

# 銘傳大學教師聘任及服務規則

中華民國106年10月27日法規審查會書審通過  
中華民國107年4月30日校務會議修正通過(107.8.1實施)

## 第一章 總則

- 第一條 本校教師之聘任及服務依本規則辦理。
- 第二條 本校教師進入校區，應佩帶本校識別證，以維護校區安全。
- 第三條 本校校區內，禁止吸煙、酗酒、賭博及其他不正當之行為。
- 第四條 專任教師有擔任導師之義務，每週至少在校四天，除授課及研究外，並有分擔夜間及建教合作與推廣教育課程、輔助訓育、指導學生研究、批改學生作業、指導學生課外活動、出席各項有關會議、負責監巡考及接受本校委託辦理之事項。
- 第五條 專任教師不得兼任校外有給之專任職務，如經校長同意在他校兼課者，每週以四小時為限。校外兼課事前應請兼聘學校來函徵得本校同意，兼課科目時數無異動，同意函以辦理乙次為原則。校外兼課每學年前均應填具申請表向學校報准，逕自兼課者，提報系(所、室、中心)、院及校教師評審委員會議處。
- 第六條 教師違反送審教師資格規定或學術倫理案件者，應由本校學術審議委員會組成「審理小組」，將調查結果作成具體結論提送教師評審委員會審議查處，其要點另訂之。
- 第七條 教師因進修、研究留職留薪或留職停薪期滿者，應填具返校任教報到表，經校長核定後報到，但因故中斷教學、更改聘任系所、兼任改聘專任或專任改聘兼任者，仍應比照新任教師聘任程序辦理之。
- 第八條 本校編制內專任教師均應接受評鑑；講座、兼任教師或非編制內之專任教師或兼任教師，由各學院規定其應否接受評鑑。  
教師評鑑實施方法及其對教師聘任結果，悉依本校教師評鑑相關辦法辦理。  
本校教師聘任應依教師法及本校相關辦法辦理，續聘者應考量其評鑑或評量就其教學、研究與服務之成果評定之。

## 第二章 聘任

- 第九條 本校教師均經各級教師評審委員會審議通過後，報請校長核定後聘任之。
- 第十條 本校教師之聘任，除品德操守無不良紀錄外，應具備下列基本條件：
- 一、教授須具備下列資格之一：
    - (一)獲有教育部頒發教授證書及任教成績優良者。
    - (二)具有博士學位或教育部認可之同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務八年以上，成績優良經相關單位證明有創作或發明，在學術上有重要貢獻或重要專門著作經審查合格者。
  - 二、副教授須具備下列資格之一：
    - (一)獲有教育部頒發副教授證書及任教成績優良者。
    - (二)具有博士學位或教育部認可之同等學歷證書，曾從事與所習學科有關之研究工作、專門職業或職務四年以上，成績優良經相關單位證明，並有專門著作經審查合格者。
  - 三、助理教授須具備下列資格之一：
    - (一)獲有教育部頒發助理教授證書及任教成績優良者。
    - (二)具有博士學位或教育部認可之同等學歷證書，成績優良並有專門著作經審查合格者。
    - (三)具有碩士學位或教育部認可之同等學歷，曾從事與所習學科有關之研究工作、專門職業或職務四年以上，成績優良經相關單位證明，並有專門著作經審查合格者。
    - (四)大學或獨立學院醫學系、中醫學系、牙醫學系畢業，擔任臨床工作九年以上，其中至少曾任醫學中心主治醫師四年，成績優良經相關單位證明，並有專門著作經審查合格者。
  - 四、講師須具備下列資格之一：
    - (一)獲有教育部頒發講師證書及任教成績優良者。
    - (二)具有碩士學位或教育部認可之同等學歷證書，成績優良者。
  - 五、專業技術人員擔任教學之聘任：

視教學需要得依照本校「聘任專業技術人員擔任教學辦法」，聘具有特殊造詣或成就，足以勝任教學工作者，但以聘請兼任為原則。

第十一條 以學位新聘且未持有教育部該職級教師證書之專任教師，其專門著作或作品(包含學位論文)應由系級教學單位送交校外學者專家二人評審，評分均應達八十分以上，如其中一位學者專家評分未達八十分，應加送第三人評審，其評分須達八十分以上始得提交各級教評會審議，並於聘期開始時起三個月內，備齊資料辦理教師資格審查；未符合規定或送審未通過者，解除其聘任。

第十二條 本校教師聘期，新任第一年為初聘，聘期一年。第二年起為續聘，聘期一年一聘。取得副教授以上資格者為長期聘任，聘期兩年一聘。學年中途聘任者，自發聘日起至該學年七月卅十一日止。

### 第三章 應聘、解聘

第十三條 聘期屆滿之教師經由系(所)、院、校各級教師評審委員會，就其教學、研究與服務之成績審議，作成績聘、不續聘、停聘、解聘之決議。

第十四條 教師於聘約期間內，如因違法、違反聘約或本規則，致本校或學生權益受損時，經各級教師評審委員會審議通過後，得中途解除其聘約。

教師如有違反本聘約、違反教師法第十七條應負義務之規定或其他法令規定等情事，但未符合教師法第十四條所定停聘、解聘及不續聘之規定者，得由本校三級教評會依其情節輕重，決議予以一定期間：不得申請休假（進修）研究、不得借調、不得校內外兼職兼課、不得申請校內補助、不得超鐘點授課、不得申請升等、不得晉薪、不予核發年終獎金或扣減年終獎金等方式之處置。

