

國立中興大學獸醫學院各建築及空間管理委員會組織章程

90年4月17日院務會議通過
91年1月23日院務會議修正
92年7月8日院務會議修正
92年10月6日院務會議修正
93年10月13日院務會議修正
98年9月16日院務會議修正(第3、4條)
102年3月13日院務會議修正(第4-10條)
103年9月19日院務會議修正(第3、10條)
104年3月27日院務會議修正(第6條)
105年9月30日院務會議修正(第2、6條、新增申請表)
106年9月14日院務會議修正(申請表)

- 第一條 本委員會定名為「國立中興大學獸醫學院各建築及空間管理委員會」(以下簡稱本會)。
- 第二條 本會職掌為
- 一、監督獸醫學院各建築及空間之使用、管理、維護。
 - 二、規劃獸醫學院各建築及空間分配及管理實施之原則，辦法另訂之。
 - 三、處理退休或離職人員空間的盤點繳還、遷出及借用。
 - 四、調配現有空間供各單位使用。
 - 五、考核各單位使用與管理空間之績效。
 - 六、處理其他與空間分配管理相關之事項。
 - 七、同時擔任本院職業安全衛生小組，實施安全衛生管理。
- 第三條 本委員會由下列委員組織之：(一)當然委員：院長、副院長及各單位主管。(二)選任委員：由全院專任講師以上教師互選五人，任期一年，連選得連任。
- 第四條 本會以獸醫學院院長為主任委員，開會時擔任主席。本會設執行秘書一人，由獸醫學院副院長兼任之。
- 第五條 當然委員因故不能出席時，得以書面委託代理人出席，並於會議中行使應有之權利。選任委員應親自出席會議。
- 第六條 本會須有委員二分之一(含)以上出席方得開會。本會接受議案之提案方式(一)院長交議者。(二)本院系(所)或院附屬單位提案者需檢齊空間使用申請表(如附件)及相關資料，並經系所務會議或附屬單位院務或中心會議通過後，向本委員會提案申請。
- 本院各單位教師(包括客座教師)及研究人員退離後，其空間使用依本校「退休或離職教師與研究人員繳還使用空間與設備作業辦法」之規定辦理。若擬借用空間，則需依上開規定於退離前三個月之期限，向本委員會提出審查通過後提請院務會議審議。
- 第七條 本會開會時，得邀請教務處、總務處、本院大學部學生及研究生代表各一人列席，並得視需要邀請有關人員列席。
- 第八條 本會以每學期召開一次會議為原則，需要時得召開臨時會議。
- 第九條 本會決議事項送請各使用單位及相關單位配合執行。
- 第十條 本組織章程經院務會議通過，報請校長核定後實施，修正時亦同。

國立中興大學獸醫學院空間使用申請表

申請單位：

申請日期： 年 月 日

申請使用原因	使用時間
<input type="checkbox"/> 退離教師符合本校退休或離職教師與研究人員繳還使用空間與設備作業準則 <input type="checkbox"/> 新進人員需求 <input type="checkbox"/> 現有空間調整	<input type="radio"/> 長期使用 <input type="radio"/> 短期使用 (自民國 年 月 日 至 年 月 日止)
申請單位核章	需用空間說明
申請人： 直屬主管：	(請詳細說明空間現況並填寫申請空間所屬校區、樓別、樓層及空間編號) 提案方式，請勾選： <input type="checkbox"/> 院長交議者 <input type="checkbox"/> 經系所務會議或附屬單位院務或中心會議通過 (請檢附會議紀錄)
會辦單位 (依據個案需要加會)	
本院空間分配及管理委員會意見	<input type="checkbox"/> 同意(詳列核撥空間_____) <input type="checkbox"/> 同意離退教師_____借用(詳列核撥空間_____)，需再經院務會議審議通過，依程序簽請校長核定後使用，但應以一年為限。 <input type="checkbox"/> 不同意 本案經學院_____次各建築及空間管理委員會審查 召集人簽章：

NATIONAL CHUNG HSING UNIVERSITY COLLEGE OF VETERINARY MEDICINE

Organizational Charter of the Building and Space Management Committee

Amended by the College Affairs Meeting on September 14, 2017 (Application Form)

Article 1 The Committee shall be named the "Building and Space Management Committee of the College of Veterinary Medicine, National Chung Hsing University".

