體會議人員之二分之一，教師代表中，具備教授或副教授資格者，以不少於教師代表人數之三分之二為原則。學生代表之人數不得少於會議成員總額十分之一。校務會議由校長召開並主持之，每學期至少召開一次；經校務會議應出席人員五分之一以上請求召開臨時校務會議時，校長應於十五日內召開之。校務會議代表、任期及產生方式，於本校校務會議章程另訂之。

1. College Council Meeting:

All matters pertinent to key administrative affairs must be resolved by the College

Council Meeting. The meeting participants are the President, Vice President, Department Chairmen, Administration Director, faculty representatives, staff representatives and student representatives. More than 50% of meeting participants must be faculty representatives, of whom two thirds must be Professors or Associate Professor. In addition, more than 10% of meeting participants must be student representatives. The President shall call for College Council Meeting, at minimum, once every semester. When 20% or more of the meeting participants request for a College Council Meeting, the President shall call for an unscheduled meeting within fifteen (15) days.

The Constitution of College Council Meeting regarding participants, term and election/selection process shall be established.

校務會議審議下列事項：

Following matters shall be deliberated by College Council Meeting:

(一)校務發展計畫及預算。

i) Development Plan and Budget of the College

(二)組織規程及各種重要章則。

ii) Organization procedures and all key rules and regulations.

(三)學系、學位學程及附設機構之設立、變更與停辦。

iii) Establishment, change and suspension of a department, a degree program or a subsidiary body of the College.

(四)教務、學生事務、總務及研究發展等重要事項。

iv) Important matters involving Academic Affairs, Student Affairs, General Affairs, and Research and Development of the College.

(五)有關教學評鑑辦法之研議。

v) Deliberation of schemes for Teaching Evaluation

(六)校務會議所設委員會決議事項。

vi) Resolutions of a committee established by College Council.

(七)會議提案及校長提議事項。

vii) Proposals and proposed matters by College Council or the President.

二、行政會議：由校長、副校長、教務長、學務長、總務長、行政主任、公共事務主任、會計主任、學系主任等相關單位主管組成之。校長為主席，討論本校重要行政事項，以每月召開一次為原則，必要時得召開臨時會議。

2. Administration Meeting: The Administration Meeting shall be attended by the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Director of General Affairs, Director of Administration, Director of Public Affairs, Director of Accounting Services, Department Chairmen and other related management personnel. The Meeting shall be called and chaired by the President to deliberate important administration-related matters once every month. If necessary, unscheduled meeting will be called.

三、教務會議：由教務長、系主任、圖書館館長、教師代表一人、有關教學之單位主管組成之。教務長為主席，議決有關教務重要事項，每學期至少開會一次。本會議得邀請相關教師及學生列席。

3. Academic Affairs Meeting: The Meeting shall be attended by Dean of Academic Affairs, Department Chairmen, Chief Librarian, a faculty representative and the head(s) of pertinent teaching department. The Dean of Academic Affairs shall call for the Meeting and chair it to deliberate on all important academic-related matters, once

every semester. Pertinent faculty members and students will be invited as nonvoting meeting members.

四、學務會議：由學務長、總務長、系主任、有關輔導之單位主管、教師代表若干人及全校學生代表三至四人組成之。學務長為主席，議決有關學生事務之重要事項，每學期至少開會一次，必要時得召開臨時會議，本會議得邀請相關教師及學生列席。

4. Student Affairs Meeting: The Meeting shall be attended by Dean of Student Affairs, Director of General Affairs, Department Chairmen, head(s) of pertinent department(s), a number of faculty representatives and three (3) to four (4) student representatives elected by the Student Body. The Meeting shall be called and chaired by Dean of Student Affairs to deliberate all important, student-related matters once every semester. If necessary, unscheduled meeting will be called. Pertinent faculty members and students will be invited as nonvoting meeting members.