教師應體認本校一念三化之教育宗旨，本諸教師專業倫理共創優質校園、和諧環境。教師行為如有不當言行，經申訴程序、檢舉或經媒體公開報導，並經查證屬實，得由本校三級教評會依情節輕重論處。

第十五條 教師接到聘書後應於兩週內將應聘書簽章送交人力資源處，如不應聘者，應將聘書退回註銷。

第十六條 新聘教師應聘到職後，應於一週內將下列各文件送交人力資源處彙辦。

- 一、教師資格審查履歷表及送審相關資歷證件。
- 二、教職員履歷表、戶籍謄本及學經歷證件影本。
- 三、薪資轉撥台北富邦銀行資料表。
- 四、薪資所得受領人扶養親屬申請表。
- 五、專任教師需附專任職務離職證明書或服務證明書影本。
- 六、健保轉出申報表影本。

第十七條 新聘教師依「教育人員任用條例施行細則」第十九條第二項規定，除有特殊情形外，應於到職三個月內報請教師資格審查。逾期不送審，除法令另有規定外，聘約期滿不予續聘，送審未通過者，應即解聘。

第十八條 本校教師如確有下列情形之一者，得於提經教師評審委員會審議通過，並報請教育部核准後，予以解聘、停聘或不續聘。

- 一、有教師法第十四條第一項各款情事之一者。
- 二、涉及教師著作抄襲，經查證確認屬實者。
- 三、違反教師聘約或本規則情節重大者。
- 四、未按規定辦理教師資格審查者。
- 五、經本校教師評鑑審議結果未通過，確有不適任情形者。
- 六、有第四十四條之一之情形者。

有前項第一款情事者，應依教師法相關規定程序辦理。

第十八條之一 教師不得有下列行為，違者依教師法第十四條辦理：

- 一、行為違反相關法令：
  - (一)發生不正常之師生關係或性騷擾，經查證屬實者。
  - (二)無端興訟，發生損害學校名譽，或損害本校教職員生權益者。
  - (三)暴力攻擊本校教職員生，經查證屬實者。
  - (四)惡意誹謗或公然侮辱本校教職員生，經查證屬實者。
  - (五)挪用公款、盜用公物，或收受賄賂，經查證屬實者。

(六)洩露重要公務機密，造成學校損害，經查證屬實者。

(七)其他因教師之言行，致損害校譽，情節重大者。

## 二、教學不力：

(一)教師單一學期任一門課無故缺課且未補課超過三次以上者。

(二)教學不佳，有具體事實，經輔導仍未改善者。

第十九條 教師不服解聘、停聘或不續聘處置者，得向本校教師申訴評議委員會申訴。

第二十條 專任教師於聘約存續期間辭職者，應於一個月前提出書面辭呈，經系(所)、院轉請校長同意後始得卸職，並應退回聘書及更改聘期，於離職前辦妥離職手續。

違反第一項規定者應賠償一個月薪資(含本薪、學術研究費、主管加給及其他津貼)。

第二十一條 教師離職時，應依規定將課程、經辦事項、借用公物及圖書等交代清楚，繳還服務證後，辦妥離職手續，始得申請發給離職證明。

第二十二條 軍訓教官及護理教師之聘任依教育部之規定辦理。

## 第四章 待遇

第二十三條 專任教師待遇依照本校教職員工敘薪辦法之規定辦理，其辦法另訂之。

第二十四條 專任教師待遇每學年以十二個月致送，春節另加發年終工作獎金。

第二十五條 本校新聘專任助理教授以上之外國籍教師除依規定支領薪資外，得申請補助費，其作業要點另訂之。

第二十六條 本校教師應自到職之日起薪，離職之日止薪，但未於起聘學期開始前報准在案，而於學期開始未滿三個月即行離職或改兼者，應將該學期所領薪津繳回，並按其實際授課鐘點改支鐘點費。

第二十七條 本校為鼓勵教師從事研究工作特設專任教師學術研究成果獎勵，其獎勵方式包含獎勵費與減授時數兩種，其辦法另訂之。

第二十八條 本校專任教師之考核，依本校教職員工成績考核辦法辦理，其辦法另訂之。

## 第五章 授課

第二十九條 本校專任教師授課基本時數規定為教授八小時，副教授九小時，助理教授九小時，講師十小時。

第三十條 本校專任教師每週授課時數，超過基本時數時，超過部份比照兼任教師致送鐘點費，其超支鐘點日夜合併以不超過四小時為限(超過部份不支鐘點費)。

第三十一條 ~~(刪除)~~

第三十二條 本校專任教師兼學術及行政單位主管者，其每週所減少之授課時數，規定如下：

一、校長免予基本授課時數。

二、副校長減授八小時。

三、行政單位一級主管及學院院長減授六小時，副主管減授五小時。

四、系所主任及行政單位二級主管減授四小時，副主管減授三小時。

第三十三條 專任教師兼行政工作暨行政人員兼課之規定如下：

一、專任教師兼行政工作者，每週得減授二至四小時，如未達基本授課時數者，改聘為行政人員或扣支鐘點費。

二、行政人員經各級教師評審委員會審議通過後，得聘為兼任教師，其於規定上班時間內任教者不另支鐘點費。

第三十四條 本校體育室專任教師兼各項運動教練及部份行政工作，授課時數得各減授一小時，其上班依規定辦理。

第三十五條 軍訓教官及護理教師依照教育部之規定兼任有關職務。

## 第六章 請假、補課

第三十六條 教師在學期中非因公務，請勿出國，專任教師因故請假，依下列規定辦理：

一、事假：因事或其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧者，得請事假(含家庭照顧假)，每學年准給七日。超過規定日數之事假，應按日扣除薪給。

