**NATIONAL CHUNG HSING UNIVERSITY**

**Principles for the Appointment of Part-Time Faculty Members**

March 20, 1991— Formulated by the 203rd Administrative Meeting

October 29, 2009— Amended and passed by the 347th Administrative Meeting

June 13, 2012— Amended and passed by the 371st Administrative Meeting

October 18, 2017— (All articles) amended and passed by the expanded 410th Administrative Meeting

November 14, 2018— (All articles) amended and passed by the 420th Administrative Meeting

January 12, 2022— (Articles 6, 9, 10, and 11) amended and passed by the 445th Administrative Meeting

Article 1 National Chung Hsing University (hereinafter, NCHU or “the University”) has formulated the following principles in accordance with the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* to address academic units’ educational and graduate student advising needs.

Unless otherwise stipulated elsewhere, the appointment of part-time faculty members to work at the University shall be subject to the provisions set forth herein.

Article 2 Departments, graduate institutes, offices, centers, and academic programs (collectively, “hiring units”) whose unfilled faculty quotas or professional course or research needs are not sufficient to warrant the hiring of an additional full-time faculty member, or whose course offering needs cannot be met by the current NCHU faculty members, may appoint part-time faculty members. The foregoing notwithstanding, the current faculty members shall still meet the existing lecture hour requirements.

In principle, part-time faculty members may only offer elective courses. If a required course is to be offered by a part-time faculty member, specific reasons shall be provided at the time of appointment.

Article 3 In principle, part-time faculty members must hold the position of assistant professor or above, except where the candidate is a lecturer who possesses unusual expertise that corresponds with the hiring unit’s course offering needs.

The qualifications for part-time faculty members shall be the same as those for their full-time counterparts. In principle, part-time faculty members must not be over the age of 70, but a two-year extension may be granted to part-time faculty members in good health who have made extraordinary contributions to academia or who have previously retired from the University.

Article 4 Part-time faculty members’ remuneration shall be based on their teaching hours. Payment of hourly lecture fees and the sources of funds shall be subject to the *Table of Hourly Lecture Fee Standards for Part-Time Faculty Members at Public Junior Colleges and Institutions of Higher Education*.

Article 5 Part-time faculty recruitment (excluding changes of appointment from full-time to part-time) notices shall be placed in academic journals or broadcast through the media for a period of at least two weeks.

Recruitment notices shall be drafted by the hiring unit, reviewed by the competent college for the qualifications, appointment type, and sources of funds indicated on the notices, and forwarded to the Personnel Department for a final confirmation of the appropriateness of their contents. Following the necessary administrative approval procedures, recruitment notices shall be published by the Personnel Department on the University website. Hiring units wishing to publish recruitment notices elsewhere shall use the same version as shown on the University website.

Article 6 Part-time faculty members may request leave in accordance with Article 3 of the *Employment Leave Regulations for Teachers* and Articles 17 and 18 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education*.

Part-time faculty members shall appear in class on time to give lectures as scheduled. If, during the semester, they are unable to appear in class for any reason, they shall contact the University in advance and schedule a make-up session; they may not ask other faculty members to give lectures for them. Leave requests submitted in accordance with the applicable regulations shall be approved by the head of the hiring unit, and any resulting schedule changes, make-up sessions, and substitute lecturers shall be handled in accordance with the University regulations applicable to leave requests, make-up sessions, substitutes, and hourly lecture fee calculation. Part-time faculty members must give prior notice to the hiring unit for reference if they wish to invite other faculty members to give a guest lecture in their class.

Article 7 In principle, part-time faculty members may teach up to four hours of classes per week, but part-time faculty members without a full-time engagement may teach up to nine hours per week.

Part-time faculty members who teach courses at an academic unit other than the hiring unit shall have the teaching hours for those courses included in the quota of said academic unit. No additional letters of appointment will be issued to part-time faculty members who are teaching courses in another academic unit.

The number of regular program teaching hours offered by part-time faculty members in each continuing bachelor degree program may not exceed 20 hours, but teaching hours in excess of 12 hours may only be offered by lecturers with a doctoral degree or assistant professors (or above).

Article 8 Part-time faculty members who have a full-time engagement at another institution may not apply for a Ministry of Education teaching certificate through the University.

Article 9 The term of appointment for part-time faculty members shall be either one semester or one academic year depending on the courses they teach (including graduate student advising). In the event that a course is canceled due to low enrollment, the hiring unit shall terminate the appointment of the part-time faculty member in question by specifying the reason for the termination in writing. The original letter of appointment shall be returned to the Personnel Department, which shall indicate the actual term of appointment and then return it to the part-time faculty member.

Part-time clinical medicine teachers shall be issued a letter of appointment based on their term of appointment immediately following the appointment process.

Article 10 The University shall enroll part-time faculty members in labor insurance, employment insurance, and National Health Insurance during their term of appointment as long as they qualify for such insurance policies under the *Labor Insurance Act*, *Employment Insurance Act*, or *National Health Insurance Act*.

Part-time faculty members who have begun receiving pension payments or who are over the age of 65 and have never been covered under labor insurance shall be enrolled in occupational accident insurance.

Part-time faculty members who fall under the *Labor Pension Act* and Article 20 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* shall have pension withholdings deducted from their remuneration on a monthly basis throughout the term of their appointment.

Article 11 Part-time faculty members who commit any terminable offenses stipulated in the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* shall be terminated by the University and be subject to the applicable provisions of the same *Regulations*.

Article 12 Matters unaddressed herein shall be subject to other applicable regulations.

Article 13 These principles and any amendments made hereto shall be implemented upon approval by the Administrative Meeting.