五、總務會議：由總務長、行政主任、會計主任組成之。總務長為主席，議決有關學校重要之總務事項，每學期至少開會一次，必要時得召開臨時會議，本會議得邀請相關人員列席。

5. General Affairs Meeting: The Meeting shall be attended by Director of General Affairs, Director of Administration, and Director of Accounting Services. The Meeting shall be called and chaired by Director of General Affairs to deliberate all important general affairs once every semester. If necessary, unscheduled meeting will be called. Pertinent faculty members and students will be invited as nonvoting meeting members.

六、導師會議：由校長、副校長、教務長、學務長、系主任、班級導師及學生輔導員組成之。校長為主席，討論與學生相關之事項，每學期開會一次，必要時得召開臨時會議，由校長召集之。

6. Advisor Meeting: The Meeting shall be attended by the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Department Chairmen, head instructors of Freshman, Sophomore, Junior and Senior Classes, and student counselors. The Meeting shall be called and chaired by the President to deliberate all important student-related matters once every semester. If necessary, unscheduled meeting will be called by the President.

第十一條 本校校務會議下設各種委員會

Article 11 Following committees are established under College Council Committee:

一、校務發展委員會：由校長、副校長、教務長、學務長、總務長、行政主任、公共事務主任、系主任、教師代表一人組成之，校長為主任委員。負責擬定本校中長程發展計畫及及管考事宜，每學年至少開會一次。本會議得邀請校內外相關人員列席。

1. Committee for College Affairs Development: The Committee consists of the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Director of General Affairs, Director of Administration, Director of Public Affairs, Department Chairmen, and a faculty representative. The President shall call for the meeting and chair it to conclude the College's mid-term and long-term development plans and examination matters, at minimum, once every year. The Committee shall invite all concerned personnel to attend it as nonvoting members.

- 二、預算審議委員會：由校長、副校長、教務長、學務長、總務長、行政主任、公共事務主任、學系主任及會計主任組成之，校長為主任委員。負責審議本校預算編列之重點並提報校務會議審議。
2. Budget Review Committee: The Committee consists of the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Director of General Affairs, Director of Administration, Director of Public Affairs, Department Chairmen, and Director of Accounting Services. The Committee shall be chaired by the President to review the key points of College's budget and submit it to College Council Committee for final deliberation.
- 三、經費稽核委員會：由校長、副校長、教務長、學務長、及董事會代表一人為當然委員，另由校長聘請教師、職員代表二至三人組成之，校長為主任委員，行政主任、公共事務主任及會計主任列席。依「學校財團法人及所設私立學校內部控制制度實施辦法」負責稽核學校經費運用情形並公布之。
3. Financial Audit Committee: The Committee consists of the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, and a member of the Board of Directors are the mandated members. In addition, two to three faculty and staff representatives appointed by the President as members shall also become committee members. Director of Administration, Director of Public Affairs and Director of Accounting Services will attend the meeting as nonvoting members. The Committee chaired by the President shall audit the College's operational spending according to "Implementation of Internal Control System for School Foundation and subsidiary Private School"
- 四、學生獎懲委員會：由學務長、教務長及總務長為當然委員，另由校長聘請教師代表二至三人，由學生會選舉產生學生代表一至三人為委員組成之，學務長為主任委員。負責議決有關學生重大獎懲事宜。
4. Student Honors and Disciplinary Committee: In addition to Director of Student Affairs, Dean of Academic Affairs and Director of General Affairs being mandated committee members, the President shall appoint two to three faculty representatives, and one to three student representatives who are elected by the Student Body. The Committee shall be chaired by Dean of Student Affairs to decide on matters pertinent to the issuance of awards and punishments to students.
- 五、法規委員會：置主任委員一人，委員若干人，執行秘書一人，均由校長就本校教職員中延聘之，負責各種法規之訂定、闡釋、修訂及廢止之諮議事項。
5. Regulatory Affairs Committee: The Chairman of the Committee, a number of committee members and an executive secretary shall be selected from the faculty and staff members and appointed by the President. The Committee shall be responsible for the consultative matters regarding the establishment, interpretation, revision and abolishment of regulations.

