**NATIONAL CHUNG HSING UNIVERSITY
Guidelines Governing Full-Time Faculty Members’ Part-Time Off-Campus Work and Teaching Engagements**

 November 11, 2009— Formulated and passed by the 57th University Council meeting

 May 14, 2010— Article 2 amended and passed by the 58th University Council meeting

 December 10 and 13, 2010—(Articles 3, 4, 6, and 11-1) amended and passed by the 59th University Council meeting

 March 28, 2014— (Articles 3, 5, 6, and 7) amended by the 68th University Council meeting

 December 9, 2016— (Articles 4, 6, 11-1) amended by the 76th University Council meeting

 December 20, 2019— (Article 6) amended by the 87th University Council meeting

 June 5, 2020— (Articles 2, 4, 6, 10, and 11) amended by the 89th University Council meeting

 October 15, 2021— (Article 4) passed by the 94th University Council meeting

Article 1 To keep pace with the development of technology at the national level, facilitate the implementation of academia-industry collaboration, and comply with the Ministry of Education’s policy to relax the restrictions on part-time engagements held by teachers, National Chung Hsing University (hereinafter, NCHU or “the University”) has formulated the following guidelines in accordance with the Ministry of Education’s *Regulations Governing Employment of Teachers as Adjunct Administrative Personnel in Educational Institutions at All Levels* to allow full-time faculty members to hold part-time engagements that do not impede their teaching and research duties at the University.

Article 2 Full-time faculty members at the University may be permitted to pursue part-time work or teaching engagements following approval by the competent department (graduate institute, office, center, or degree program) affairs meeting and the completion of the necessary administrative procedures, provided that such part-time engagements will not impact their duties at the University and that the faculty members fulfill the basic teaching/work hour requirements. To take on a part-time engagement at a nonprofit organization or association, faculty members only need the permission of the chair of the competent department (or director of the competent graduate institute, office, center, or degree program), but other administrative procedures shall still apply.

With the exception of a regulatory amendment in ex officio engagements associated with their full-time position, faculty members must submit a request in writing to the University for approval before taking up any part-time engagements. The same procedures shall apply to changes to or renewals of part-time engagements.

Faculty members must complete the procedures described in Paragraph 1 before registering themselves as a candidate for a part-time engagement at a for-profit organization or association that requires a nomination/election process. For a part-time engagement at a nonprofit organization or association, faculty members may choose whether to follow the aforementioned procedures. Faculty members who are not selected for such engagements shall notify the University.

Faculty members may be exempt from the preceding requirements if the part-time engagement they seek falls into one of the following categories, does not negatively impact their full-time duties or harm the reputation or esteem of the University, and is not incompatible with their position at the University:

1. Giving non-regularly scheduled speeches or lectures for noncommercial and nonprofit purposes

2. Serving on a task force or as a consultant or expert for a government agency/institution, school, or incorporated administrative agency

3. Performing part-time work that requires confidentiality by law

4. Serving in a non-decision-making role or administrative role at the invitation of a government agency/institution, school, or incorporated administrative agency, with no compensation other than travel expense reimbursements and attendance fees

5. Serving in a temporary position at the invitation of a government agency/institution, school, incorporated administrative agency, or nonprofit organization or association.

Article 3 The *Civil Service Act* shall apply to part-time engagements held by full-time faculty members who also serve in an administrative role at the University.

Article 4 Faculty members are permitted to undertake part-time engagements at the following domestic organizations:

1. Government agencies/institutions, public schools, and registered private schools

2. Incorporated administrative agencies

3. Nonprofit organizations and associations

1) State-owned NPOs, private NPOs, and partially state-owned NPOs

2) Legal persons, foundations, or associations registered with the competent authority in accordance with the law

3) International scholarly or professional associations

4. For-profit businesses, organizations, and associations:

1) Those in an academia-industry collaboration project with the University

2) Those whose shares are partially owned by the University or a government agency/institution

3) Those undertaking a government-commissioned research project

4) Temporary or policy-based task forces established under a state-owned enterprise

5) Publishers of scholarly journals with academic significance, as determine by the University

6) Publishers of textbooks and teacher’s manuals and reference books written in accordance with Ministry of Education-mandated curricula

5. Biomedicine start-up companies

6. Businesses, institutions, associations, or start-ups described in the *Regulations Governing Research Personnel Holding Concurrent Jobs and Using Technology as Investment Capital*

Faculty members are permitted to undertake part-time engagements at the following overseas (including Hong Kong and Macau) organizations:

1. Schools registered with the local competent authority

2. International scholarly or professional associations

3. Publishers of scholarly journals with academic significance, as determined by the University

4. Foreign businesses engaged in an academia-industry collaboration project with the University which had their initial public offering in Taiwan or whose board of directors or shareholders meetings have moved to do so.

5. Businesses, institutions, associations, or start-ups described in the *Regulations Governing Research Personnel Holding Concurrent Jobs and Using Technology as Investment Capital*

Matters related to the management of conflict of interest recusal, disclosure, and reporting for faculty members with part-time engagements at businesses, institutions, associations, or start-ups described in the *Regulations Governing Research Personnel Holding Concurrent Jobs and Using Technology as Investment Capital*, as defined in Paragraph 1, Subparagraph 6 and Paragraph 2, Subparagraph 5 herein, shall be subject to the University’s *Principles for Recusal and Conflicts of Interest Regarding the Management and Utilization of Research and Development Outcomes*.