二、病假：

(一)因疾病必須治療或休養、或女性教師因生理日致工作有困難者，得請病假(含生理假)，每學年准給二十八日。因重病超假可申請以剩餘之事假抵銷，惟連續請病假達七日以上者須檢

附健保特約醫院證明。

(二)經醫師診斷患重病非短期間可治癒或女性教師需安胎休養者，超過前款規定日數，經以事假抵充後仍未痊癒，取得健保特約醫院證明，報請校長核准得延長之，以一學期為限。倘延長期滿仍不能復職授課者，其合於本校退撫資遣辦法規定者，應辦理退休或資遣，未符合退休資遣規定者得准留職停薪，其期間以聘約有效期為限，逾期不予續聘。

三、婚假：因結婚者，給婚假十四日，除因特殊事由，經校長核准於結婚前五日提前給假者外，應自結婚登記之日起一個月內請畢，不得分次申請。

四、產假：

(一)因懷孕者於妊娠期間給產前假八日，得分次申請每次應至少半日，惟不得保留至分娩後。

(二)因分娩給娩假五十六日；懷孕滿五個月以上流產者，給流產假四十二日；懷孕三個月以上未滿五個月流產者，給流產假二十一日；懷孕未滿三個月流產者，給流產假十四日。娩假及流產假應一次請畢，且不得扣除寒暑假之日數。即將分娩，經醫療機構或偏遠地區未設醫療機構之醫師證明，確有需要請假者，得於分娩前申請娩假。凡子宮外孕動手術治療，准予比照流產假處理。

五、陪產假：因配偶分娩或懷孕滿五個月以上流產者，給陪產假五日，得分次申請每次應至少半日，但應於配偶分娩日或流產日前後合計十五日(包括例假日)內請畢。

六、喪假：因父母、配偶死亡者，給喪假十五日；繼父母、配偶之父母、子女死亡者，給喪假十日；曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者，給喪假五日。喪假得分次申請每次應至少半日，但應於死亡之日起一百日內請畢。

繼父母、配偶之繼父母，以教師或其配偶於成年前受該繼父母扶養或於該繼父母死亡前仍與共居者為限。

七、公傷假：因執行職務受傷必須治療或休養者，檢具醫院證明，按實際醫療情形給假。

八、公假：有下列情事之一者，給予公假：

- (一)依法受各種兵役召集者。
- (二)由學校核定派遣公出者。
- (三)奉派參加政府召集之集會。
- (四)奉派考察或參加國內外學術研討會。
- (五)參加學校各類代表隊赴校外比賽。
- (六)參加學校舉辦之交流訪問團活動。
- (七)其他特殊事項，經專案報准者。

九、因捐贈骨髓或器官者，視實際需要給假。

前項所定各種假期，除婚假、延長病假及產假外，皆扣除例假日及本校停止上班日。事假及病假日數，任職未滿一學年者，依在職月數比例計算，未滿半日者以半日計，超過半日未滿一日者以一日計。

具原住民族身分之教師於該原住民族歲時祭儀，檢具戶口名簿或戶籍謄本等足資證明其族別證明文件得請公假一日，各原住民族放假日期依行政院原住民族委員會公告辦理。

第三十七條 教師請假未滿十四日(二週)，所缺課程須自行補課；十四日以上者(二週以上)，須經單位主管同意，覓妥代課老師(代課老師必須具有教育部核可之教師資格)，並檢附代課老師學經歷證件及教師資格證書影本，隨同請假報告送由教務處轉呈校長核准。

第三十八條 專任教師(含英語教學中心專職授課者)請假代課鐘點費，除公假、公傷假、產假由學校負擔外(不含超支鐘點費)，餘均由請假人自行負擔。請延長病假者之代課鐘點費由學校在請假教師薪津內扣除轉發代課教師。

第三十九條 教師請假須於事前上網請假，並與學生洽商補課時間，請假三日以內者，須經各系所院主管同意，連續七日以上者，經各系所院主管依循行政系統報請校長核准。

第四十條 教師未辦理請假手續而無故缺課或未到校服務，情節重大經查證屬實並送教師評審委員會審議後，校長得以停聘、解聘或不續聘。

第四十一條 專任教師之進修、研究，依照本校「教師進修研究獎勵辦法」辦理，其辦法另訂之。

## 第七章 升等

第四十二條 本校專任教師合於教育部送審資格，經考察其教學及服務成績優良，並有專門學術著作者，得申請升等。

第四十三條 專任教師升等依本校「教師升等辦法」辦理，其辦法另訂之。

第四十四條 專任教師升等報請教育部審定或核備期間，以升等職級發聘，俟其升等資格經教育部審定通過，發給教師證書後，再依教師證書起資日期補發其送審期間薪資及鐘點費差額，惟審定未通過者，改聘回原職級並換發聘書。