第十二條 系設系務會議，由該系教師組成，系主任為主席，議決全系發展計畫、教學、研究、推廣教育及其他有關係務事項。
系務會議得邀請學生代表列席。
系務會議規則由該系務會議訂定後送校長核備。

Article 12 Department Establishment and Department Affairs Meeting: The Meeting shall be called and chaired by the respective Department Chairman to deliberate the development planning of the department, teaching, research, extension education and other department-related matters.

第十三條 本校必要時得設其他會議或委員會，其設置辦法由本校擬定。
Article 13 As needed, the College may, from time to time, establish other meetings or committees according to Committee and Meeting Guidelines, which shall be prepared by the College .

第十四條 校長之資格，依有關法律之規定，其產生及去職方式如下：
Article 14 The qualification, appointment and resignation of the President are in accordance with follow procedure.

一、新任：由董事會組織遴選委員會遴選二至三人，送董事會決議後，報請教育部核准聘任之。遴選委員會組織辦法另訂之。

1. New Appointment: The Selection Committee of the Board of Directors shall submit two to three semi-final candidates to the Board of Directors for final selection. The finalist shall be appointed as the President of the College after obtaining MOE's approval.

二、連任：任期屆滿，經董事會續聘者，連選得連任。

2. Renewal Appointment: After completing the new appointment, the President may be re-appointed by the Board of Directors. The term of a presidency is renewable up to the term allowed by MOE regulation.

三、去職：

Left the President's Position

(一) 任期屆滿、不擬連任或不再續聘。

i) Non-renewal of appointment.

(二) 自動辭職。

ii) Voluntary resignation

(三) 其他原因去職。

iii) Other reasons

四、代理：校長因故出缺或無法視事時，由董事會指派副校長或教授一人，報請教育部核備，代理執行校長職務，並於六個月之內，依本校校長遴選辦法完成遴選。

4. Proxy: When a presidency is vacant due to personal reasons or when a President cannot continue performing his or her duties, the Chairman of the Board of Directors can appoint an Acting President after obtaining the consents from all of the directors and submitting the information on the Acting President to MOE. Meanwhile, a President Selection Committee is established to manage the selection of a new president within one month and the Committee shall complete its selection process within six (6) months.

前項第三款校長之去職，除依私立學校法及教育人員任用條例之規定外，應經三分之一以上校務會議代表連署，校務會議代表二分之一以上出席，出席人員四分之三以上決議通過，提請董事會議審議之。

For the above third item "Other reasons", when the resolution is passed by three fourths or

more of the attendants of a College Council Committee meeting with more than one half of committee members' presence, it can be submitted to the Board of Directors for approval.

第十五條 本校之副校長由校長自校內、外具學識涵養之專業人才中提名，送董事會同意後，由校長聘任之；其聘期以配合校長之任期為原則。

Article 15 The College's Vice President shall be selected from a large pool of professionals with excellent wisdom and integrity by the President and submitted to the Board of Directors for approval. The approved candidate shall be appointed as Vice President of the College and his or her appointment term shall coincide with the President's.

第十六條 本校教務長、學務長、總務長、行政主任、公共事務主任、會計主任、圖書館館長、及事務組長由校長聘任之。

教務長須由副教授以上之教師兼任；學務長聘請助理教授以上教師兼任或由具碩士學位以上有行政專長之職員擔任之；總務長聘請助理教授以上教師兼任或由具碩士學位以上有行政專長之職員擔任之；公共事務主任由校長聘請具碩士學位以上有行政專長之職員擔任之。

