

Guidelines Governing the Establishment of The Research Center for Promoting Civic Literacy in **Si Wan College**, National Sun Yat-Sen University

Approved at the 1st Center for General Education Faculty Meeting in the school year of 2010 on
November 3, 2010

Ratified by the President on December 20, 2010

Approved at the 2nd Center for General Education Faculty Meeting in the school year of 2015 on
January 12, 2016

Ratified by the President on March 3, 2016

Approved at the **Si Wan College Faculty Meeting on March 27, 2019**

Chapter 1 General Principles

Article 1 These guidelines accord with the establishment and dissolution regulations for managing research centers of National Sun Yat-Sen University.

Article 2 This center is named “The Research Center for Promoting Civic Literacy, **Si Wan College**, National Sun Yat-Sen University” (hereinafter referred to as “the Center”) and assigned as a second-level center in this university.

Article 3 Purposes of establishment

- A. To conduct academic research at home and abroad on civic literacy investigation and promotion by integrating the teaching and research resources of this university
- B. To enhance Taiwan’s global visibility by integrating studies and cases of international and cross-strait civic literacy and coordinating affairs as to its developments and exchanges
- C. To implement research projects on civic literacy investigation and promotion commissioned by the government and the private sector.
- D. To assist in arranging seminars, conferences, or forums on civic literacy investigation and promotion with the results as references in the government’s policy making
- E. To promote any other related research affair
- F. To run any other government-commissioned or self-managed forum and training

Chapter 2 Organization and Duties

Article 4 The Center is under the jurisdiction of **Si Wan College** and comprised of Research Development Section, Project Planning Section, and Administration Section. The duties are as follows.

1. Research Development Section

- A. To research in the theoretical framework and the practical development of civic literacy investigation and promotion at home and abroad
- B. To encourage collaborations on international and cross-strait civic literacy

and deal with the execution, supervision, and evaluation of any related projects and plans

C. To attend domestic and overseas conferences and advise the government on policy making

2. Project Planning Section

A. To manage affairs as regards the civic literacy investigation and promotion and other services

B. To collect data from international and cross-strait cases and civic literacy studies and promote related collaborative affairs

C. To promote and execute research projects on civic literacy investigation and promotion commissioned by the government and the private sector

3. Administration Section

A. To manage personnel, budget, documentation, and general affairs, and regularly maintain or update the computer systems' software and hardware

B. To arrange international and cross-strait academic seminars, conferences, or forums on civic literacy investigation and promotion

C. To administrate commissioned research projects or contracts, procedure controls, and contacts; meanwhile, to write annual reports, to manage annual assessments, and to plan yearly schedule of events

Chapter 3 Establishment

Article 5 The Center is headed by 1 Director, who holds a position of full-time associate professor or above recommended by **the Dean of Si Wan College**. The Director shall be appointed by the President to take charge of the business of the Center. The Director shall serve a 3-year term and shall get re-elected.

Article 6 The Center shall appoint 1 Chief for each section and may employ several researchers and administration staff members for managing affairs. The Chiefs shall be appointed by the Director and approved by the President. The Chiefs' terms of office shall be the same as the Director's. The Center sets out the regulations governing the promotion of the researchers.

Article 7 The Center may appoint several Advisory Committee members to help with the project. The Advisory Committee members shall be recommended by **the Dean of Si Wan College** and approved by the President. The Director may be the contact person and call extraordinary meetings when necessary. The Advisory Committee may not get paid.

Article 8 All the staff members shall be employed in accordance with the research project and the employment shall be dismissed at the end of the project.

Chapter 4 Budgets

Article 9 The Center is funded by commissioned research projects or based on self-sufficiency, covering personnel expenses, and all the incomes and expenses should be included in the school fund. All budget items must conform to the school regulations.

Chapter 5 Supplementary Provisions

Article 10 The Center shall do self-evaluation and be evaluated by the University every year.

Article 11 The Center may be dissolved in either of the following circumstances.

1. When the reasons for establishment are no longer valid and to be dissolved per the application filed by the Director, the Supervisor, the Review Committee or the President
2. When violation of Article 9 occurs
3. When the budgets are insufficient

Article 12 The regulations will be implemented after approved at **the Si Wan College Faculty Meeting** and confirmed by the President, and the same for modification.