If a faculty member serves as a director, supervisor, or independent director at a for-profit enterprise described under Paragraph 1, Subparagraph 4, Item 1 or 2, or a foreign company described under Paragraph 2, Subparagraph 4, the University shall actively disclose the name of the faculty member, the place where they hold their part-time engagement, and their part-time job title.

Article 5 Faculty members may not work four more than eight hours a week for a regularly scheduled part-time engagement.

Article 6 Full-time faculty members who wish to commoditize or commercialize information or professional achievements obtained from their full-time position must do so in a way that is consistent with the applicable laws, agreements, and University regulations.

In any of the following circumstances, the University shall sign an agreement with any for-profit enterprise or association where a faculty member holds a part-time engagement for more than half a year, unless otherwise stipulated by law. The agreement shall stipulate a reimbursement mechanism based on the type and circumstances of the part-time engagement, with a minimum reimbursement amount of no less than the faculty members’ monthly salary. If the reimbursement is rendered in the form of an academic feedback fund, it shall be included in the University Endowment Fund or the University’s business expenditure budget:

1. Faculty members with no administrative duties:

1) Part-time engagements at domestic for-profit enterprises or organizations (Article 4, Paragraph 1, Subparagraph 4, Item 1) or foreign businesses (Article 4, Paragraph 2, Subparagraph 4) engaged in an academia-industry collaboration project with the University

2) Part-time engagements at biomedicine start-up companies (Article 4, Paragraph 1, Subparagraph 5)

3) Up to four part-time engagements described in the preceding two subparagraphs shall be permitted per faculty member

2. Faculty members with administrative duties who hold a part-time engagement at a for-profit enterprise or biomedicine start-up without representing government or University interests

For faculty members who are appointed to an independent director position at an entity described under Subparagraph 1, Item 1 of the preceding paragraph, the entity shall sign an agreement with the University to establish a reimbursement system within three months of the first board of directors’ meeting following the shareholders meeting in which the appointment is approved. The reimbursement system shall be effective retroactively from the appointment date, of which the University shall be notified.

Faculty members shall complete the procedures for serving as an independent director within three months of their appointment. In the event that a resolution cannot be made at the for-profit enterprise’s first board of directors’ meeting after the shareholders meeting, the University shall then revoke the faculty member’s part-time engagement application. In the event that an agreement for an academia-industry collaboration with academic reimbursement is not signed within three months of the University’s approval, said approval shall become void on the following day.

Any further part-time engagements associated with serving as an independent director shall still require the same application procedures provided herein. The same three-month period, as described in the preceding two paragraphs, shall apply.

Matters related to academia-industry collaboration agreements and reimbursement terms shall be formulated separately by the Office of Research and Development and implemented upon approval by the Administrative Meeting.

Faculty members whose part-time remuneration exceeds their salary for their position at the University shall provide a report analyzing the impact on their duties, the tangible benefits of the academia-industry collaboration project, and the revenue generated through the reimbursement system. The report shall be reviewed by the competent department (graduate institute, office, center, or degree program) affairs meeting and submitted for approval in accordance with internal administrative procedures.

Article 7 Each full-time faculty member may not receive more than four hours of hourly lecture fees per week for off-campus part-time teaching engagements during daytime (not counting Saturdays and Sundays) and on-campus overtime teaching hours.

Article 8 To minimize the impact on faculty member’s teaching and research duties at the University, the faculty members described below shall be ineligible to engage in part-time teaching off campus:

1. New faculty members who have been granted a reduction in teaching hours

2. Faculty members who do not meet the teaching hour requirements on campus

3. Faculty members who failed the faculty evaluation in the most recent year

For Subparagraph 2 of the preceding paragraph, the average teaching hours shall be based on the semester preceding the semester in which the part-time teaching engagement takes place. In the event that the teaching hour requirements are not met, an additional semester (i.e., the two semesters preceding the current one) may be included in calculating the average teaching hours.

Faculty members may be exempted from Paragraph 1 under extraordinary circumstances with the approval of the NCHU President.

Part-time teaching engagements approved prior to the implementation of these guidelines shall remain effective until the original approval expiry date.

Article 9 Each college shall review faculty members’ part-time engagements on an annual basis. The review results shall serve as a reference for determining whether the approval for such part-time engagements may be renewed.

Article 10 Faculty members who violate their appointment contract and pursue part-time teaching/work engagements without the University’s permission shall be reported to the three levels of faculty evaluation committee for disciplinary action. The proceeds from such unlawful part-time engagements shall be seized by NCHU and included in the University Endowment Fund or its business expenditure budget in accordance with the terms stipulated in the University’s appointment contract.

Article 11 These guidelines shall apply mutatis mutandis to full-time project teachers of the University.

Article 11-1 Faculty members on secondment may be exempt from Article 5 herein but shall comply with the following rules:

1. The term of their part-time engagement may not exceed the term of their secondment. Faculty members shall notify the University when they receive approval from the target agency/institution, school, legal person, enterprise, or organization to hold a part-time engagement.

2. For secondment to a for-profit enterprise or organization of longer than six months, the target enterprise/organization shall sign an agreement with the University to establish a reimbursement system in accordance with Article 6 herein.

Article 12 Matters unaddressed herein shall be subject to the Ministry of Education’s *Regulations Governing Employment of Teachers as Adjunct Administrative Personnel in Educational Institutions at All Levels* and other applicable regulations.

Article 13 These guidelines and any amendments made hereto shall be implemented upon passage by the University Council meeting.