Article 2 The duties of the Committee are as follows:

1. To oversee the use, management, and maintenance of all buildings and spaces within the College of Veterinary Medicine.
2. To establish principles and methods for the allocation and management of buildings and spaces within the College, which shall be stipulated separately.
3. To handle the inventory, return, relocation, and borrowing of spaces associated with retired or departing personnel.
4. To allocate existing spaces for use by various units within the College.
5. To evaluate the performance of units in using and managing their assigned spaces.
6. To address other matters related to space allocation and management.
7. To simultaneously serve as the College's Occupational Safety and Health Group, implementing safety and health management.

Article 3 The Committee shall consist of the following members:

Ex-officio members: The Dean, Associate Dean, and the heads of academic or affiliated units.

Elected members: Five full-time faculty members elected by and from among all faculty members at or above the rank of Lecturer within the College. The term of office is one year, and re-election is permitted.

Article 4 The Dean shall serve as the chairperson of the Committee and preside over meetings. The Committee shall have one executive secretary, a position held concurrently by the Associate Dean.

Article 5 Ex-officio members unable to attend may delegate a representative in writing to attend and exercise their rights at meetings. Elected members must attend meetings in person.

Article 6 A quorum of the Committee meeting requires the attendance of at least half of the members to convene. Proposals to the Committee may be submitted as follows:

1. By the Dean.
2. By academic or affiliated units of the College, accompanied by the Space Usage Application Form (as attached) and relevant documents. The proposal must be approved by the respective unit's meeting before submission to the Committee.

Spaces previously assigned to retiring or departing faculty members, visiting professors, and researchers shall be handled in accordance with the University's *Operational Guidelines for Returning Spaces and Equipment by Retiring or Departing Faculty*

Members and Researchers. Any request to borrow space must be submitted for Committee review and approval at least three months prior to the individual's departure and then submitted to the College Affairs Meeting for deliberation.

Article 7 The Committee may invite representatives from the Office of Academic Affairs, the Office of General Affairs, one undergraduate student, and one graduate student from the College to attend meetings. Additional relevant personnel may also be invited to attend as necessary.

Article 8 The Committee shall convene at least once per semester. Extraordinary meetings may be called when necessary.

Article 9 The resolutions of the Committee shall be communicated to the respective units for execution.

Article 10 The Organizational Charter shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same procedure.

NATIONAL CHUNG HSING UNIVERSITY
 COLLEGE OF VETERINARY MEDICINE
 Space Usage Application Form

Applicant Unit:

Application Date: Year ____ Month ____ Day ____

Reason for Application	Duration of Use
<input type="checkbox"/> Retiring/Departing faculty members in accordance with the University's Operational Guidelines for Returning Spaces and Equipment by Retiring or Departing Faculty Members and Researchers <input type="checkbox"/> New personnel requirements <input type="checkbox"/> Adjustment of existing space	<input type="radio"/> Long-term use <input type="radio"/> Short-term use (From _____ to _____)
Applicant Unit Seal	Description of the Space Required
Applicant:	(Please provide a detailed description of the current space and fill in the campus, building, floor, and space number of the requested area)
Direct Supervisor:	Proposal Method (Please select one): <input type="checkbox"/> Submitted by the Dean <input type="checkbox"/> Approved by the respective department meeting or affiliated unit's faculty meeting or center meeting (Please attach the meeting minutes)
Coordinating Unit (Add as needed based on the case)	
Opinions of the College of Veterinary Medicine Building and Space Management Committee	<input type="checkbox"/> Approved (Please list the allocated space _____) <input type="checkbox"/> Approved for borrowing by retiring faculty (Please list the allocated space _____), subject to approval by the College Affairs Meeting, and after the President's final approval, with a maximum usage period of one year. <input type="checkbox"/> Not approved This application has been reviewed by the College of Veterinary Medicine Building and Space Management Committee at its ____ th , meeting, <u>fall/spring</u> semester, the Academic Year <u>20__</u> . Convener's Signature:

(updated 2024/12/13)