

# 東海大學各級中心設立暨管理辦法

## Regulations for the Establishment and Management of Centers at THU

92年10月15日第22次行政會議通過

Approved by the 22nd Administrative Affairs Meeting on October 15, 2003

96年5月16日第8次行政會議修訂通過

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101年4月11日第5次行政會議修訂通過

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112年4月12日第3次行政會議修訂通過

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112年9月6日第6次行政會議修訂通過

Amended and approved by the 6th Administrative Affairs Meeting on September 6, 2023

第一條 本校為整合教學、研究、產學合作、提供專業服務及推動校務之需要，依本校組織規程第十四及十七條規定，特訂定本辦法。

Article 1 These regulations have been established in accordance with Regulation for the Organization of Tunghai University to establish centers for integrating teaching, research, industry-academia collaboration, providing professional services, and advancing university affairs.

第二條 本辦法規範各級中心之設立、變更、裁撤以及管理等事宜。

Article 2 These regulations govern the establishment, modification, dissolution, and management of various centers at all levels.

第三條 本校各級中心分為校級中心、院級中心，說明如下：

一、校級中心：因應整體校務發展之需要，以跨院系和跨領域為主體發起，由本校主動提出設立。

二、院級中心：針對現存單位無法整合研究、推廣應用與實務推動者由本校至少三名專任教師，以院系所為主體發起，隸屬學院提出設立申請。

Article 3 The various centers at Tunghai University are categorized as university-level centers and college-level centers, as described below:

1. University-level centers: Primarily to serve the overall developmental needs of the university, with a focus on interdisciplinary and cross-domain activities, and are proposed by the university.

2. College-level centers: Initiated by at least three full-time faculty members of the university, affiliated with college-based departments or units when existing units cannot adequately integrate research, promote applications, and advance practical endeavors.

第四條 各級中心之設立，應由申請單位於每學期開學前提出設置計畫書、設置辦法以及相關文件進行申請程序。

前項設置計畫書內容至少應包含下列項目：

一、設立宗旨與目的。

二、中心任務與發展目標。

三、具體推動工作或未來營運規劃。

四、組織架構與人員編制。

- 五、經費來源、空間與設備規劃。
- 六、預期成效。
- 七、自我評鑑指標與方法。

Article 4 The establishment of centers at all levels requires the application process, with the proposing unit submitting a center proposal, establishment regulations, and relevant documents before the beginning of each academic semester.

A center proposal should include at least the following:

1. Purpose and objectives of establishment.
2. Center missions and development goals.
3. Specific activities or future plans for operation.
4. Organizational structure and personnel arrangement.
5. Funding sources, space, and equipment planning.
6. Expected outcomes.
7. Self-evaluation indicators and methods.

第五條 各級中心之設立申請程序如下：

一、校級中心：

(一)列入組織規程：經校外書面審查後，依序提送研究發展委員會會議、行政會議、校務會議審核通過。

(二)任務型編組：經校外書面審查後，依序提送研究發展委員會會議、行政會議審核通過，送校務會議備查。

二、院級中心：經院務會議討論後，提送研究發展委員會會議、行政會議審核通過，送校務會議備查。

各級中心營運期間如遇更名或重要組織變更事項，須經研究發展委員會會議討論後，提送行政會議審議通過，始得變更。

Article 5 The application process for the establishment of centers at all levels is as follows:

1. University-level centers:

(1) Inclusion in the organizational regulations: Following external reviews, the proposal is submitted for approval in sequential order to the Research and Development Committee, the Administrative Affairs Meeting, and the University Council.

(2) Task-oriented establishment: Following external reviews, the proposal is submitted for approval in sequential order to the Research and Development Committee and the Administrative Affairs Meeting, with the University Council for reference.

2. College-level centers: After discussion in the college affairs meetings, the proposal is submitted for approval in sequential order to the Research and Development Committee and the Administrative Affairs Meeting, with the University Council for reference.

Any renaming or significant organizational changes during the operational period of centers should be discussed at the Research and Development Committee meeting and approved at the Administrative Affairs Meeting before implementation.

第六條 各級中心置主任一人，為無給職，由本校助理教授（含專技人員）以上教師、助理研究員以上或職級相當之職員兼任，綜理中心業務，得連任，並以兼任一個中心主任職務為原則。

校級中心主任任期以一年一聘為原則，由校長聘任之。院級中心主任任期以配合所屬學院院長任期為原則，由院長推薦並簽請校長聘任之。

中心得視需要，依本校相關辦法聘任專兼任人員（含研究人員、行政人員、技術人員、臨時人員、工讀生等）。

Article 6 Each center at all levels should appoint one director, who serves on a on-salaried basis. The director must be a faculty member at the assistant professor level or above, an assistant researcher or above, or a staff member with an equivalent position at the university. The director is responsible for managing center affairs, and reappointment is permissible. Faculty may only hold one directorship at a time on principle.

The term for the director of university-level centers is one year, and the appointment is made by the university president. The term for the director of college-level centers aligns with the term of the college dean, and the appointment is recommended by the college dean and approved by the THU president.

Centers may, as needed, employ project personnel and part-time personnel (including researcher, administrative personnel, technical personnel, temporary workers, student part-time workers, etc.) in accordance with THU's relevant regulations.

第七條 各級中心應於成立滿兩年後開始接受評鑑，每兩年評鑑一次。

Article 7 All centers at all levels must undergo evaluation two years after their establishment and every two years thereafter.

