

國立中興大學兼任教師聘任原則

National Chung Hsing University Principles for the Appointment of Part-Time Faculty Members

80.3.20 第 203 次行政會議訂定
March 20, 1991 Formulated at the 203rd Administrative Meeting
98.10.28 第 347 次行政會議修正通過
2009.10.28 Amended and passed at the 347th Administrative Meeting
101.6.13 第 371 次行政會議修正通過
2012.6.13 Amended and passed at the 371st Administrative Meeting
106.10.18 第 410 次擴大行政會議修正通過（全條文）
2017.10.18 (All text) amended and passed at the expanded 410th Administrative Meeting
107.11.14 第 420 次行政會議修正通過（全條文）
2018.11.14 (All text) amended and passed at the 420th Administrative Meeting
111.1.12 第 445 次行政會議修正通過（第 6.9.10.11 點）
2022.1.12 (Articles 6, 9, 10, and 11) amended and passed at the 445th Administrative Meeting

- 一、國立中興大學(以下簡稱本校)為因應各單位教學或指導研究生之需要，依據「專科以上學校兼任教師聘任辦法」訂定本原則。
- 本校兼任教師之聘任，除法令另有規定外，依本原則之規定辦理。
- I. National Chung Hsing University (hereinafter referred to as “the University”) has formulated these Principles in accordance with the Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education to address the educational and graduate student advising needs of various units. Unless otherwise stipulated elsewhere, the appointment of part-time faculty members of the University shall be subject to the provisions set forth in these Principles.
- 二、本校各系所（室、中心、學位學程）分配員額未聘滿時，或專業課程與研究負擔時數過少，不宜聘請專任教師或本校無適當教師可以擔任者，得就課程需要延聘兼任教師，但現有教師，應以符合規定授課時數為原則。
- 兼任教師以開授選修課程為原則，如需開授必修課程，應於辦理聘任時敘明具體理由。
- II. Academic programs (offices, centers, or degree programs) of the University with unfilled allocation quotas, or with the number of professional courses and research hours not sufficient to warrant the appointment of full-time faculty members, or when no suitable faculty member of the University is available to teach, part-time faculty members may be appointed as needed for course instruction. The foregoing notwithstanding, the current faculty members shall, in principle, meet the existing teaching hour requirements.
- Part-time faculty members shall, in principle, teach selective courses. If it is necessary for them to teach required courses, concrete reasons shall be stated at the time of appointment.
- 三、兼任教師之聘任以助理教授以上為原則，但該專長確為稀有或因實務課程需要，亦得聘請兼任講師擔任之。
- 兼任教師之資格與專任同，年齡以不超過七十歲為限，但在學術上有特殊成就或本校退休教授，健康情況良好者，得繼續延聘二年。
- III. In principle, part-time faculty members must hold the position of assistant professor or above; however, where the area of expertise is rare or if required for practical

courses, part-time lecturers may also be appointed.

The qualifications for part-time faculty members shall be the same as those for their full-time counterparts. Part-time faculty members must not be over the age of 70, but a two-year extension may be granted to those in good health who have made special accomplishments in academia or who are retired professors of the University.

四、兼任教師之待遇應按授課時數依「公立大專校院兼任教師鐘點費支給基準表」規定支給鐘點費，並確認經費來源。

IV. Part-time faculty members' remuneration shall be based on their teaching hours. Payment of hourly lecture fees shall be subject to the Table of Hourly Lecture Fee Standards for Part-Time Faculty Members at Public Colleges and Universities, and the source of funding shall be verified.

五、兼任教師新聘案(不含專任轉兼任)，應於傳播媒體或學術刊物刊載徵聘資訊，所定之應徵期間至少二週以上。

徵聘公告由各聘任系所（室、中心、學位學程）研擬徵才內容，各該學院就徵才內容審核所列資格條件、員額屬性、經費來源等，並會知人事室審核徵才內容文字妥適性，經行政程序簽准後，由人事室公告於本校網站上。各聘任系所（室、中心、學位學程）如須於其他媒體管道刊登徵才公告者，應以學校網站版本公告。

V. For the appointment of part-time faculty members (excluding changes of appointment from full-time to part-time), recruitment information shall be placed in media or academic journals. The recruitment period must be at least two weeks long. Recruitment notices shall be drafted by the respective appointing academic program (office, center, or degree program), reviewed by the competent college for the qualification conditions, position attributes, and sources of funds indicated in the notices, and forwarded to the Office of Personnel to review the appropriateness of the wording. Following the administrative approval procedures, the notice shall be published by the Office of Personnel on the University website. If an appointing academic program (office, center, or degree program) needs to publish the recruitment notice through other media channels, the version posted on the University's website shall prevail.

