

文藻外語大學兼任教師聘任辦法

Guidelines for Part-time Faculty Employment of Wenzao Ursuline University of Languages

民國96年05月01日行政會議通過
民國96年12月18日行政會議修正通過
民國100年10月25日行政會議修正通過
民國102年8月25日校長核定配合學校改名大學修訂法規名稱
民國104年02月03日行政會議修正通過
民國106年01月03日行政會議修正通過
民國106年04月06日行政會議修正通過
民國106年6月7日校教評會議修正通過
民國106年7月27日校教評會議修正通過
民國109年12月22日校教評會議修正通過
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民國110年06月15日校教評會議修正通過
民國110年08月17日校教評會議修正通過

第一條 文藻外語大學（以下簡稱本校）依據教育部專科以上學校兼任教師聘任辦法，特訂定文藻外語大學兼任教師聘任辦法（以下簡稱本辦法）。

Article 1. For recruitment, these Guidelines for Part-time Faculty Employment (hereinafter “Guidelines”) of Wenzao Ursuline University of Languages (hereinafter “the School”) are enacted according to the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions carried out by Ministry of Education.

第二條 本校兼任教師之聘任以符合下列事項之一者為原則：
一、本校專任教師中，相同學術專長領域之教師授課均已達基本授課時數規定且當學期授課科目已達三科以上。
二、本校專任教師中，相同學術專長領域之教師授課均已達超鐘點時數上限規定。
三、本校無此學術專長領域之教師。
四、教學課程需要外，對本校業務改善、提昇教學、研究等其他能有具體助益者。

Article 2. Part-time faculty is employed by the School under the following situations:
(1) When the full-time faculty of the School in the same academic specialties reaches the limit of basic teaching hours and gives instruction at least three curriculums in the semester.
(2) When the full-time faculty of the School in the same academic specialties reaches the limit of overtime teaching hours.
(3) When the School does not have teachers in this academic specialty.
(4) When a part-time teacher is able to improve the administrative processing, advance teaching and research results or achieve other specific matters in addition to teaching requirement.

第三條 兼任教師之資格須符合「教育人員任用條例」或「大學聘任專業技術人員擔任教學辦法」之規定，各系（所）、中心遴聘兼任教師時應以合格教師（具教師證書）與具專職者為原則，聘任應經各級教評會評審通過陳校長核定，由人事室製發聘書。

對於優秀之兼任教師，得經學術單位主管於教師需求申請表上推薦，經校長核准，得免公告徵聘之程序。

兼任教師擬任職級與任教科目經校教評會審議有案，且再次聘任與前次聘任間隔期間未逾三年者，得提出教師需求申請表，經校長核准，以續聘程序辦理。

Article 3. Qualification of part-time faculty must comply with the regulations of the Education Personnel Employment Law or the Employment Regulations for Professional Technicians Teaching at Universities. Each department (graduate institute, center) shall recruit part-time teachers who possess qualified teaching certificates and specialties. The employment shall be evaluated by each Faculty Evaluation Committee and ratified by the President. The letter of appointment shall be issued by the Personnel Office.

Outstanding part-time faculty may be recommended by heads of academic units for employment using the Application Form for Faculty Position. Upon approval by the President, issuance of a recruitment notice is not required.

A part-time teacher may submit the Application Form for Faculty Position if his/her rank and courses he/she offers have been deliberated at the University Faculty Evaluation Committee meeting, when the interval between his/her re-employment and previous employment is no more than three years. Upon approval by the President, his/her employment will be processed according to the re-employment procedure.

第四條 兼任教師待遇以鐘點費支給，授課期間並應按月發給，每週授課時數，以不超過各級專任教師基本授課時數為原則；如已在他校或機關有專任職務者，在本校授課鐘點數，以四小時為限。若因課程安排需要須超過規定時數上限時應事先簽准，否則不予核計鐘點費。

兼任教師如因天然災害停止上班上課或國定假日致無實際授課，學校仍應發給鐘點費。

Article 4. Part-time faculty members shall be paid at an hourly rate on a monthly basis during the teaching period. The number of teaching hours per week shall not exceed the basic teaching hours of full-time teachers at the corresponding level. If a part-time teacher already holds a full-time position in another school or institution, the number of hours he or she is allowed to teach at the School shall not exceed four hours. If the maximum number of hours is exceeded due to curriculum requirements, prior approval shall be obtained; otherwise, the hourly rate will not be granted.

In the situation where classes are canceled because of natural disasters or days off due to national holidays, part-time faculty members shall still receive their hourly rate.

