

銘傳大學兼任教師聘任辦法

中華民國106年11月2日法規審查會通過
中華民國106年11月20日行政會議通過

- 第一條 本校基於教學單位教學聘任兼任教師之需要，依據「專科以上學校兼任教師聘任辦法」，訂定「銘傳大學兼任教師聘任辦法」(以下簡稱本辦法)。
- 第二條 本辦法所稱兼任教師，係指部分時間在本校擔任教學工作，以支援教學或專業需要，並依大學法之教師分級、教育人員任用條例、及本校聘任專業技術人員擔任教學辦法所定資格聘任者。
- 第三條 兼任教師聘期為一學期或一學年。每週授課時數不超過六小時。但因特殊教學需要經專簽核准者，不在此限。
- 第四條 學系聘任現職公教人員或其他私立學校專任教師至本校授課，應依規定發函徵求現職服務機關或學校之同意。
- 第五條 兼任教師之新聘，須檢附擬聘教師之相關資料表冊、查驗其最高學歷證書、教師證書或相關證明文件，經三級教師評審委員會審議通過，校長核定後聘任之。
- 第六條 兼任教師之續聘應有擔任授課科目之需要，由學系提出兼任教師名冊，經學院審核同意，送人力資源處彙整，並提報各級教師評審委員會審議通過，簽請校長核定後聘任之。聘任中斷一年後，如需聘任者，以新聘程序進行之。
為維持本校教學品質，兼任教師教學評量成績七十分以下者，不予續聘。但因特殊情況經專案核准者，不在此限。
- 第七條 因選課人數未達開課標準，致無聘任之需求時，學系於聘期屆滿前得應敘明理由以書面終止聘約。兼任教師因個人因素中途不應聘者，應於終止聘約二週前檢具資料及報告送聘任系所，會簽教務處、人資處、財務處通過後，辦理終止聘約事宜。
終止聘約教師應依規定繳回學校預先墊繳之個人負擔、學校負擔及勞退金之保費。
- 第八條 兼任教師應考量學生受教權益，不得任意請假或由他人代課。
如個人或突發事故需調動授課時間，可填寫「兼任教師調課申請單」申請調課。如確實因故有請假必要時，應備齊相關證明，於二週前向其服務教學單位提出，經學校同意後辦理請假。
- 第九條 兼任教師之鐘點費，依本校兼任教師授課鐘點費支付原則辦理。每學期以四個半月計算，第一學期自九月下半至翌年一月份，第二學期自二月下半至六月份，但短期課程按實際時數，致送鐘點費。因故提前離職之兼任教師，鐘點費按實際授課時數支付。
- 第十條 兼任教師之送審教師資格，在新聘(或復聘)後於本校服務滿四學期以上，每學期授課至少二學分且仍在校兼課者，得提出送審，其流程比照新聘教師，惟審查費用由送審人自行負擔。兼任教師如在他校擔任專任教師，應由其專任學校送審。
前項教師所持本校聘書為開學日至學期止者，送審服務年資得採計為一學期。
- 第十一條 兼任教師於本校或其他學校升等，並領有較高等級之教師證書者，得自取得證書次學期起改聘之。
- 第十二條 兼任教師於受聘期間對於個人待遇或解聘之措施，認為違法或不當致損害權益時，得準用本校「教師申訴評議委員會組織及評議要點」之規定辦理。
- 第十三條 本校專任職員於校內兼課，應先經簽准後依所聘兼任教師職級支給鐘點費，但於規定上班時間內任教者不另支鐘點費。
- 第十四條 本辦法如有未盡事宜，依「專科以上學校兼任教師聘任辦法」及相關規定辦理。
- 第十五條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Ming Chuan University Procedures for the Appointment of Part-time Faculty Members

Passed at the Regulation Review Committee on November 02, 2017
Passed at the Administrative Council Meeting on November 20, 2017

- Article 1. Ming Chuan University Procedures for the Appointment of Part-time Faculty Members (herein referred to as the Procedures) is established to meet the need of teaching units in the university for employing part-time faculty members; the Procedures are in accordance with the Procedures for Colleges and Universities Appointing Part-time Faculty Members.
- Article 2. The part-time faculty members mentioned in these Procedures include those who apply part of their

work time to handle teaching affairs at the university to meet teaching support and professional knowledge needs and who also meet the qualifications of rank and criteria for engagement of educators as stated in the University Act, Instructor Hiring Ordinances, and the Ming Chuan University Procedures for Appointing Professionals with Technical or Business Expertise to Faculty Positions.