六、兼任教師之請假，依教師請假規則第三條及專科以上學校兼任教師聘任辦法第十七條及第十八條規定辦理。

兼任教師應依排定課程按時授課，學期中如因特殊原因不克到校授課者，應事先與學校聯繫，定期補授，不得逕請他人代授。依相關規定請假者，應經單位主管同意，請假所遺課務之調課、補課、代課，依本校教師請假補課、代課規定及鐘點費核計辦法辦理，如因特殊需要請其他教授專題講演分擔時數者，須事先報系所（室、中心、學位學程）備查。

VI. Part-time faculty members may request leave in accordance with the provisions of Article 3 of the Faculty Member Leave Rules 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 at the University to give lectures due to special circumstances, they shall contact the University in advance and schedule make-up sessions on a regular basis; they may not ask others

to give lectures on their behalf. Leave requests submitted in accordance with the relevant regulations shall be approved by the unit head, and any resulting schedule changes, make-up sessions, and substitutions shall be handled in accordance with the University regulations applicable to leave requests, make-up sessions, substitutions, and hourly lecture fee calculation. Part-time faculty members must give prior notice to the academic program (office, center, or degree program) for reference if they, due to special needs, invite other professors to give special lectures and share part of their teaching hours.

七、 兼任教師每週授課時數原則上不得超過四小時，但未有專任職務之本校兼任教師總授課時數不得超過九小時。

兼任教師若支援其他系所（室、中心、學位學程）開授課程，所授課程時數應計入被支援之系所（室、中心、學位學程）員額計算，另亦不再重發兼任教師聘書。

進修學士班每一班（單班）之兼任教師合計可支援日間部授課二十小時，其中超過十二小時以上部分，須聘具博士學位或助理教授以上資格者。

VII. In principle, part-time faculty members may not teach more than four hours per week. However, the total teaching hours of part-time faculty members of the University who do not hold full-time positions may not exceed nine hours. When a part-time faculty member assists another academic program (office, center, or degree program) in teaching courses, the teaching hours of such courses shall be included in the faculty quota calculation of the supported academic program (office, center, or degree program), and no additional part-time faculty appointment letter shall be issued.

For each continuing bachelor program (single class), part-time faculty members may collectively support up to 20 hours of teaching in the day division. For any portion exceeding 12 hours, they shall hold a doctoral degree or possess qualifications of assistant professor or above.

八、 凡在他校擔任專任教師之兼任教師，不得於本校申請教育部教師資格證書。

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

九、 兼任教師依所授課程（或指導研究生論文）致聘一學期或一學年，如遇有修課人數不足致未開課者，兼任教師所屬單位應以書面敘明理由終止聘約，並將聘書收回送交人事室註記實際授課時間後，送回兼任教師。

臨床醫學兼任教師於完成聘任程序後，即依聘期發給聘書。

IX. 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 not offered due to insufficient enrollment, the unit to which the part-time faculty member belongs shall terminate their appointment by specifying the reason for the termination in writing. The original letter of appointment shall be returned to the Office of Personnel, which shall indicate the actual teaching period and then return it to the part-time faculty member.

For part-time faculty members in clinical medicine, the letter of appointment shall be issued in accordance with the appointment term upon completion of the appointment procedures.

- 十、 兼任教師符合勞工保險條例、就業保險法或全民健康保險法所定資格者，依規定於聘約有效期間內為其投保勞工保險、就業保險及全民健康保險。
- X. Part-time faculty members shall be enrolled in labor insurance, employment insurance, and National Health Insurance during the effective period of their appointment contract in accordance with regulations as long as they meet the eligibility requirements set forth in the Labor Insurance Act, Employment Insurance Act, or National Health Insurance Act.
- 兼任教師已領取勞保老年給付，或年逾六十五歲以往無參加勞保紀錄者，應參加職業災害保險。
- 兼任教師符合勞工退休金條例及專科以上學校兼任教師聘任辦法第二十條所定資格者，應依規定於聘約有效期間按月提繳退休金。
- Part-time faculty members who have begun receiving labor insurance old-age benefits or who are over the age of 65 and have no previous labor insurance record, shall participate in occupational accident insurance.
- Part-time faculty members who meet the eligibility requirements set forth in 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 monthly pension contributions made during the effective period of their appointment contract in accordance with regulations.
- 十一、 兼任教師如有專科以上學校兼任教師聘任辦法所定應終止聘約之情事者，本校應終止聘約並依專科以上學校兼任教師聘任辦法之規定辦理相關事宜。
- XI. Part-time faculty members who are found to be in any circumstance requiring termination of appointment as stipulated in the Regulations for Appointing Part-Time Faculty Members at Junior Colleges and Institutions of Higher Education shall have their appointment terminated by the University and be subject to the relevant provisions of said Regulations.
- 十二、 本原則如有未盡事宜，悉依其他相關規定辦理。
- XII. Matters unaddressed in these Principles shall be subject to other relevant regulations.
- 十三、 本原則經行政會議通過後實施，修正時亦同。
- XIII. These Principles and any amendments made hereto shall be implemented upon passage by the Administrative Meeting.