第五條 兼任教師之聘期，為學期制。如因新增課程、教師需求或兼任教師個人因素等事實，致聘期無法以學期制為之，得依約定聘期起日，但聘期訖日仍以學期制為之。

兼任教師在聘任期間因故辭職，須在一個月前提出辭職書，經校長核定後，始可卸除職務並應退還聘書。如未經學校同意中途離職者，應賠償一個月之授課鐘點費以為違約金。

兼任教師聘任後，若因學生選課人數未達開課標準、課程或師資調整，致無聘任該兼任教師之需求，於聘期屆滿前得終止聘約，並應由所屬系（所）、中心以書面通知。

Article 5. The term of appointment for part-time faculty shall be based on the semester system. If the term of appointment cannot be based on the semester system due to new courses, faculty needs, or personal factors of the part-time teacher, the starting date of appointment

may be set based on prior arrangement; however, the termination date of appointment shall still be based on the semester system.

A part-time teacher wishing to resign for any reason during the term of appointment shall submit a letter of resignation at least one month prior to the resignation date. Upon the ratification of the President, he or she may be released from the appointed position and shall return the letter of appointment. If a part-time teacher leaves his or her appointed position without the consent of the School, he or she shall compensate the School with one month's wages for breach of contract.

If, after the appointment of a part-time teacher, the need for his or her appointment ceases because the number of students selecting a course does not reach the minimum number required for the course to be offered, or due to curriculum or faculty adjustments, the appointment may be terminated before the expiration date of the appointment, while the corresponding department (graduate institute) or center of the part-time teacher shall notify the teacher in writing.

第六條 兼任教師一學期一聘，以每學期4.5個月計薪，開學上課日後始聘任者，自實際到職之日起薪。

Article 6. Part-time faculty shall be employed on a semester basis and shall be paid 4.5 months per semester. Those employed after the starting date of the semester shall be paid from the actual starting date of the appointment.

第七條 兼任教師之請假，比照本校教職員教師請假規則第三條請假日數核算，並依下列規定辦理：

一、生理假：每月得請生理假一日，每次以一曆日計給為原則；全學年請假日數未逾三曆日，不併入病假計算，其餘日數併入病假計算；聘約未達全學年者依比例計，未達一曆日以一曆日計。

二、安胎休養：懷孕期間經醫師診斷需安胎休養者，按所需期間依曆日給假；請假期間之應授課時數併入病假計算。

三、娩假、流產假：日數比照專任教師核給且連續計算。

四、捐贈骨髓或器官者，視實際需要給假。

五、具原住民族身分教師，依原住民族委員會公告各該原住民族歲時祭儀放假日計給。

六、婚假、產前假、陪產假、事假及家庭照顧假、病假、喪假，按其平均每週授課時數除以四十小時乘以應給予請假日數乘以八小時，不足一小時部分以一小時計；申請得以時計。

兼任教師請假或調課悉依本校規定辦理，並應按程序向所屬系(所)、中心提出，會辦有關單位，奉核准後，完成請假手續。

兼任教師於授課期間依第一項規定請假者，鐘點費由學校負擔，並支應補課、代課鐘點費。但病假超過第一項規定時數者，以事假抵銷，事假及家庭照顧假合計超過第一項規定時數者，不發給鐘點費。

Article 7. Leave of absence for part-time faculty shall be applied under Article 3 of the Leave Rules for Faculty and Staff of the School, and shall be handled in accordance with the following provisions:

- (1) Menstrual leave: A female part-time teacher may take one day of menstrual leave per month. In principle, one calendar day is granted as menstrual leave each month. If the cumulative number of days of menstrual leave does not exceed three calendar days in

one academic year, said leave shall not be counted toward days off for sick leave. All additional menstrual leave shall be counted toward days off for sick leave. Menstrual leave of those whose appointment period is shorter than one academic year shall be calculated proportionally. A menstrual leave shorter than one calendar day shall be counted as one calendar day.

- (2) Recuperation leave during pregnancy: For a pregnant part-time teacher who has been diagnosed by a physician as needing to recuperate, the leave shall be granted in accordance with the required period of calendar days. The number of teaching hours during the leave shall be included in the calculation of sick leave.
- (3) Maternity leave and miscarriage leave: The number of days of maternity leave and miscarriage leave shall be granted in accordance with that of full-time teachers and shall be calculated continuously.
- (4) Leave for bone marrow or organ donation shall be granted based on actual needs.
- (5) A part-time teacher with indigenous ethnicity status may take leave during the annual festivals of the indigenous ethnicity per the schedule posted by the Council of Indigenous Peoples.
- (6) Marriage leave, prenatal leave, paternity leave, personal leave, family care leave, sick leave, and funeral leave shall be granted according to the following calculation: Divide the average number of teaching hours per week by 40 hours, multiply it by the number of days of leave to be granted, and then multiply it by 8 hours. Fractional parts shall be counted as 1 hour. Leave may be applied on an hourly basis.