行政主任、會計主任係由校長依有關法令聘任。

圖書館館長由具圖資相關碩士學位之職員擔任；事務組長由具碩士學位之職員擔任。

由教師兼任之各行政主管，任期三年，期滿得連任，任期配合校長任期。

Article 16 The President shall be responsible to appoint Dean of Academic Affairs, Director of Student Affairs, Director of General Affairs, Director of Administration, Director of Public Affairs, Director of Accounting Services, Chief Librarian, and Team Leader of Facility Maintenance Services.
Dean of Academic Affairs must also be appointed as either an Associate Professor or Professor at the College. Dean of Student Affairs must have the qualification of an Assistant Professor or Master Degree with specialized administration skills. Director of General Affairs must have the qualification of an Assistant Professor or Master Degree with specialized administration skills. Director of Public Affairs must have a Master degree with specialized administration skills.
Director of Administration and Director of Accounting Services must be appointed by the President in accordance with related legislations.
Chief Librarian of the Library must have the qualification of a Master degree in Library Science or Information. Team Leader of Facility Maintenance Services must have the qualification of a Master degree and jointly appointed as a staff member.
Should above Directors have joint appointment as faculty members, the terms of the appointments are three (3) years. They are also eligible for renewal of appointment. The term of an appointment shall coincide with that of the President.

第十七條 各處室得視需要置秘書、組員、輔導員、辦事員、書記若干人。

Article 17 Each Office may employ a number of assistants, team members, counselors, clerks, and Secretary as needed.

第十八條 本校系主任須具副教授以上資格，由系務會議依其推舉辦法推舉二至三人，經副校長推薦，由校長聘任之。推舉辦法由系務會議訂定，經校長核備後實施。

Article 18 The Department Chairman must have the qualification of Associate Professor and is recommended to the Vice President by two to three members of Department Affairs Committee. He or she shall be appointed by the President according to the Selection

Guidelines established by the Department Affairs Committee, which have been approved by the President for implementation.

系主任任期二年，期滿得續聘兩任。續聘前，由副校長召集該系教師舉行會議，於任期屆滿前四個月評估其推動系務之成效，送請校長參考。

新設之系主任，由副校長推薦，送請校長聘任之。

新任系主任如非本校專任教師，其教師評審程序由校長逕送校教師評審委員會審議通過後，由校長聘為該學系之專任教師。

系主任因重大事由經學系內專任教師或系務會議代表之一定人數決議後，得陳報校長於任期屆滿前免除其聘兼職務。

系主任之選任、續聘、解聘程序、選任委員會組織運作及其他應遵行事項，應依上開各項規定於其選任辦法定之。其辦法由系務會議訂定，經校務會議通過後施行。

The term of the Department Chairman's appointment is two (2) years. Upon completing the initial appointment, he or she can be re-appointed for additional two terms. Prior to reappointment, Vice President shall call for a Department Affairs Committee meeting to evaluate the effectiveness of promoting Department Affairs and submit the results to the President for review.

Appointment of the Department Chairman for a newly established department shall be recommended by the Vice President for approval by the President.

Should the newly appointed Department Chairman be not a full-time Associate Professor or Professor, his or her teaching qualification shall be submitted by the President to Faculty Evaluation Committee for approval. Once approved, the President shall appoint him or her as a full-time Associate Professor or Professor.

After Department Affairs Committee submits its recommendation for the dismissal of respective Department Chairman to the President, the President can dismiss the appointment prior to the end of the term.

The selection and appointment, the renewal of appointment and the dismissal procedure are established in the Organization of Selection Committee, which shall be prepared by Department Affairs Committee and, then, submitted to College Council Committee for approval and implementation.

第十九條 本校教職員含教師、專業技術人員、研究人員、職員及助教，其任免及申訴應本公平、公正及公開之原則。

Article 19 The College's faculty and staff include instructors, professional and technical personnel, researchers, staff and teaching assistants. Their appointment and dismissal and appeals shall be governed by fair, just and open principles

第二十條 本校教師分教授、副教授、助理教授及講師，從事教學、研究、輔導及服務等工作。本校得設講座，由教授主持。其設置辦法另訂之。

本校得延聘專業技術人員擔任教學工作。其設置辦法另訂之。

本校得延聘研究人員從事研究工作，研究人員分研究員、副研究員、助理研究員及研究助理。

本校得延聘助教協助教學、研究及行政等工作。

前述各學術人員（含專業技術人員擔任教學工作、研究人員及助教）之相關設置辦法另訂之。

Article 20 The College's faculties are classified as Professor, Associate Professor, Assistant Professor and Instructor for teachings, researches, counseling and services. The College shall establish

Lectures chaired by Professors. The related guidelines shall be established.