第四十四條之一 為改善本校師資結構，提升研究質量，專任教師應依下列各款規定辦理升等，未於年限內通過升等者，自次學年起不予續聘：

一、專任助理教授應自九十九學年度起七年內通過升等；惟配合本校教師多元升等之實施，凡於民國一〇四年八月一日起聘之專任助理教授，其升等年限由七年延長為九年。

二、專任講師應自九十九學年度起八年內通過升等；惟配合本校教師多元升等之實施，凡於民國一〇四年八月一日起聘之專任講師，其升等年限由八年延長為十年。

前項規定於專任期間已通過升等者，或為本校教師評鑑辦法第十四條第三款所規範之專任講師，不在此限。

兼任本校行政職務者，得申請將第一項各款規定之年限延長，但延長時間不得超過兼任期間。

因生產、育嬰或遭受重大變故者，得於第一項各款規定之年限屆滿前申請延長，但延長時間不得超過兩年。

自民國九十九年八月一日起獲得下列獎勵(助)一次者，均可延長一年(最多以五年為限)：

一、產學合作績優獎勵。

二、校級教學特優教師。

三、獲得教學類彈性薪資。

四、全校優良導師。

五、資深優良導師。

六、科技部專題研究計畫。

七、指導學生執行科技部專題研究獲研究創作獎。

八、其他：對本校校務發展、招生、國際交流、進修推廣及推動研究中心有重大貢獻，經奉校長核定通過者。

前三項之申請應檢具證明，向所屬系(所、中心、室、組、學位學程)、院、校三級教評會申請，審查通過後，經校長核准實施。

## 第八章 退休、撫卹及資遣

第四十五條 本校教師之保險悉依政府相關法令規定辦理。專任教師自到職之日辦理加保，離職之日辦理退保。

第四十六條 專任教師之退休、撫卹及資遣，依照本校「教職員工退休撫卹資遣辦法」辦理，其辦法另訂之。

## 第九章 申訴

第四十七條 專任教師之申訴，依照本校「教師申訴評議委員會設置要點」辦理，其要點另訂之。

## 第十章 附則

第四十八條 教師聘約存續期間，本校與教師就權利義務關係之新生調整事項及未盡事宜，悉依教師法、教育有關法令、本規則及其他相關規章之規定，教師應遵守簽約時及調整修正後之全部內容。

第四十九條 本規則經校務會議通過，校長核定後實施，修正時亦同。

# Ming Chuan University Faculty Employment and Service Regulations

Revised and Passed at the Regulation Review Committee on October 27, 2017 (Paper Review)  
Revised and Passed at the University Affairs Committee Meeting on April 30, 2018

## Chapter 1 General Provisions

- Article 1. These regulations have been established to manage matters relating to employment and service at Ming Chuan University.
- Article 2. Employees must wear employee ID cards when entering the campus to maintain campus safety.
- Article 3. Ming Chuan University has been designated as a non-smoking campus. Alcohol, gambling, and other inappropriate behaviors are strictly forbidden.
- Article 4. Full-time faculty members are expected to accept responsibility as class advisors and be on campus at least four days each week. Aside from classroom teaching and research, faculty members are expected to share in teaching evening and extension class hours. Faculty members are also expected to set a good example, be available to advise student research, grade student work, and serve as advisors for student activities upon request. Attendance at department and school and university meetings is expected. During examination weeks, faculty members are to fulfill their proctoring responsibilities. In general, faculty members are to accept responsibilities assigned to them, support university activities and respect university policies.
- Article 5. Full-time faculty members must not accept full-time positions off campus. Faculty members must receive permission from the president before accepting a part-time contract at another institution, the terms of which may not exceed four teaching hours per week. Upon signing the part-time contract, the institution must send an employment report to Ming Chuan for university approval. The number of working hours may not change and the approval procedure will be only done once. Prior to each academic year, those teaching off campus must fill in the appropriate form for university approval. If these procedures are not followed, the matter will be reported to the department (program, office or center), school, or university Faculty Hiring and Promotion Committee.
- Article 6. **Cases of faculty members who violate the qualification screening regulations or academic ethics must be investigated by** a Hearing Subcommittee organized by the Faculty Review and Evaluation Committee. The result of the investigation will be presented to the University Faculty Hiring and Promotion Committee for a judgment and determination of disciplinary action. The provisions for this are regulated elsewhere.
- Article 7. Faculty members who come to an end of their unpaid or paid leave due to study or research should complete a university form for return to the university, to be approved by the president and then report to the Human Resources Division. If faculty members cease teaching for any reason, change departments, or wish to move from part-time to full-time position or vice versa, the procedure is the same as for new faculty members' employment.
- Article 8. All full-time faculty members must be evaluated. However, whether or not to evaluate invited professors, part-time faculty, and full-time or part-time faculty members who are not in the organization roster will be decided by each school. All faculty evaluation implementation and the effect on faculty appointment are proceeded with according to the Faculty Member Evaluation Standards, procedures, and relevant regulations. Faculty employment must proceed in accordance with the Faculty Employment Law (also known as Teachers' Act) and other relevant university regulations. Faculty members' employment will be renewed in accordance with the evaluation result of their teaching, research and service.

## Chapter 2 Hiring

- Article 9. Following review and approval of faculty members' qualifications by the Faculty Hiring and Promotion Committees at all levels, and approval has been given by the president, new faculty members will be offered a letter of employment.
- Article 10. In addition to possessing good character and integrity, faculty members are hired according to the following qualification standards:
1. Professor:

