

Tajen University

Guidelines for the Establishment of the Curriculum and Teaching Committee

Department of Fire Safety

Approved by the Department Affairs Council of the Department of Fire Safety on August 6, 2026

I.

To ensure the smooth implementation of curriculum planning and teaching affairs in the Department of Fire Safety (hereinafter referred to as “the Department”), these **Guidelines for the Establishment of the Curriculum and Teaching Committee of the Department of Fire Safety, Tajen University** (hereinafter referred to as “the Committee”) are established pursuant to Point 5 of the **Guidelines for the Establishment of the Curriculum Committee of Tajen University** and Article 7 of the **Regulations for the Establishment of the Department of Fire Safety of Tajen University** (hereinafter referred to as “these Guidelines”).

II.

The duties of the Committee are as follows:

- (1) To plan and review the curriculum structure and course content of the Department.
- (2) To deliberate on matters concerning the enhancement of teaching quality and improvement of teaching in the Department.

(3) To review matters related to the addition, deletion, and adjustment of courses, curriculum maps, and other related matters.

(4) To deliberate on matters related to teaching, research, student recruitment, and student learning outcomes.

(5) To handle other matters related to curriculum and teaching development of the Department.

III.

The Committee shall be composed of full-time and project-based faculty members of the Department at the rank of Assistant Professor or above. One student representative shall also be elected to attend and participate in Committee meetings.

When necessary, the Committee may invite scholars and experts from outside the University, industry representatives, or alumni to serve as advisory members.

IV.

The Committee shall have one Convener, who shall be elected by and from among the Committee members. The Convener shall serve a term of one year and may be re-elected.

V.

The Committee shall convene at least once each semester. Extraordinary meetings may be convened when necessary.

VI.

The Convener shall serve as the chairperson of Committee meetings. If the Convener is unable to attend a meeting due to circumstances, the attending members shall elect one member among themselves to act as chairperson.

VII.

A Committee meeting shall require the personal attendance of more than one-half of the Committee members to be convened. A proposal shall require the approval of more than one-half of the attending members to be passed.

When necessary, resolutions may be submitted to the Department Affairs Council of the Department of Fire Safety for deliberation.

VIII.

These Guidelines shall be promulgated and implemented upon approval by the Department Affairs Council of the Department of Fire Safety. The same procedure shall apply to any amendments thereto.