- Article 3. The employment period of part-time faculty members is one semester or one academic year and their teaching hours are not to exceed 6 hours a week. This article excludes those specialists whose appointment was requested and approved under a specified contract to meet a special teaching need.
- Article 4. If a department hires specialists who are currently civil servants or full-time faculty members at other private universities, they should follow related regulations and send a formal notification to request employment permission from the original employment entity.
- Article 5. For newly appointed part-time faculty members, related employment information, verified highest education certificate, teaching certificate, and other related certification documents must be provided as references. Following review and approval of part-time faculty members' qualifications by the Faculty Hiring and Promotion Committees at three levels, and ratification by the president, new part-time faculty members will be offered a Letter of Employment.
- Article 6. Appointment renewal of part-time faculty members should meet the need of teaching department courses. A roster of part-time faculty members should be provided by the department and sent to the Human Resources Division as a reference once the list is approved by the School. Following review and approval of part-time faculty members' qualifications by the Faculty Hiring and Promotion Committees at each level, and ratification by the president, part-time faculty members will be offered a Letter of Employment. If employment is interrupted for one year, those part-time faculty members should follow the procedures for new part-time faculty members once again.
- To maintain the university's teaching quality, part-time faculty members will not be offered renewal of employment if their teaching evaluation result is lower than 70 points. This article excludes those specialists whose appointment was requested and approved under a specified contract to meet a special teaching need.
- Article 7. If the number of students selecting a course does not reach the requirement for offering the course, thus there is no need for faculty members' employment, the department should describe reason for terminating the contract via formal documents before the employment contract expires. If part-time faculty members wish to terminate their contract in the middle of the employment period for a personal reason, they should prepare all the required documents and report to their department two weeks before the date they wish to terminate the contract. The related dismissal affairs will be conducted by the university after related documents are countersigned by Academic Affairs Division, Human Resources Division, and Controller's Division.
- Faculty members who terminate a contract early should follow related regulations to return insurance fees which were prepaid by the university.
- Article 8. In consideration of students' rights, part-time faculty members cannot randomly take leave or arrange for a substitute instructor. They can fill the Application Form of Class Adjustment for Part-time Faculty Members when personal affairs or accidents interfere with scheduled classes. This application will be accepted by the university once they submit the application to the teaching unit with related required documents two weeks before the date they want to take leave.
- Article 9. The hourly teaching pay for part-time faculty members follows the principles of the university's hourly teaching pay for part-time faculty members. Each semester comprises four and half months; the first semester period is from the middle of September to the following January, and the second semester period is from the middle of February to June. Short-term courses will follow the exact teaching hours to manage the hourly teaching payment. For part-time faculty members who wish to terminate their contract in the middle of the employment period due to personal reasons, the university will manage their hourly teaching payment according to their exact teaching hours.
- Article 10. Part-time faculty members who have served at the university over 4 semesters (either new employment or renewed employment), giving lectures for at least 2 credit hours each semester, and currently serve at the university, meet the qualifications for teacher credential review. All the review procedures should follow those of a newly appointed faculty member and applicants should pay the review fee by themselves. If part-time faculty members have full-time position at another university, their review should be handled by the university where they hold a full-time position.

Such faculty members can count their service period as one semester once the contract period is from the first day of classes through the end of the semester.

- Article 11. Part-time faculty members who receive a higher rank teaching certificate and are promoted by the university or another university can change their employment contract to the advanced rank, and their employment contract will renew at that rank from the semester after they receive the certificate.
- Article 12. Part-time faculty members can follow Ming Chuan University Guidelines Concerning the Organization and Review Process of the Faculty Appeal and Review Committee if they feel their personal treatment or dismissal was illegal or improperly damaged their rights and interests.
- Article 13. For full-time staff members who handle part-time teaching affairs in the university, their hourly teaching pay follows the pay scale for part-time faculty once their appointment is requested and approved by the university. They cannot receive hourly teaching payment if they give lectures during their official working time.
- Article 14. Matters not covered in these regulations will be dealt with in accordance with regulations announced by the Procedures for Colleges and Universities Appointing Part-time Faculty Members and other related regulations.
- Article 15. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****