- (1) Has fulfilled all the requirements for a Ministry of Education Professorship Certificate and has an exemplary teaching record.
  - (2) Has earned a doctorate, or possesses qualifications recognized as its equivalent by the Ministry of Education; has a minimum of eight years of relevant research or related professional experience, which has been rated highly for its contribution to the academic community; has produced notable creative inventions or works.
2. Associate Professor:
- (1) Has fulfilled all the requirements for a Ministry of Education Associate Professorship Certificate and has an exemplary teaching record.
  - (2) Has earned a doctorate, or possesses qualifications recognized as its equivalent by the Ministry of Education; has a minimum of four years of relevant research or related professional experience, which has been rated highly for its contribution to the academic community; has produced notable creative inventions or works.
3. Assistant Professor:
- (1) Has fulfilled all the requirements of a Ministry of Education Assistant Professorship Certificate and has a fine teaching record.
  - (2) Has earned a doctorate, or possesses qualifications recognized as its equivalent by the Ministry of Education; has a good teaching record and professional publications.
  - (3) Has earned a master's degree, or equivalent documentation approved by the Ministry of Education; has a minimum of four years of relevant research or related professional experience, which has been rated highly for its contribution to the academic community; has produced notable creative inventions or works.
  - (4) Has graduated from a department of medicine, Chinese medicine, or dentistry with nine years (or more) clinical experience, including at least four years experience as a physician in charge in a medical center; has proof of excellent performance provided by responsible agency; has professional publications which have been reviewed and approved.
4. Instructor:
- (1) Has fulfilled all the requirements of a Ministry of Education Instructor's License and has a fine teaching record.
  - (2) Has earned a master's degree, or possesses qualifications recognized as its equivalent by the Ministry of Education and possesses a good record.
5. Professionals with Technical or Business Expertise who Engage in Teaching:  
In accordance with Ming Chuan University Procedures for Appointing Professionals with Technical or Business Expertise to Faculty Positions, individuals with professional experience may be hired to meet unique educational needs in the curriculum. These individuals must have special qualifications, experience, or certification, and are to be hired primarily on a part-time basis.

Article 11. **New faculty members employed based on their diploma, who do not yet have** a Teaching License from the Ministry of Education, must submit their publications or works (including graduation dissertation) to two external scholars or experts for evaluation. If one external scholar or expert gives less than 80 points, it must be sent for a third expert evaluation. Upon being scored at 80 points or more by two external scholars or experts, the application can be submitted to the next level of Faculty Hiring and Promotion Committee for review. Within three months of employment, all documents must be ready for teacher qualification review. Applicants who do not comply with the regulations or fail the evaluation will be dismissed from employment.

Article 12. Employment contracts are issued primarily on a one-year basis. The first year is the first employment contract. Starting from the second year, the contract will be renewed annually. If faculty members obtain associate professorship or above, they will be employed long-term and their contracts will be renewed every two years. For those hired in the middle of an academic year, the contracts are from the date of employment issued to July 31 of current academic year.

### **Chapter 3 Accepting and Terminating Contract**

Article 13. At the end of faculty members' contracts, performance in teaching, research, and service is evaluated by all levels of the Faculty Hiring and Promotion Committees, where matters concerning whether the

contract is to be extended, not renewed, suspended, or terminated are decided.

Article 14. If faculty members are found to have done something illegal while under contract, have violated the contract, or have violated the personnel regulations of this university such that it is impossible for faculty members to fulfill teaching responsibilities, or detrimental to the rights and interests of this university or its students, the various levels of the Faculty Hiring and Promotion Committees may vote to terminate the contract prematurely.

Any violation committed by faculty member violates this employment contract, duties required by article 17 of the Teacher Law, or other relevant laws and regulations, but such violation does not meet the requirements of suspension dismissal and non-renewal of article 14 of Teacher Law, shall be reviewed by three levels of MCU Faculty Hiring and Promotion Committees. The Committee may, at their discretion according to the seriousness of situation, decide the following time limiting sanctions: not allow for: sabbatical leave, transfer to other institution, work part-time job at or outside of campus, apply for school subsidies, teach exceeding basic teaching load hours, apply for promotion, increase annual payment, receive all or partial sum of year-end bonuses, or other matters.

All faculty members should recognize the educational philosophy of MCU: One Mission and Three Goals, and each shall follow faculty professional ethics, work together to establish an excellent and harmonious campus environment. If any inappropriate behavior of faculty shall be discovered through appeal review procedures, accuse reporting or publicized by media and has been verified accordingly, the faculty member shall be reviewed and subjected to the final decision of the three level of MCU Faculty Hiring and Promotion Committees conforming to the situations.

Article 15. Upon receipt of a new contract, faculty members must fill in the Contract Acceptance Slip and return it to the Human Resources Division within two weeks. If faculty members decide not to accept the contract, the form must be returned to the Human Resources Division in its entirety.

Article 16. When a contract is being initiated, faculty members should prepare the following documents for the Human Resources Division:

1. The Faculty Member Resume Review Form and other personnel-related documents for qualification review.
2. Resume, Household Registry Transcript, and copies of transcripts, certificates, and diplomas related to the resume.
3. Taipei Fubon Bank IC Card Account Application (The IC Card is the university ID.) for salary transfer.
4. Application form from the salary recipient for tax exemption for dependents.
5. A letter of release or service certificate from the previous employer for full-time faculty members.
6. A completed copy of the National Health Insurance Change (Transfer Out) Application Form.

Article 17. According to Article 19, Item 2 of the Ministry of Education's Enforcement Rules of Act Governing the Appointment of Educators, new faculty members must apply to the Ministry of Education for verification of educational qualifications within the first three months of employment. No late applications will be accepted. Aside from provisions stated elsewhere in the regulations, non-renewal of contract may apply. If the educational qualifications are not verified, employment must be terminated.

