

Appendix 02.1

Constitution of the Academic Committee of Hunan Institute of Engineering

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Chapter I: General Provisions

Article 1

This Constitution is formulated in accordance with the Regulations on Academic Committees in Higher Education Institutions and the Charter of Hunan Institute of Engineering, with the aim of establishing and improving the modern university governance system and giving full play to the role of academic bodies.

Article 2

The Academic Committee of Hunan Institute of Engineering (hereinafter referred to as "the Academic Committee") is the highest academic body of the university. It is composed of faculty members holding senior professional and technical titles and is responsible for deliberating and making decisions on major academic matters.

Article 3

The mission and guiding principles of the Academic Committee are: to uphold the academic orientation of the university, promote academic democracy, safeguard academic freedom, encourage academic innovation, foster academic integrity, facilitate academic exchange, and advance academic development.

Chapter II: Organizational Structure and Composition

Article 4

The number of members of the Academic Committee shall be aligned with the university's disciplinary and program structure and must be an odd number no fewer than 25. Members shall be selected from faculty members across various disciplines who hold senior professional and technical titles and demonstrate academic rigor, integrity, high academic standing, significant influence, and a strong interest and

capability in participating in academic deliberations.

Article 5

The composition of the Academic Committee shall reflect a balanced and representative distribution across disciplines and academic units. The allocation of member quotas to individual schools or departments shall be determined reasonably based on disciplinary structure and distribution, ensuring broad academic representation and fairness. Members of the Academic Committee shall be selected through democratic recommendation, fully reflecting the views of grassroots academic organizations and the broader faculty. Among the members:

Those holding administrative leadership positions within the university or its functional departments shall not exceed one-fourth of the total membership;

Full-time faculty members who do not hold administrative leadership positions at the university or departmental level shall account for no less than one-half of the total membership.

Members of the Academic Committee are appointed by the university president.

Article 6

The Academic Committee shall have one Chairperson, several Vice Chairpersons, and one Secretary-General. The Chairperson and Vice Chairpersons form the Executive Committee of the Academic Committee (hereinafter referred to as the "Executive Committee"). The Secretary-General attends Executive Committee meetings in a non-voting capacity.

Article 7

Members of the Academic Committee shall serve a term of four years and may be re-elected consecutively, but no more than twice. When a new committee is formed, the number of reappointed members shall not exceed two-thirds of the total membership.

Article 8

Members of the Academic Committee shall meet the following qualifications:

1. Hold a senior professional and technical title (professor level);
2. Comply with the Constitution and laws, demonstrate academic integrity,

rigorous scholarship, and fairness;

3. Be in good physical health, possess high academic attainments, and enjoy a good academic reputation with recognized scholarly achievements in their discipline or professional field;
4. Show concern for the university's development, have a willingness and capacity to engage in academic deliberations, and be able to fulfill their duties effectively.

Article 9

A member of the Academic Committee shall cease to serve if any of the following conditions applies, upon proposal by the Chairperson and approval by the Executive Committee:

1. Voluntarily resigns from the position;
2. Becomes unfit to continue due to health, age, job reassignment, or similar reasons;
3. Fails to fulfill responsibilities or violates the duties of a committee member;
4. Engages in illegal activities, breaches of professional ethics, or academic misconduct;
5. Is absent from three consecutive committee meetings without justifiable cause;
6. Is otherwise unable or deemed unsuitable to continue serving as a member.

Vacant seats shall be filled in accordance with the provisions of Articles 4 and 5 of this Constitution. Replacement members shall be selected from eligible personnel in the relevant positions or disciplines, approved by the Executive Committee of the Academic Committee, and formally appointed by the university president.

Article 10

When necessary, the Chairperson of the Academic Committee has the authority to invite internal or external experts to conduct independent investigations and studies on specific matters to support the Committee's decision-making.

Article 11

The Secretariat of the Academic Committee is housed within the Office of Science and Technology of the university. The Secretary-General is concurrently held

by the Director of that office and is responsible for handling the Committee's routine affairs as authorized.