The College can appoint professional and technical personnel to undertake teaching work. The related guidelines shall be established.

The College can appoint researchers to undertake research work. Researchers are classified as Researchers, Associate Researcher, Assistant Researcher and Research Assistant.

The College can appoint Teaching Assistant in assisting teaching, research and administration tasks.

The guidelines for appointing above academic faculties (Including the appointments of professional and technical personnel to undertake teaching work.) shall be established.

第二十一條 前條所列人員之聘任、聘期、升等、解聘、停聘或不續聘及資遣原因認定等事宜，由教師評審委員會各依相關辦法評審之。

教師之聘任分初聘、續聘及長期聘任三種。本校教師之聘期，初聘為一年，續聘每次為一年，長期聘任資格等相關辦法另訂之。教師經長期聘任者非有重大違法失職之情事，經系務會議之議決，並經教師評審委員會之裁決不得解聘或停聘。

Article 21 The appointments, terms of appointments, promotions, dismissals, terminations or non-renewals and reasons for severances for the faculties described in Article 20 shall be based on the assessments obtained by Faculty Evaluation Committee according to related guidelines.

There are three (3) types of faculty appointments – initial appointment, reappointment and long-term (tenure) appointment. The term of initial appointment or reappointment is one (1) year. The qualification guidelines for tenure appointment shall be established. Tenured faculty cannot be dismissed or terminated unless the Department Affairs Committee and Faculty Evaluation Committee have found such faculty convicted of criminal acts or dereliction of teaching duties.

第二十二條 本校建立有教師評鑑制度，就教師之教學、研究、輔導及服務成效進行評鑑，做為教師升等、續聘、長期聘任、停聘、不續聘及獎勵之重要參考。前項評鑑方法、程序及具體措施等要點另訂之。

Article 22 The College shall establish the faculty evaluation system to assess the instructions, researches, counseling and services of faculty members. The assessment results shall be referenced for the promotions, appointment renewals, tenure appointments, termination of appointments, non-renewals and rewardings of the faculties. The guidelines, procedures and the implementations of the faculty evaluation system shall be established.

第二十三條 本校職員之職責為支援學校之行政及技術性工作，其等級、任免、敘薪、考核、升遷、獎懲等相關辦法另訂之。

Article 23 The job responsibility of the College's staff members is to support the administrative and technical tasks. The rules and regulations governing their employment ranking, appointment and dismissal, salary and compensation, assessment, promotion, rewards and punishment shall be established.

第二十四條 本校教職員之解聘、停聘或不續聘及其他不服之申訴，分由本校教師申訴評議委員會及職員申訴評議委員會評議之。

Article 24 The faculty and staff members can appeal to Faculty Appeals Committee and Staff Appeals Committee respectively for any disagreed dismissal, termination or non-renewal of employment.

第二十五條 本校之教職員退休、撫卹及資遣依本校之教職員工退休撫卹資遣辦法辦理。其辦法另訂之。

Article 25 The retirement, pension and severance of the College's faculty and staff members are regulated by the Rules and Regulations of Retirement, Pension and Severance, which shall be established.

第二十六條 本校學生資格之取得與消失由本校學則規定之。學則另訂之，並報教育部備查。

Article 26 The awarding and cancellation of a student's status shall be regulated by the Regulation of Academic Status, which shall be prepared and submitted to MOE for future reference.

第二十七條 本校學生得設立下列學生團體，並需聘請教師輔導之。

一、學生自治組織（校學生會、系學生會等）。

二、福音工作會及學生社團。

Article 27 With the required participation and counseling of faculty members, students shall establish following student organizations.

