

# Yuan Ze University Regulations Governing the Organization of the Physical Education Office

2002.04.08	Passed in the 15th Administrative Meeting of the 2001 academic year
2010.03.24	Passed in the 8th Office Affairs Meeting of the 2009 academic year
2010.07.12	Approved in the 15th Administrative Meeting of the 2009 academic year
2022.03.09	Passed in the 5th Office Affairs Meeting of the 2021 academic year
2022.04.13	Approved in the 19th Administrative Meeting of the 2021 academic year

Article 1 To promote physical education, athletic activities, and other athletic affairs according to Yuan Ze University's development plan, the Yuan Ze University Physical Education Office (hereinafter referred to as the Office) has formulated these regulations in accordance with Article 5 of Yuan Ze University's organizational charter.

Article 2 The Office shall be headed by a director in charge of its various affairs. The director shall be a physical education teacher of the rank of assistant professor or above, and shall be appointed by the president. The Office shall also comprise several physical education teachers, coaches, and staff members.

The number of positions and appointment of the aforementioned personnel shall be handled according to the University's relevant regulations.

Article 3 The Office is organized into two sections, the Curriculum and Instruction Section and the Activities and Competition Section. The responsibilities of the two sections are as follows:

- I. Curriculum and Instruction Section: In charge of university-wide physical education, management of varsity teams, and sports-related academic research and development.
- II. Activities and Competition Section: Responsible for the preparation of intra-university and inter-university faculty and student sports competitions and the planning, maintenance and management of university-wide sporting venues and equipment.

Each section shall be headed by a section chief. The section chiefs shall be physical education teachers of equivalent ranking nominated by the Office's director and approved by the president.

Article 4 To promote and carry out its responsibilities, the Office may organize the following types of meetings or committees:

- I. Office Affairs Meeting: A meeting of the Office's full-time faculty convened by the Office's director to decide on major administrative matters of the Office.
- II. Office Teacher Evaluation Committee: Review matters related to faculty members' appointment, employment period, continuing education, promotion, sabbatical leave, extended service, suspension, dismissal, non-renewal, determination of reasons for dismissal, and other matters that should be reviewed in accordance with relevant laws and regulations. The regulations for organizing this committee shall be established separately.
- III. Office Curriculum Committee: Review matters such as the planning of required and elective physical education courses, and the coordination of teachers and teaching resources. The regulations for organizing this committee shall be established separately.

- Article 5 The aforementioned committees shall convene at least once per semester. Extraordinary meetings may be called when necessary. Committee members shall attend meetings in person and shall not appoint another person to attend as their proxy. Directors of other departments, experts and scholars from outside the university, and student representatives may be invited to attend the meetings when necessary.
- Article 6 To carry out its responsibilities, the Office may set up other task forces or hire consultants with approval from the president. The tenure of such task forces or consultants shall be based on the current academic year, and may be extended or renewed.
- Article 7 These Regulations shall be implemented after being passed by the Office Affairs Meeting and after receiving approval from the Administrative Meeting; the same applies to all subsequent amendments.