Chapter III: Responsibilities and Authority

Article 12

Responsibilities of the Academic Committee

The Academic Committee shall exercise the following primary responsibilities:

1. Provide advice and recommendations on major academic matters such as discipline planning, faculty development planning, program establishment, the setup of academic institutions, allocation of academic resources, scientific research, and international academic exchange and cooperation.
2. Review matters related to the implementation rules for degree conferral, development plans for academic degree programs, and training standards for formal academic education, in accordance with relevant laws and regulations.
3. Deliberate on research plans, recommend research projects, and review and evaluate research achievements.
4. Formulate academic norms, uphold academic ethics, and handle academic disputes.
5. Review the working regulations of specialized subcommittees and the constitutions of school-level academic subcommittees; guide the work of specialized subcommittees and academic subcommittees at the school (department) level.
6. Address other matters that fall within the purview of the Academic Committee.

When academic evaluation is involved, the Academic Committee may delegate academic consultation and evaluation tasks to specialized subcommittees or other academic bodies.

Article 13

Rights of Academic Committee Members

Academic Committee members are entitled to the following rights:

1. Access information related to academic affairs and relevant university

regulations;

2. Provide consultation or raise inquiries to relevant administrative departments on academic matters;
3. Freely and independently express opinions, discuss, deliberate, and vote on resolutions at Academic Committee meetings;
4. Submit suggestions and supervise academic affairs and the work of the Academic Committee;
5. Exercise other rights as stipulated by the University Charter or this Constitution.

Article 14

Duties of Academic Committee Members

Academic Committee members shall fulfill the following duties:

1. Comply with the Constitution, laws, and regulations of the state; observe academic norms and uphold academic integrity;
2. Abide by this Constitution, exercise independent academic judgment, and perform duties fairly;
3. Diligently attend meetings and actively participate in the work of the Academic Committee;
4. Fulfill other obligations as stipulated by the University Charter or this Constitution.

Article 15

Duties of the Chairperson and the Executive Committee

1. The Chairperson of the Academic Committee is responsible for convening committee meetings, determining the scope and agenda items in accordance with this Constitution, and reporting to the university's Party Committee and administrative leadership on behalf of the Academic Committee;
2. Supervise the implementation of tasks by specialized subcommittees and school (department) academic subcommittees;
3. Lead the drafting, revision, and approval of this Constitution and the working regulations of the specialized subcommittees;
4. Review proposals submitted by committee members and determine meeting topics;

5. Oversee the other routine work of the Academic Committee.

Article 16

Duties of the Secretariat of the Academic Committee

1. Organize Academic Committee meetings, prepare relevant materials, and coordinate with related administrative departments invited to attend meetings;
2. Record meeting minutes, draft and circulate resolutions and official documents, and manage document archiving;
3. Monitor the implementation of decisions made by the Academic Committee;
4. Carry out other tasks assigned by the Academic Committee or its Executive Committee.

Chapter IV: Rules of Procedure

Article 17

The Academic Committee shall follow a regular meeting system and convene at least once per semester. Extraordinary meetings may be held when proposed by the Chairperson of the Academic Committee, the University President, or jointly by more than one-third of the committee members, to discuss and decide on relevant matters.

Article 18

A plenary meeting of the Academic Committee shall be held only when at least two-thirds of the members are present. The meeting shall be chaired by the Chairperson; if the Chairperson is unable to attend, a Vice Chairperson designated by the Chairperson shall preside.

Article 19

All proposals or topics submitted to the Academic Committee for discussion must be based on thorough research and accompanied by detailed explanatory materials. These should be submitted to the Secretariat at least one week prior to the meeting for preliminary review by the Executive Committee.

Article 20

After review by the Executive Committee, the Secretariat shall be responsible for

issuing meeting notices and distributing relevant documents. Except in special circumstances, members shall receive the meeting agenda and materials in advance.

Article 21

The Academic Committee, its Executive Committee, and all specialized subcommittees shall adopt the principle of majority rule. Academic matters requiring formal decisions shall be resolved by vote, generally by secret ballot. Resolutions must be approved by at least two-thirds of the members present. Voting may also be conducted by a show of hands or other appropriate method, depending on the nature of the issue.