Part-time faculty members shall apply for leave of absence and class rescheduling in accordance with the School's regulations, and shall submit applications to their respective department (graduate institute) or center per relevant procedures. An application for leave may be considered complete when it has been approved by all relevant offices or units.

Part-time faculty members taking leave in accordance with Paragraph 1 shall be paid their hourly rate. The School will also pay for the hourly rate of make-up or substitute classes. When sick leave taken exceeds the prescribed number of hours, the exceeded number shall be offset by the number of hours for personal leave. In the situation where the combined number of hours for personal and family leave exceeds the number of hours prescribed in Paragraph 1, the part-time teacher shall not receive his or her hourly rate.

第八條

本校兼任教師僅辦理學位送審，不辦理著作升等事宜。兼任教師須累計在本校任教滿四學期，其每學期任教課程之教學評量平均成績不低於全校平均數兩個標準差，達四學期以上者，得於每學期開學後一個月內向所屬系（所）、中心提出申請，經審查並符合規定者，系（所）、中心教評會提供二倍外審委員名單，由院長於院教評會議中以抽籤方式或授權抽籤小組以抽籤方式決定外審審查委員後，交系（所）、中心辦理，送請三位校外學者專家審查教師資格，兼任教師論文審查費由送審教師自行負擔。外審通過者，送三級教評會審議通過後，陳報教育部審定教師資格。

已停招之系（所）、學位學程，自停招學年度起，不辦理教師資格審查。

- Article 8. Part-time faculty members may only apply for academic degree accreditation; applications for promotion through publications will not be processed. Part-time faculty members who have taught at the School for at least four accumulative semesters and whose teaching evaluation results of the courses they taught in each semester were no less

than two standard deviations below the School average for at least four semesters may submit their applications to the corresponding department (graduate institute) or center within one month after the starting date of the semester. After the application, having been reviewed for its compliance, is accepted, the Departmental (Graduate Institute) or Center Faculty Evaluation Committee shall provide the college dean with a list of candidates to be external reviewers, the number of which shall be twice the required number. The dean shall select the external reviewers by drawing lots, or authorize a team to select the external reviewers by drawing lots, at the College Faculty Evaluation Committee meeting, following which the department (graduate institute) or center shall hold a qualification accreditation session with the three external reviewers selected. The applicant shall bear the expenses for the review of his or her dissertation. A successful application from the external review shall be submitted to each of the three Faculty Evaluation Committees for approval, after which the result shall be reported to the Ministry of Education for teacher qualification accreditation.

For the faculty teaching at the department (graduate institute) or degree program which has stopped recruitment, the application for teacher qualification accreditation will not be processed effective from the academic year of terminating recruitment.

- 第九條 兼任教師係他校專任教師者，不得經由本校取得教師證書。
- Article 9. Part-time faculty members who hold a full-time teaching position in another institution or school cannot obtain a teacher certificate through the School.
- 第十條 本校行政人員受聘為兼任教師者以服務本校年資滿一年，考績甲等以上為原則，兼課人數不超過該一級單位行政人員人數之1/3，兼課時數每學期以一門課為原則，至多4小時。如為工作時段內之兼課，不另付鐘點費。
- Article 10. Administrative personnel of the School may be employed as part-time teachers only when they have served at the School for at least one year and have a grade A or above in their performance evaluation. The number of part-time teachers shall not exceed one-third of the number of first-level administrative personnel. Only one course, with a maximum of four hours, is allowed per semester. If the instruction is held during office hours, no hourly rate will be granted.
- 第十一條 兼任教師如於任教期間由其任專職之機關或學校取得更高職級教師證書，經校教評會審議通過後，自次學期始予改聘。未具其他機關學校專任職務之兼任教師如於任教期間取得博士學位，得向所屬學術單位提出申請，依本校新聘教師作業程序經各級教師評審委員會審議通過後，以助理教授聘任。
- Article 11. In the event where a part-time teacher has obtained a teacher certificate of a higher rank from the institution or school where he or she holds a full-time position during the appointment period, a new appointment letter shall be issued in the following semester after approval by the University Faculty Evaluation Committee. In the event where a part-time teacher who does not hold a full-time position in another institution or school is awarded a doctoral degree during the teaching period, he or she may submit an application to the corresponding academic unit in accordance with the School's employment procedures. The part-time teacher may be appointed as assistant professor after his or her application has been reviewed and approved by each Faculty Evaluation Committee.
- 第十二條 兼任教師於執行教學、指導、訓練、評鑑、管理、輔導或提供學生工作機會時，在與性或性別有關之人際互動上，不得發展有違專業倫理之關係。
- 兼任教師發現師生關係有違反前項專業倫理之虞，應主動迴避或陳報學校處理。