第八條 校級中心之評鑑事務由研究發展處處理。

校級中心每年三月底前應提送年度成果報告書以及新年度工作計畫至研究發展處。研究發展處應於評鑑年度五月底前依相關業務及成效完成審查。審查程序包括：

一、衡量中心屬性，由副校長聘請相關領域教師若干人，組成評鑑委員會，執行評鑑工作。審查項目至少包括：

(一)中心之營運方向、組織運作及校務發展目標達成情形。

(二)中心之研究成果、學術貢獻及社會影響力。

(三)以中心名義執行整合型計畫或爭取外部資源情形。(每學年度計畫管理費至少達75萬元或總收入至少達500萬元，國科會計畫不納入計算)

(四)與校內外單位跨領域合作情形。

(五)中心的現況、挑戰及未來永續營運策略(含前次評鑑審查意見之改善進度)。

(六)新年度工作規劃。

二、評鑑結果送研究發展委員會審議，評鑑結果分通過、待改進及不通過等三級。

三、待改進之中心需於評鑑結果公告後兩個月內，提交自我改善計畫至研究

發展處備查，隔年再予以評鑑；評鑑不通過之中心，則提報行政會議（含設置辦法廢止）和校務會議予以裁撤。

Article 8 The evaluation of university-level centers are handled by the Office of Research and Development.

University-level centers should submit an annual performance report and a new annual work plan to the Office of Research and Development by the end of March each year. The Office of Research and Development should complete the review based on related tasks and outcomes by the end of May in the evaluation year. The review process includes:

1. Assessing center attributes: A committee of evaluators from relevant fields, invited by the vice president, conducts the evaluation. The evaluation should include at least:
  - (1) Center operational direction, organizational operations, and the achievement of university development goals.
  - (2) Research results, academic contributions, and social impact of the center.
  - (3) Execution of integrated projects or external resource acquisition in the name of the center (with an annual project management fee of at least NT\$750,000 or a total income of at least NT\$5,000,000, excluding NSTC projects).
  - (4) Interdisciplinary cooperation with internal and external units.
  - (5) Current status, challenges, and future sustainable operational strategies of the center (including progress in addressing feedback from the previous evaluation).
  - (6) New annual plan of operations.
2. The evaluation results are submitted to the Research and Development Committee for deliberation and are categorized as pass, pending improvement, or fail.
3. Centers categorized as pending improvement must submit a self-improvement plan to the Office of Research and Development within two months after the publication of the evaluation results. These centers will undergo evaluation in the following year. Centers categorized as failing will be reported to the Administrative Affairs Meeting (including the repeal of establishment regulations) and the University Council for dissolution.

第九條 院級中心之評鑑事務由所屬學院辦理。

院級中心於每學年度開學後一個月內，應提送年度成果報告書以及新年度工作計畫至所屬學院考核；由各學院成立審查委員會執行評鑑考核工作。若評鑑結果連續兩次不通過，則提報行政會議予以裁撤（含設置辦法廢止）。

評鑑標準由各學院依院級中心性質自行訂定，經院務會議審查後，提送研究發展委員會會議審訂。

評鑑結果應於每年十二月底前提供研究發展處備查，並於研究發展委員會會議進行成果報告。

Article 9 The evaluation of college-level centers is handled by the affiliated college. Within one month after the start of the academic year, college-level centers

should submit an annual performance report and a new annual work plan to their respective college for assessment. Each college should establish a review committee to carry out the evaluation. If the evaluation result fails twice in a row, the center will be reported to the Administrative Affairs Meeting for dissolution (including the repeal of establishment regulations).

The evaluation standards are set by each college according to the nature of the college-level center. After review by the college affairs meeting, they are submitted to the Research and Development Committee meeting for review and approval.

The evaluation results should be provided to the Office of Research and Development for reference by the end of December each year, and the results should be reported at the Research and Development Committee meeting.

第十條 各級中心如階段性任務已完成、或已無存續之必要，得自行申請裁撤，裁撤流程與評鑑結果不通過者相同。

各級中心接獲裁撤通知後，不得再以該中心名義承接計畫，並應於收到裁撤通知六個月內，完成或結束各項業務及人員、財產與計畫等之移轉。

Article 10 Centers at all levels may apply for dissolution if their phased tasks are completed or if there is no longer a need for their existence. The dissolution process is the same as that for centers whose evaluation results are unsatisfactory.

Centers shall not undertake any projects under its name, and shall complete and end the transferring of related matters, personnel, property, and projects in six months upon receiving the dissolution notification.

第十一條 各級中心所需經費以自給自足為原則，自行籌措收入，以支應各項人事、空間、水電及行政運作相關業務等費用。

各級中心借用校內空間，悉依本校空間借用辦法規定辦理。

Article 11 Centers at all levels should operate on a self-sustaining basis, raising their own income to cover various expenses related to personnel, space, utilities, and administrative operations.

For the use of university space, centers should comply with the THU Regulations for Space Rental.

第十二條 校級中心主任得依本校教師授課時數與鐘點核計辦法申請減授鐘點時數。

以各級中心名義所承接之計畫，悉依本校主持研究計畫獎勵辦法與本校產學合作計畫實施暨獎勵辦法進行管理費提撥及獎勵金分配。

Article 12 Directors of university-level centers may apply for a reduction in teaching hours based on the university's regulations for counting teaching hours and clock hours.

For projects undertaken in the name of various centers, the allocation of management fees and distribution of incentives shall be carried out in accordance with the THU Measures to Reward for Hosting Research Projects and the THU Measures to Reward Industry-Academia Programs.

第十三條 現存系級中心由所屬學院負責管理，並依本法第九條進行評鑑作業。

Article 13 The existing department-level centers are managed by the affiliated colleges and conduct evaluation operations in accordance with Article 9 of this Law.

第十四條 本辦法經行政會議通過後實施。

Article 14 The regulations herein shall be promulgated upon approval by the Administrative Affairs Meeting.