

一、銘傳大學專案教師約聘辦法

中華民國106年4月13日法規審查會通過
中華民國106年4月17日行政會議修正通過

- 第一條 為延攬優秀師資暨提昇本校聘任師資品質，特訂定本辦法。
- 第二條 本辦法所稱之專案教師，係指以約聘方式進用之編制外專任教師，分為專案教授、專案副教授、專案助理教授及專案講師四級。各級專案教師之聘任資格及程序比照專任教師聘任程序辦理，但已屆退休年齡前兩年者不得聘任。
- 第三條 各學系經核定新增或遞補專任教師時，得先以專案教師約聘，聘期以一年一聘為原則，至多以二年為限。完成聘任程序之專案教師應於約定起聘日到職，逾期未到職者，註銷其約聘案。
專案教師聘任期滿出缺，學系仍有師資需求者，應依新聘教師公開徵選程序重新聘任。如原專案教師表現優良且重新應徵者，得優先考量改聘為編制內專任教師。
- 第四條 專案教師之聘用以具博士學位為原則，有實際上需要且延攬困難之師資得以碩士學位者聘用，但用人單位應提出具體理由。
- 第五條 專案教師約聘期間，其評鑑準用本校教師評鑑辦法之綜合評鑑評量，聘期屆滿如未經聘任單位通過續聘，應無條件離職。
- 第六條 初聘之專案教師如未持有該職級教師證書者，應比照專任教師送審規定辦理。
專案教師其在本校之服務年資，得於改聘編制內專任教師後併計辦理升等。
- 第七條 專案教師約聘期間其待遇依編制內專任教師之同職別最低等級薪津支給；其授課時數、差假、校外兼課、教學反應評量、服務、參加會議、學生輔導等，比照本校編制內同等級專任教師規定辦理；其保險、退休等比照本校約聘人員規定辦理。
專案教師有關年資加薪、休假、進修、升等及相關補助等不適用本校編制內專任教師之規定，且不得擔任各級教師評審委員會委員，其他未盡之權利與義務，依本校各該辦法之規定辦理。
- 第八條 專案教師於聘任期間，不得於學期中途離職。因故須提前離職時，應於一個月前提出申請，經本校同意並依規定辦妥離職手續後，始得離職。
專案教師於聘約有效期間，如因教學、研究、服務與輔導不力或有其他不當行為或違反契約履行義務及相關規定時，本校得中途予以解聘，若有損害並得追償違約之損害賠償。
- 第九條 本辦法關於各學系專案教師之規定，通識教育中心、體育室、師資培育中心、英語教學中心及學位學程準用之。
- 第十條 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 Appointment Procedures for Special Program Faculty

Passed at the Regulation Review Committee on April 13, 2017
Revised and passed at the Administrative Council Meeting on April 17, 2017

- Article 1. These procedures were established to recruit excellent faculty members to promote the quality of faculty members.
- Article 2. The Special Program Faculty Members in these procedures are those who are appointed as contracted faculty, including the four ranks of: Special Program Professor, Special Program Associate Professor, Special Program Assistant Professor and Special Program Instructor. The appointment procedures of each level of the special program faculty are dealt with in accordance with full-time faculty appointment procedures. However, those who are within two years of retirement age are not eligible for this type of appointment.
- Article 3. Each Department must initially hire special program faculty as additional or replacement full-time faculty members; these contracts are issued primarily on a one-year basis with a maximum of 2 years. Those special program faculty members must begin their duty on the date in the contract after completing the appointment process. Those who are unable to begin their duty on the date in the contract will have their contract cancelled.
Those Departments who still have vacancies for faculty members at the end of the contract of special program faculty may re-hire the new special program faculty in accordance with the procedures of

faculty employment. If special program faculty members with outstanding performance apply for positions, they will have the priority to be appointed as a full-time faculty member on the official employment roster.

- Article 4. In principle, special program faculty members are required to have a doctoral degree. Units desiring to appoint special program faculty members with master's degrees are required to submit concrete evidence proving their difficulty in faculty recruitment at the doctoral level.
- Article 5. During the contract of special program faculty members, the respective department must evaluate their performance in teaching, research, service and **counseling in accordance with the comprehensive evaluations of Ming Chuan University Procedures for Faculty Member Evaluations**. If the special program faculty members do not receive a notice of renewal prior to the end of the contract from the hiring unit, they must resign from this contract with no conditions.
- Article 6. Those who are first appointed as special program faculty members without a Teaching License from the Ministry of Education will be dealt with in accordance with the full-time Faculty Credential Review. The years of service for special program faculty are not cumulative for promotion after the transfer to full-time faculty members on the official employment roster.
- Article 7. During the contract, the salary of special program faculty members is based on the lowest rank of same-level full-time faculty members. The teaching hours, leaves, off-campus part-time teaching, teaching evaluation, service, conference participation and student counseling for special program faculty members are dealt with in accordance with same-level full-time faculty members. Insurance and retirement are dealt with in accordance with regulations for special program staff members. Regulations for full-time faculty members regarding salary adjustment, leaves, further study, promotion and relevant grants do not apply to special program faculty members. Special program faculty members are not eligible to be members of any-level Faculty Hiring and Promotion Committees. Matters not covered above will be dealt with in accordance with other relevant regulations.
- Article 8. During the contract, special program faculty members are not allowed to resign in the middle of the semester. If a special program faculty members must leave his/her position during the contracted period, they must submit a resignation notice at least one month prior to leaving the position. They may leave the position after approval is granted by the university and resignation procedures are completed. During the contract, if a special program faculty members exhibits any negligence or inappropriate behavior in teaching, research, service and counseling, or they violate the contract or relevant regulations, the university may dismiss the special program faculty members and require compensation for any damage incurred.
- Article 9. These regulations are applicable to special program faculty members for each department as well as General Education Center, Physical Education Office, Teacher Education Center, English Language Center and Specialized Degree Programs.
- Article 10. 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.****