Article 22

Depending on the topic or proposal, relevant personnel from administrative departments may be invited to attend meetings to present, interpret, or explain specific matters. Such attendees may participate in discussions but do not hold voting rights.

Article 23

Resolutions and decisions made by the Academic Committee shall be issued in written form. Those published on the university intranet shall also be preserved as hard copies for archival and reference purposes.

Article 24

For decisions involving personnel evaluations, academic achievements, or nominations, the Academic Committee shall publish the results on the university intranet for public notice. During the announcement period, the Secretariat, on behalf of the Academic Committee, shall accept signed reports, challenges, objections, or appeals from within or outside the university concerning the decisions. The Executive Committee shall review such submissions and determine whether a re-evaluation is warranted.

Article 25

All resolutions made by the Academic Committee must be implemented by the relevant administrative departments. No department within the university may substitute the Academic Committee in making academic decisions without express

authorization from the Executive Committee.

Article 26

In urgent situations requiring a vote, the Executive Committee may authorize a vote to be conducted through written or electronic correspondence.

Article 27

Any committee member who is unable to attend a meeting must request leave from the Secretariat and obtain approval from the Chairperson. Members may not delegate others to attend the meeting on their behalf.

Article 28

Committee members shall recuse themselves from deliberation and decision-making on matters involving their own personal interests or those of their immediate family members.

Article 29

Meeting minutes shall be recorded by designated staff from the Secretariat. A summary of the meeting shall be submitted to the members of the Executive Committee within one week of the meeting. Upon review and approval by the Chairperson, the summary shall be distributed to all committee members and relevant departments.

Chapter V: Specialized Committees

Article 30

Under the Academic Committee of the university, several specialized committees are established, including the Faculty Development Committee, Teaching Committee, Scientific Research and Discipline Development Committee, and Academic Ethics Committee. The university may adjust the existing specialized committees or establish new ones as needed.

Article 31

Each specialized committee shall formulate its own working regulations, which shall be reviewed and approved by the Academic Committee and the University

Executive Council before implementation. Under the leadership and authorization of the Academic Committee, specialized committees shall carry out their respective duties in accordance with their working regulations. Each specialized committee must submit an annual work plan and summary to the Academic Committee. Resolutions passed by the specialized committees shall be filed with the Academic Committee for record.

Article 32: Faculty Development Committee

1. Institutional Positioning

The Faculty Development Committee, under the leadership of the Academic Committee, is an academic body responsible for consultation, review, evaluation, supervision, and guidance regarding the management and development of faculty and talent teams.

2. Main Responsibilities

With authorization from the Academic Committee and in accordance with national personnel policies, the Faculty Development Committee shall:

- Review the university's medium- and long-term development plans for faculty construction;

- Review standards and procedures for professional title appointment and performance evaluation;

- Review plans for the recruitment and development of high-level talents;

- Review development and training programs for young faculty members;

- Review institutional regulations governing faculty development and management;

- Provide recommendations on faculty development plans, faculty ethics, training, and evaluation;

- Evaluate and nominate candidates for outstanding teacher awards and talent projects;

- Discuss, evaluate, and review other matters authorized by the Academic Committee.

3. Organizational Structure

The Faculty Development Committee is composed of several members, with one

Chairperson and one to two Vice Chairpersons.

The committee's administrative office is located within the Human Resources Office, and the Director of the office concurrently serves as the Committee Secretary.

Article 33: Teaching Committee

1. Institutional Positioning

The Teaching Committee, under the leadership of the Academic Committee, is an academic body responsible for consultation, review, evaluation, supervision, and guidance concerning the university's teaching activities.