1. Self-governing student organizations (College Student Body and academic department organizations).

2. Gospel groups and student clubs

第二十八條 本校為培養學生自治能力、增進教育效果，由學生經民主程序組成學生會，處理有關學生生活及權益之相關事宜，並選派代表出、列席相關之會議。學生皆為學生會當然會員，學生會得向學生收取會費；學校得依學生會請求代收會費。輔導學生成立自治組織之辦法另訂之，並報請教育部核定後實施。

Article 28 For the cultivation of students' ability to self-govern and the enhancement of education effectiveness, the College accommodates the formation of Student Body by practicing democratic procedures, the management of matters pertinent to students' own life, rights and interests, and the nonvoting participation if various committee meeting by elected student representatives. All students automatically become the members of Student Body. The Student Body shall collect the membership dues according to its charter and resolutions and, on the behalf of Student Body, the College will manage the collections. The Counseling Guidelines for the Establishment of Self-governing Student Organizations shall be prepared and submitted to MOE for approval and implementation.

第二十九條 學生得向學務暨福音事工處申請成立學生社團，從事課外活動。其相關辦法另訂之。

Article 29 In order to establish a student organization for extracurricular activities, students can submit the application to the Office of Student Affairs and Evangelistic Ministry. The related Procedures for Forming and Maintaining Student Organizations shall be established for future reference.

第三十條 本校學生團體或其成員未經授權，不得代表學校、全體學生或該團體；未經學校同意參與校外活動，應自行負責。

Article 30 Any student organization or any member of a student organization cannot represent the College without the prior written authorization from the College, the Student Body or the respective organization. The involved students or the student bodies attending ex-College activities without the College's prior written authorization shall be entirely responsible for

their financial and legal obligations.

第三十一條 本校各學生團體之經費來源為：

- 一、學校補助之經費。
- 二、會員繳納之會費。
- 三、其他收入。

前項經費之申請及運用，應由學務暨福音事工處審議及稽核。

Article 31 The funding for various recognized student organizations shall come from the sources of:

1. Funding from College grants.
2. Membership dues collected from student members.
3. Other sources or incomes.

The application for each of above College grants and its use shall be submitted to the Office of Student Affairs and Evangelistic Ministry for deliberation, approval and audit.

第三十二條 本校為保護學生權益，由相關學生團體推選代表出、列席校務會議、學務會議、系務會議、學生獎懲委員會及學生申訴委員會等；出、列席代表人數由各會議組織章程或會議規則另訂之。

各學生出、列席代表產生方式由學生會訂定，經學生議會通過，送學務暨福音事工處核備。

Article 32 In order to protect students' rights, the College will accommodate the nonvoting participations of student representative(s), who are elected by recognized Student Body, in various committee meetings including College Council, Academic Affairs Committee, Department Affairs Committee, Student Honors and Disciplinary Committee, and Student Appeals Council meetings.

The number of student representatives for each committee meeting shall be established according to the Rules and Regulations set forth by each committee.

The Procedure for Electing Student Representatives shall be established by the Student Body and submitted to Office of Student Affairs and Evangelistic Ministry for future reference.

第三十三條 本校學生、學生會及其他相關學生自治組織不服學校之懲處或其他措施及決議，得向學生申訴評議委員會申訴之。

Article 33 Students of the College, Student Body and other self-governed student organizations can appeal to Student Appeals Council for any disagreed punishment, measure or resolution issued by the College.

第三十四條 本規程未規定事項，悉依相關法令規定辦理。

Article 34 For the matters that are not addressed by this Organization Regulation, they will be administered according to other pertinent legislations,

第三十五條 本規程經校務會議通過，報請董事會審議通過後，送教育部核定後實施，修正時亦同。

Article 35 This Organization Regulation shall be passed by College Council and the Board of Directory for submission to Ministry of Education for approval and implementation. All revisions thereafter shall be processed accordingly.