兼任教師應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。

Article 12. When performing teaching, guidance, training, appraisal, managing, or counseling, or providing students with work opportunities, a part-time teacher shall not engage in sex- or gender-based interpersonal interactions that violate professional ethics.

In the event where a part-time teacher finds the possibility of a teacher-student relationship in danger of violating the aforementioned professional ethics, he or she shall avoid such interaction or report the matter to the School.

Part-time faculty members shall respect the sexual and physical autonomy of others and themselves, avoid inappropriate romantic pursuits, and shall not resort to compulsory or violent means when handling sex- or gender-related conflicts.

第十三條 兼任教師在聘約有效期間內，涉有下列各款情形之一者，依教育部「專科以上學校兼任教師聘任辦法」之規定辦理：

- 一、 動員戡亂時期終止後，犯內亂、外患罪，經有罪判決確定。
 - 二、 服公務，因貪污行為經有罪判決確定。
 - 三、 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。
 - 四、 經本校性別平等教育委員會或依法令組成之相關委員會調查確認有性侵害行為屬實。
 - 五、 經本校性別平等教育委員會或依法令組成之相關委員會調查確認有性騷擾或性霸凌行為。
 - 六、 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經本校性別平等教育委員會或依法令組成之相關委員會確認。
 - 七、 經各級社政主管機關依兒童及少年福利與權益保障法第九十七條規定處罰，並經教師評審委員會確認。
 - 八、 知悉服務學校發生疑似校園性侵害事件，未依性別平等教育法規定通報，致再度發生校園性侵害事件；或偽造、變造、湮滅或隱匿他人所犯校園性侵害事件之證據，經學校查證屬實。
 - 九、 偽造、變造或湮滅他人所犯校園毒品危害事件之證據，經學校查證屬實。
 - 十、 體罰或霸凌學生，造成其身心嚴重侵害。
 - 十一、 行為違反相關法規，經學校查證屬實。
 - 十二、 教學不力或不能勝任工作有具體事實。
 - 十三、 違反聘約情節重大。
 - 十四、 依刑事訴訟程序被通緝或羈押。
 - 十五、 依刑事確定判決，受褫奪公權之宣告。
 - 十六、 依刑事確定判決，受徒刑之宣告，在監所執行中。
- 前項未盡事項，應依教育部「專科以上學校兼任教師聘任辦法」之相關規定辦理。

Article 13. In the event where a part-time teacher is involved in one of the following situations during the term of his or her appointment, he or she shall be subject to the provisions of the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions issued by the Ministry of Education:

- (1) Having been found guilty and convicted of civil disturbance or treason after the termination of the Period of National Mobilization for Suppression of the Communist Rebellion.

- (2) Having been found guilty and convicted of graft- or corruption-related offenses while in a civil service position.
- (3) Having been found guilty and convicted of a crime as defined in Paragraph 1 of Article 2 of the Sexual Assault Crime Prevention Act.
- (4) Having been confirmed of committing sexual assault in an investigation undertaken by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.
- (5) Having been confirmed of committing sexual harassment or sexual bullying in an investigation undertaken by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.
- (6) Having been punished under the provisions of the Child and Youth Sexual Exploitation Prevention Act, or the provisions of Article 20 or Article 25 of the Sexual Harassment Prevention Act, where the matter has been confirmed and verified by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.
- (7) Having been punished under the provisions of Article 97 of the Protection of Children and Youths Welfare and Rights Act by the competent social welfare authority at each level, where the matter has been confirmed and verified by the School's faculty evaluation committees.
- (8) Upon becoming aware of a suspected sexual assault incident on the campus where the part-time teacher is employed, having failed to report the matter in accordance with the provisions of the Gender Equity Education Act, thereby leading to a subsequent sexual assault on campus; or having forged, altered, destroyed, or concealed evidence of any such sexual assault committed by another person on the campus, where any such failure to report or forging, altering, destroying, or concealing of evidence has been investigated and verified by the School.
- (9) Having forged, altered, or destroyed evidence of another person committing any criminal offense involving narcotics or hazardous drugs on campus, where the matter has been investigated and verified by the School.
- (10) Having inflicted corporal punishment on, or bullied, one or more students, thereby causing severe physical or mental injury.
- (11) Having acted in violation of any pertinent laws or regulations, where the matter has been investigated and verified by the School.
- (12) Having any specific instances of being incompetent to teach or not fulfilling his or her duties.
- (13) Having violated the appointment contract in a way that constitutes a serious offense.
- (14) Having been subject to an arrest warrant or taken into custody in accordance with criminal case procedures.
- (15) Having been deprived of his or her civil rights in accordance with a final and irrevocable criminal case ruling.
- (16) Having been given a custodial sentence in accordance with a final and irrevocable criminal case ruling and is currently in prison.