2. Main Responsibilities

With authorization from the Academic Committee, and based on national education policies and the laws of teaching and learning in higher education, the Teaching Committee shall:

- Monitor trends in higher education reform and provide guidance and suggestions for improving the university's teaching work and teaching quality;

- Review teaching plans, reform initiatives, and management regulations proposed by functional departments, and provide feedback;

- Review and guide the planning of academic programs and majors;

- Review and guide the setup and development of teaching laboratories;

- Evaluate teaching qualifications of faculty applying for professional titles;

- Approve evaluation criteria and procedures for various teaching awards, and conduct the review of Teaching Achievement Awards, Distinguished Teaching Awards, and others;

- Approve management measures for various teaching reform projects and conduct evaluations of major teaching initiatives, including teaching teams and key branded programs;

- Discuss, evaluate, and review other matters as authorized by the Academic Committee.

3. Organizational Structure

The Teaching Committee consists of several members and includes one Chairperson and one to two Vice Chairpersons.

Its administrative office is located within the Academic Affairs Office, and the

Director of that office concurrently serves as the Committee Secretary.

Article 34: Scientific Research and Discipline Development Committee

1. Institutional Positioning

The Scientific Research and Discipline Development Committee, under the leadership of the Academic Committee, is an academic body responsible for consultation, review, evaluation, supervision, and guidance concerning scientific research and discipline development at the university.

2. Main Responsibilities

With authorization from the Academic Committee, and in accordance with national regulations and requirements for scientific research and discipline development, the Committee shall:

- Review the university's medium- and long-term development plans for scientific research and discipline development;

- Review implementation plans for major scientific research and discipline construction projects, as well as reform initiatives and major strategies;

- Review key matters concerning the management of scientific research and discipline construction;

- Review evaluation criteria and procedures for discipline development, research projects, research achievements, and university publishing funds;

- Review development plans for key disciplines, research bases, laboratories, engineering centers, and think tanks;

- Evaluate and recommend discipline development projects, scientific research projects, key disciplines, academic platforms, academic and technological talent, and research outcomes;

- Provide opinions and suggestions regarding scientific research and discipline development;

- Discuss, evaluate, and review other matters as authorized by the Academic Committee.

(3) Organizational Structure

The Scientific Research and Discipline Development Committee consists of several members, including one Chairperson and one to two Vice Chairpersons.

Its administrative office is located within the Office of Science and Technology. The Director of the Office of Science and Technology concurrently serves as the Committee Secretary, and the Deputy Director is concurrently held by the Director of the Discipline Development Office.

Article 35: Academic Ethics Committee

1. Institutional Positioning

The Academic Ethics Committee, under the leadership of the Academic Committee, is an academic body responsible for consultation, review, supervision, and guidance regarding academic ethics, norms, and the academic environment within the university.

2. Main Responsibilities

With authorization from the Academic Committee and in accordance with relevant policies and regulations issued by higher authorities, the Academic Ethics Committee shall:

Investigate and assess the current state of academic conduct and discipline at the university, and propose development plans and recommendations for strengthening academic ethics;

Draft and revise academic codes of conduct and improve the disciplinary system to regulate academic activities;

Supervise and guide academic units in promoting academic ethics and maintaining academic integrity;

Accept reports and complaints regarding academic misconduct, organize investigations, and provide the Academic Committee with conclusive findings and recommended actions;

Discuss, evaluate, and review other matters as authorized by the Academic Committee.

3. Organizational Structure

The Academic Ethics Committee is composed of several members, with one Chairperson and one to two Vice Chairpersons.

Its administrative office is located within the Office of Science and Technology, and the Director of that office concurrently serves as the Committee Secretary.

Article 36

As the extended arms of the University Academic Committee, the academic subcommittees of individual schools or departments shall draft their own constitutions, which must be reviewed and approved by the University Academic Committee before implementation. These subcommittees shall exercise their delegated authority in accordance with the powers authorized by the University Academic Committee.

Chapter VI: Supplementary Provisions

Article 37

Any amendments to this Constitution must be proposed by the Executive Committee of the Academic Committee, reviewed at a plenary meeting of the Academic Committee, and approved by the University Executive Council before being officially promulgated.

Article 38

This Constitution shall take effect from the date of its official publication. Upon implementation, all previous versions of the Academic Committee Constitution shall be automatically repealed.

Article 39

The interpretation of this Constitution shall be the responsibility of the Secretariat of the Academic Committee, as authorized by the Executive Committee of the Academic Committee.