Article 18. If any of the following conditions are true of full-time faculty members, the case will be considered and approved by the Faculty Hiring and Promotion Committee and then reported to Ministry of Education for approval to determine whether to not renew, suspend or terminate the contract:

1. Have any of the conditions listed in Article 14 Clause 1 of Faculty Employment Law.
2. Have been involved in a proven case of plagiarism.
3. Have committed a severe infraction of the university's regulations or violated the contract of employment.
4. Has not applied to the Ministry of Education for verification of educational qualifications before the deadline.
5. Have been evaluated and failed the re-evaluation by the university and deemed as ill-suited for the position.
6. Have failed the conditions stated in Article 44-1.

Faculty members who meet one of the above-mentioned conditions will be dealt with according to relevant procedures as in the Faculty Employment Law.



Article 18-1 Any faculty member shall not commit the following behaviors. Any offender will be punished in accordance with Article 14 of the Teacher Law:

1. Any Behavior Violates Relevant Laws and Regulations:

- (1) Any verified inappropriate teacher-student relationship or sexual harassment.
- (2) Any Vexatious litigation causes the damages to the reputation of University or to the rights of faculty, staffs, or students.
- (3) Any verified violent attack (assault) towards to any faculty member, staff and student.
- (4) Any verified malicious slander or blatant insult towards to any faculty member, staff and student.
- (5) Any verified embezzlement, misappropriation of public property, or taking bribes.
- (6) Any verified leaking or disclose of important official secret causes damage to the University.
- (7) Any other serious offence behavior causes damage to the reputation of the University.

2. Improper Teaching:

- (1) (a) Any faculty member shall have three or more absences from class, without reason and having not making up, for any each course in one semester.
- (2) (b) Any faculty member shall conduct improper teaching proved by specific facts and, after gone through counseling measures, such improperness has not been improved to satisfactory level

Article 19. Faculty members who are not satisfied with the resolution of contract termination or suspension have the right to appeal through the Faculty Appeal and Review Committee.

Article 20. If full-time faculty members wish to terminate their employment prematurely, a letter of resignation must be submitted at least one month in advance, and the resignation must be approved by the academic unit head, dean and president. The letter of employment should be returned to the Human Resources Division for change of employment dates prior to the completion of resignation procedures. If faculty members violate any of the abovementioned items, they are responsible to compensate one month of salary to the university including base salary, research compensation, director's supplement, and other supplements.

Article 21. When faculty members leave their positions, they are required to turn over on-going projects and courses to the relevant persons and return materials such as employee ID card, equipment, borrowed facilities, and library materials. Faculty members may apply for a certification of resignation.

Article 22. Military Education Officers and Nursing Instructors must process appointments according to the regulations of the Ministry of Education.

#### **Chapter 4 Salary**

Article 23. Full-time faculty members will be paid according to the Procedures for Salary Payment to Faculty and Staff Members.

Article 24. The annual wage for full-time faculty members is paid on a 12-month basis. At Chinese New Year, an additional bonus will be paid.

Article 25. Newly employed foreign full-time faculty members with the rank of Assistant Professor or above may receive salary as regulated and apply for relocation subsidy. Relevant procedures are listed elsewhere.

Article 26. Salary payments will be made to faculty members from the appointed date they personally report to take up their duties and will cease on the date their employment terminates. Any faculty member who breaks the contract within the first three months of a semester (regardless of whether discontinuing employment or going from full-time to part-time) must return all salary received. Such persons will then be reimbursed at an hourly rate for the teaching services rendered-to-date.

Article 27. To encourage faculty research, Ming Chuan University Research / Study Reward Application Procedures for Full-time Faculty Members have been established. The two procedures for awarding faculty research are bonuses and reduced teaching hours. The procedures are detailed elsewhere.

Article 28. Full-time faculty members' performance is evaluated according to the Ming Chuan University Procedures for Assessing the Performance of Faculty and Staff Members which is listed elsewhere.

#### **Chapter 5 Teaching Hours**

Article 29. The standards for full-time faculty members' teaching hours per week are eight hours for Professors,

nine hours for Associate Professors, nine hours for Assistant Professors, and ten hours for Instructors.

Article 30. Full-time faculty members will be compensated for teaching over the weekly teaching hour standards at the hourly rate for part-time faculty. Full-time faculty members cannot exceed four teaching hours per day for combined day and evening classes (and will not be paid for any hours over that limit).

Article 31. (Deleted)

Article 32. Teaching hour regulations for full-time faculty members who have taken on positions as administrative or academic directors are as follows:

1. The president may totally waive teaching hours.
2. The vice president may waive up to eight teaching hours.
3. First-level administrators may waive up to six teaching hours; deputy administrators may waive up to five teaching hours.
4. Department chairs and second-level administrators may waive up to four teaching hours and deputy administrators may waive up to three hours.

Article 33. Teaching hour regulations for full-time faculty members with administrative duty and administrative staff with teaching responsibility are as follows::

1. Full-time faculty members with administrative duty may waive two to four teaching hours. Full-time faculty members who do not reach the basic teaching hour standard will be employed as administrative staff members or have the teaching supplement deducted.
2. Administrative staff members may be employed by a department on a part-time basis after approval is granted by all levels of Faculty Hiring and Promotion Committees. For courses taught during regular working hours, no additional teaching wages will be paid.

Article 34. Full-time Physical Education faculty members who are asked to sign in and out regularly and have coaching duties for a sport and partial administrative duties may waive one teaching hour. Such persons will still be subject to regular restrictions regarding teaching hours and punctual work attendance.

Article 35. Military Education officers and Nursing Instructors must fulfill teaching and administrative duties according to the regulations of the Ministry of Education.

