

National Chengchi University College of Science

College Affairs Meeting Attendance Proxy Form

I am unable to attend the [] **College Affairs Meeting** held on [Month] [Day], [Year] due to:

- ☐ Traveling Abroad
- ☐ Official Business
- ☐ Conflict with another Meeting
- ☐ Teaching Class
- ☐ Other: _____

I hereby appoint:

- **Unit (or Department/Institute):** _____
- **Job Title:** _____
- **Name:** _____ to attend and act as my proxy with full authority.

To: The College of Science

- **Principal (Delegator):** _____
- **Unit:** _____
- **Job Title:** _____
- **Representative Category:**
 - ☐ Ex-officio Representative (Administrative Head)
 - ☐ Full-time Faculty Representative
 - ☐ Student Representative

Date: [Year] / [Month] / [Day]

Notes:

1. Representatives of the College Affairs Meeting are expected to attend in person. If unable to attend, according to the University Council rules: "A representative may appoint in writing a deputy of equivalent rank or a member of their original electing unit to attend on their behalf. A person may only accept a proxy appointment from one representative."
 - *Example:* If the Chair of the Department of Psychology (Ex-officio Representative) cannot attend, they may appoint another department head [who would then have dual voting rights] or a full-time faculty member from the Department of Psychology. A faculty representative may appoint another full-time faculty member from their original department.
2. Please deliver this form to the College of Science via campus mail or fax (Fax: 29360360) before the date of the meeting to complete the proxy procedures. Thank you. (Contact: Campus Extension 62042).