

# Ming Chuan University Physical Education Office

## Organizational Charter

Passed at the 24th University Affairs Committee Meeting on June 4, 2009

- Article 1. Ming Chuan University Physical Education Office (herewithin called the Office) was established in accordance with Item 3, Article 33 of Ming Chuan University Organizational Code for promoting physical education and relevant activities.
- Article 2. One Director is assigned to the Office, who is appointed by the president, with the ranking of Associate Professor or above, from the Physical Education faculty to oversee university-wide affairs related to physical education. The Office consists of faculty members, senior clerks, clerks and coaches for dealing with affairs related to physical education and administration.
- Article 3. There are three sections in the Office and full-time faculty members are assigned to be Section Chiefs to handle the relevant affairs.
1. Teaching and Research Section (herewithin called the Teaching Section): One Section Chief is assigned to deal with the affairs related to the teaching of physical education at MCU and academic research development. Teaching Section handles matters of planning and implementing of class schedule, course selection and faculty members in accordance with the course plan filed with Academic Affairs Division.
  2. Contest and Activity Section (herewithin called the Activity Section): One Section Chief is assigned to deal with the affairs related to on- and off-campus physical education activities and competitions, including training affairs related to sports teams, promotion of activities held for faculty and staff, sports promotion, establishment, purchase, renting, repair and management of space and equipment, management and evaluation of work-study students, and planning of facilities.
  3. Administration and Service Section (herewithin called the Administration Section): One Section Chief is assigned to deal with the affairs related to the planning and implementation of university-wide physical education administration. The planning and implementation of budget must be in accordance with the institutional policies.
- Article 4. The following meetings are established for promoting and implementing each program, and these are covered in other regulations.
1. Physical Education Office Affairs Meeting: All full-time faculty and staff members of Physical Education Office comprise the participants and the Director of the Physical Education Office is the Chair of the meeting. This meeting will be held once a month and other meetings may be convened when the need arises for important issues related to physical education.
  2. Physical Education Office Faculty Hiring and Promotion Committee Meeting: Physical Education Office Faculty Hiring and Promotion Committee is established in accordance with Ming Chuan University Organization Charter and Ming Chuan University Faculty Hiring and Promotion Committee Charter to evaluate the appointment, employment period, further study, promotion, dismissal, non-renewal of contract and severance of faculty members and coaches, and other issues covered by other regulations.
  3. Physical Education Office Curriculum Committee Meeting: The Director of the Physical Education Office is the convener for planning and implementing the physical education

courses, including required courses for first- through third-year and elective courses for fourth-year students, and coordinating affairs related to faculty members and resources.

Article 5. Upon being passed at the Administrative Council Meeting and approved by the president, this organizational charter was implemented. Any revision must follow the same procedure.