## **Chapter 6 Leave and Makeup**

Article 36. Except in the case of official business, faculty members should not go abroad during the semester. Full-time faculty members who are absent from class without a significant reason will be dealt with in accordance with the following regulations:

1. Personal Leave: Faculty members who must take care of personal matters (including Family Leave) are allowed to apply for personal leave of up to seven days per academic year. Faculty members who take more than seven days of leave must receive approval from the president.
2. Sick Leave:
  - (1) Faculty members who need medical treatment or a period of recuperation or female faculty members who cannot complete their tasks properly at work related to menstruation period can file sick leave applications (including Menstruation Leave) for up to 28 days each academic year; those whose conditions are very critical may apply to use the remainder of their personal leave as sick leave. Persons who take sick leave for seven consecutive days must obtain documentation from hospitals belonging to the National Health Insurance program.
  - (2) Persons who cannot recuperate in a short period of time due to serious injury or illness diagnosed by a medical institution or a doctor and female faculty members who require bedrest during pregnancy must obtain documentation from hospitals belonging to the National Health Insurance program and submit relevant document for the president's approval. Upon approval, faculty members may extend the duration of leave for up to one semester. Should the extension expire and no other possibility for leave remains, Ming Chuan University faculty members who are eligible for retirement or discharge with severance pay may follow procedures outlined in Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff Members. Those who are not eligible for retirement or discharge with severance pay may apply for Leave without Pay. During the extension, if the employment contract expires, the institution will not renew the contract.

3. Marriage Leave: Faculty members who are married will be granted 14 days for marriage leave. If there is a special reason, marriage leave can begin five days prior to the wedding date if approval is granted by the president. In principle, marriage leave must be taken within one month after the wedding is held. Applications for separate leave periods are not accepted.
4. Maternity Leave:
  - (1) Faculty members who are pregnant are granted 8 days of prenatal care leave, and are allowed to make separate applications of at least half a working day each time; this leave cannot be used post-delivery.
  - (2) Faculty members who give birth to children are granted 56 days of maternity leave. Those who have been pregnant for more than five months but suffer from miscarriage will be granted 42 days of miscarriage leave; those who has been pregnant for more than three months and less than five months but suffer from miscarriage will be granted 21 days of miscarriage leave; those who has been pregnant for less than three months but suffer from miscarriage will be granted 14 days of miscarriage leave. Maternity leave and miscarriage leave must be taken all at once, and include summer and winter vacations. Maternity leave should be applied for when applicant is about to give birth. If a certificate from a healthcare institution (or a doctor in isolated areas with limited healthcare facilities) proving the need for maternity leave is required, the applicant may take maternity leave prior to giving birth. Persons who take maternity leave first and suffer a miscarriage will receive a miscarriage leave which will be deducted from the days already taken for maternity leave. Faculty members who have ectopic pregnancy and must have surgery will be dealt with based on Miscarriage Leave.
5. Spousal Maternity Leave: Faculty members whose spouses give birth to children or experience a miscarriage at 5 months or more of pregnancy will be granted five days of maternity leave to accompany their spouses, and are allowed to make separate applications of at least half a working day each time. Applications are only accepted for the fifteen-day period (including holidays) before or after the delivery.
6. Compassionate Leave: Faculty members whose parents or spouses die will be granted 15 days of compassionate leave; those whose stepparents, spouse's parents, or children die will be granted ten days of compassionate leave; those whose great-grandparents, grandparents, spouse's grandparents, spouse's stepparents, or siblings die will be granted five days of compassionate leave. Days of compassionate leave may be applied for separately for at least half of a working day each time but should be completed within 100 days of the person's death. The situations of stepparents and spouse's stepparents are limited to those people who actually raised the faculty member or their spouse before they came of age or those stepparents who lived with faculty member or their spouse prior to their passing away.
7. Occupational Injury Leave: Faculty members who require rest or treatment due to official duties must obtain documentation from hospitals. Leave period is based on the medical treatment.
8. Official Leave: Faculty members who meet one of the following conditions are allowed to apply for official leave:
  - (1) Have been called up for military service in accordance with regulations.
  - (2) Have been designated to participate in training or seminars relating to duties.
  - (3) Have been designated to participate in government-approved gatherings.
  - (4) Have been designated to make inspection tours or attend academic conferences at home or abroad.
  - (5) Will participate in a competition outside the university.
  - (6) Will participate in an exchange visit held by the university.
  - (7) Other significant cases which have been reported and approved.
9. Faculty members who donate bone marrow or organs will be granted leave based on the situation.

Except for marriage leave, extended sick leave, and maternity leave, the leaves mentioned above will be in addition to official holidays and days which are not regular working days. The days of personal leave and sick leave are calculated each academic year. For staff members who have not served in Ming Chuan University for one whole academic year, the days of personal leave and sick leave are calculated in proportion to the number of months worked. Partial days will be calculated as one day, and

less than a half day will be calculated as a half day.

Faculty members whose racial identity is aboriginal and must attend their aboriginal holiday celebrations are required to provide household registry certificate or household registry transcript and other related documents to prove their aboriginal identities in order to take one day of official leave for such an event.

