

## 銘傳大學兼任教師聘約

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日行政會議修正通過

- 一、教師應依本聘約善盡對學校應負之責任，從事教學工作。
- 二、教師聘期依所授課程發聘一學年或一學期，如聘期屆滿無適當課程安排時，得不予續聘。
- 三、教師接獲聘書後，應於兩週內將應聘書簽名送交人力資源處，逾期者視同不應聘。如不應聘者，應即時將聘書退還註銷。
- 四、教師授課時數以不超過六小時為原則。
- 五、教師之待遇按本校教師鐘點費標準支給，每學期發給四個半月鐘點費(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。
- 六、教師在聘期內有親自授課、監考、閱卷及指導學生學習之義務，須按時上課，勿遲到早退。  
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。
- 七、教師於聘期內，對授課班級學生之心理、品德、生活、言行，均應擔負輔導之責任。  
教師於執行教學、指導、訓練、評鑑、管理、輔導或提供學生工作機會時，在與性或性別有關之人際互動上，不得發展有違專業倫理之關係，若發現有違反之虞，應主動迴避或陳報學校處理。  
教師應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。
- 八、教師因故於聘約存續期間辭職者，須先報經學校同意，鐘點費按實際授課時數支付。
- 九、教師聘任後如有教師法第十四條第一項規定之各款情事，或違反本聘約情節重大，經查證屬實者，應予以解聘。
- 十、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。
- 十一、本校基於業務需要，得對受聘人提供之個人資料供作電腦處理及蒐集或使用，並依本校「個人資料保護管理要點」相關規定辦理。
- 十二、其他未載明事項，悉依教育部法令、專科以上學校兼任教師聘任辦法、及本校兼任教師聘任辦法辦理。
- 十三、本聘約經行政會議通過，校長核定後實施，修正時亦同。

## Ming Chuan University Part-time Faculty Appointment Regulations

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

- Article 1. Part-time faculty members must fulfill their duties to the university through teaching in accordance with these regulations.
- Article 2. Contracts for part-time faculty appointment are issued primarily on a one-academic-year or one-semester basis. Upon completion of a contract, if there is no suitable course for the part-time faculty member to teach, the university will not renew the employment contract.
- Article 3. Faculty contracts will not be considered valid until they have been signed and returned to the Human Resources Division within two weeks of receipt. Faculty members who do not wish to continue their contracts should return their unsigned contracts for immediate nullification.
- Article 4. In principle, the teaching hours for part-time faculty members should not exceed six hours.
- Article 5. Basic salary for part-time faculty members is paid in accordance with MCU Faculty Teaching Payment Standards of Standardized Hourly Pay for Faculty. The wages for part-time faculty members are based on 4.5 months per semester (The first semester is from mid-September through January of the following year, and the second semester is from mid-February through June). Short-term courses are contracted based on the actual dates and number of hours taught.
- Article 6. As part of regular duties, part-time faculty members must teach in person, proctor exams, score exams and guide students' learning; moreover, they are to be punctual for class without arriving late or leaving early.  
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 disrupt scheduled classes. Their application will be accepted by the university once they hand in the application to the teaching unit with related required documents two weeks before the date they want to take leave.

- Article 7. As part of regular duties, faculty members must counsel students in their classes on matters related to their psychological well-being and moral conduct.  
Any interpersonal interaction related to sex or gender during teaching, guidance, training, assessment, management, counseling, or offering job opportunities to students, and any relationship development in violation of professional ethics is prohibited. If any suspicious activity takes place, faculty members should actively refuse such involvement or take initiative to report such to the university.  
Faculty members should respect persons regardless of gender, respect the physical autonomy of others and avoid any unwelcome advances. Do not use force or violence to deal with gender or sex-related conflicts.
- Article 8. Part-time faculty members who have reason to resign during their period of contracted employment with the university should submit a resignation letter for approval by the university in advance. The salary is will be paid based on the actual dates and number of hours taught.
- Article 9. If part-time faculty members have any of the conditions listed in Article 14 Clause 1 of Faculty Employment Law or violate these regulations, upon investigation, the university may dismiss the part-time faculty members.
- Article 10. Part-time faculty members can appeal in writing according to the Ming Chuan University Guidelines Concerning the Organization and Review Process of the Faculty Appeal and Review Committee if they, while under contract with the university, consider their compensation or termination of contract to be illegal or inappropriate.
- Article 11. The university may collect, computer process, and use employees' personal information for university business in accordance with MCU Guidelines for Personal Information Protection Management.
- Article 12. Matters not covered in these regulations will be dealt with in accordance with regulations announced by the Ministry of Education, Procedures for Colleges and Universities Appointing Part-time Faculty Members and Ming Chuan University Procedures for Appointing Part-time Faculty Members.
- Article 13. 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.\*\***