Matters not covered in the preceding paragraphs shall be handled in accordance with the

Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions issued by the Ministry of Education.

第十四條 兼任教師於受聘期間，對學校有關其個人終止聘約、待遇、請假之措施，認為違法或不當致損害其權益者，得準用本校「教師申訴評議委員會組織及評議要點」之申訴程序請求救濟。

Article 14. In the event where a part-time teacher, during the appointment period, considers the School's measures regarding his or her termination of appointment, compensation, or leave of absence to be unlawful or improperly prejudicial to his or her rights or interests, he or she may file an appeal in accordance with the School's organizational and review procedures as outlined in the Organizational and Review Directions of Teacher's Appeal Review Committee.

第十五條 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，學校於聘約有效期間為其投保勞工保險、就業保險及全民健康保險。

Article 15. The School shall apply for labor insurance, employment insurance, and national health insurance for part-time faculty members who are eligible for the coverage as set out in the provisions of the Labor Insurance Act, the Employment Insurance Act, or the National Health Insurance Act during the validity of their appointment period.

第十六條 兼任教師於聘約有效期間，學校應依勞工退休金條例規定，按月為未具本職兼任教師提繳退休金。

前項所稱未具本職，指兼任教師未具下列身分之一：

- 一、具軍人保險身分者。
- 二、具公教人員保險身分者。
- 三、具農民健康保險身分者。
- 四、具勞工保險身分之下列全部時間工作者：
 - (一) 以機關學校為投保單位：機關學校專任有給人員。
 - (二) 非以機關學校為投保單位：
 1. 公、民營事業、機構之全部時間受僱者。
 2. 雇主或自營業主。
 3. 專門職業及技術人員自行執業者。
- 五、已依相關退休（職、伍）法規，支（兼）領退休（職、伍）給與者。

Article 16. During the validity of the appointment period of a part-time teacher, the School shall make monthly contributions in accordance with the Labor Pension Act to the pension scheme of the part-time teacher who holds no primary position.

The aforementioned term: *primary position* refers to one of the following statuses:

- (1) A person with military insurance.
- (2) A person with insurance for civil servants and teachers.
- (3) A person with farmer health insurance.

- (4) A person with labor insurance who holds a full-time position in one of the following setups:
- (i) Insured by an institution or school: a full-time paid employee in the institution or school.
 - (ii) Not insured by an institution or school:
 - (a) A full-time employee of a publicly or privately owned enterprise or organization.
 - (b) An employer or self-employed owner of a business.
 - (c) An independent practicing professional or technician.
- (5) A person who receives a retirement (discharge) payment in accordance with pertinent statutes and provisions governing retirement (discharge).

第十七條 兼任教師如係外國人，應依「就業服務法」、「雇主聘僱外國人許可及管理辦法」等規定辦理工作許可。

Article 17. A part-time teacher who holds a nationality other than that of the R.O.C. shall apply for a work permit in accordance with the provisions of the Employment Service Act and the Regulations on the Permission and Administration of Employment of Foreign Workers.

第十八條 兼任教師其任教課程之教學評量平均成績，8學期內累積2學期教學評量平均成績低於全校平均數2個標準差者，不予續聘。

Article 18. Employment of part-time faculty members whose average teaching evaluation result of the courses they teach in two cumulative semesters in an eight-semester cycle falls two standard deviations below the School average will not be renewed.

第十九條 本辦法經校教評會通過，陳請校長核定後公布實施，修正時亦同。

Article 19. These Guidelines become effective after being approved by the University Faculty Evaluation Committee and ratified by the President. Amendments to these Guidelines shall follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)