- Article 37. Faculty members who miss a class for fewer than 14 days (two weeks of classes) must arrange to make up the class. Those who miss a class for more than 14 days (more than two weeks of classes) must request for approval to arrange for a qualified substitute instructor (with a Teacher's License issued by Ministry of Education) to take over the class. Along with the faculty member's leave report, the resume, relevant certificates, and Teaching License of the substitute instructor should be submitted to the Academic Affairs Division, which will present the case to the president for approval.
- Article 38. Full-time faculty members (including full-time staff instructors in English Language Center) who take leave must pay for the teaching fees, except in cases of Official Leave, Occupational Injury Leave and Maternity Leave, which will be paid by the institution (not including hours being taught which exceed the required number of teaching hours, which shall be paid by the faculty member on leave). For those on extended sick leave, the university will deduct the teaching fees from their salary and directly compensate the substitute instructor(s).
- Article 39. Faculty members who request leave should make the request online in advance and makeup classes should be scheduled with students. Faculty members who take leave less than three days must receive approval from an administrator in their departments, graduate programs, or colleges. Faculty members who take leave for more than seven consecutive days must follow administrative procedures, and go through department chairs, program directors, or school deans to request the president's approval.
- Article 40. If faculty members fail to ask for leave or are absent from classes, this fact has been proven through investigation to result in a serious situation, the case will be sent to the Faculty Hiring and Promotion Committee. After the committee has reviewed the case, the president can suspend the contract, terminate the contract or not renew the contract.
- Article 41. Matters regarding research and further study for full-time faculty members will be processed in accordance with Ming Chuan University Procedures for Encouraging Faculty Members to Pursue Research and Further Study. The procedures are dealt with separately.

## **Chapter 7 Promotion**

- Article 42. Full-time faculty members who meet the qualifications of the Ministry of Education promotion policy and have been evaluated as having excellent performance in teaching and service with publications in a specialized area of academic pursuit may apply for promotion.
- Article 43. Full-time faculty members must apply for promotion in accordance with policy outlined in Ming Chuan University Procedures for Faculty Promotion.
- Article 44. During the period after the University Faculty Hiring and Promotion Committee has approved applications for promotion, but before the applications are approved by the Ministry of Education, the applicant will be given a letter of appointment at the position rank of the promotion. After the application is approved and the Teaching License is issued, a new letter of appointment will be issued with the date when the new level of teaching service will commence. After the new letter is issued, the successful applicant's salary or hourly pay will be paid retroactively at the new salary rank to cover the period between the promotion being approved and the new letter of appointment being issued. However, should the application fail, the position rank will be changed back to the original and a revised letter of appointment issued.
- Article 44-1 To improve faculty structure and increase research quality and quantity, full-time faculty members should apply for promotion in accordance with the following regulations. If faculty members are not promoted within the designated number of years, their contracts will not be renewed from the proceeding academic year.
1. From 2010-11 academic year, full-time assistant professors should be promoted within seven years. However, in line with MCU Diversified Faculty Promotion Procedure, full-time assistant professors who signed contracts with MCU prior to August 1, 2015 may extend their promotion period from seven years to nine years.

2. From 2010-11 academic year, full-time instructors should be promoted within eight years. However, in line with MCU Diversified Faculty Promotion Procedure, full-time instructors who signed contracts with MCU prior to August 1, 2015 may extend their promotion period from eight years to ten years. Those who have already been promoted during their full-time employment according to abovementioned regulations or full-time instructors who meet Article 14 Clause 3 of Ming Chuan University Procedures for Faculty Member Evaluations are not covered under this restriction. Those with administrative duties may apply for extended years stated in Item 1, but the extension period cannot exceed their administrative period. Those giving birth, taking parental leave, or suffering from severe unforeseen events may apply for an extension prior to the designated deadline, but the extended period cannot exceed two years. Since August 1, 2010, those who received one of the awards once below may apply to extend their promotion period by 1 year (Maximum of 5 years):

1. Outstanding Academia-Industry Cooperation Awards.
2. University's Teaching Excellence Awards.
3. Receiving the Flexible Salary (Category of teaching profession).
4. Outstanding Class Advisor Award.
5. Senior Outstanding Class Advisor Award.
6. MOST Research Project.
7. Advised students applying for MOST Research project and received excellence award.
8. Others: Those who had major contribution to university affairs development, enrollment, international exchange, university extension, and promoting research centers. (MCU president approval needed.)

Faculty members who apply based on one of the first three conditions should submit proof along with their application to all three levels (department/program, School/Institute, University) of Faculty Hiring and Promotion Committees. Upon being passed by the Committees and approved by the president, the extension may be implemented.

## **Chapter 8 Retirement, Workers' Compensation or Termination of Employment**

Article 45. Insurance for full-time faculty members will be dealt with according to relevant government insurance regulations.

Full-time faculty members will be added to the insurance program based on the actual date of employment, and insurance coverage will be rescinded on the date of resignation.

Article 46. Retirement, workers' compensation, or termination of employment for full-time faculty members will be processed in accordance with Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff Members. The procedures were dealt with separately.

## **Chapter 9 Grievance Process**

Article 47. Any grievances by full-time faculty members can be appealed according to Ming Chuan University Guidelines for the Review Process of the Faculty Appeal and Review Committee.

## **Chapter 10 Others**

Article 48. During the term of the employment contract, any adjustment or uncovered matter concerning the rights and duties between faculty member and MCU shall be dealt with in accordance with the current Teacher Law, relevant education rules and regulations, the Faculty Employment and Service Regulation, and relevant rules and regulations of MCU. The faculty member, by signing employment contract, agrees to abide and follow all current or amended stipulations of the above mentioned laws, rules and regulations valid either at the time of signing employment contract or the time of any amendment making thereafter.

Article 49. Upon being passed at the University Affairs Committee Meeting and approved by the president, these regulations 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.\*\***