

文藻外語大學專任教師校外兼課注意事項

Notice to Full-time Faculty with a Part-time Position outside Wenzao Ursuline University of Languages

民國 91 年 04 月 08 日行政會議修正通過

Amended and approved at the Executive Committee on April 8, 2002

民國 98 年 09 月 02 日行政會議修正通過

Amended and approved at the Executive Committee on September 2, 2009

民國 100 年 10 月 25 日行政會議修正通過

Amended and approved at the Executive Committee on October 25, 2011

民國 102 年 11 月 05 日行政會議修正通過

Amended and approved at the Executive Committee on November 5, 2013

一、專任教師應專心校內教學，非必要且經申請核准，不得在校外兼職兼課。(詳參文藻外語大學專任教師聘約第七條)

I. Full-time faculty should concentrate on teaching within the School, and shall not have a part-time position outside the School under an unnecessary situation and without permission from the School.

二、本校規範校外兼課之事實，以獲大專以上學校聘書者為原則，因執行專案計畫而至他校授課者不在此限。

II. These notices define the fact of giving instruction outside the School as a full-time teacher receiving a letter of appointment from another college or university. Those who teach at other schools due to the implementation of projects are not regulated by these notices.

三、專任教師經校長同意後，得在校外兼課，惟日間部、進修部合計每週校內外超授鐘點數兼職行政一、二級主管者以 2 小時為限，未兼職行政一、二級主管者以 4 小時為限。

III. Having the approval of the President the full-time faculty member can give instructions outside the School. The total weekly overtime teaching hours both in and outside the School (including both the day and the extensive division) are two hours at maximum for teachers who are the first/second level of superintendents and four hours at maximum for those who are not the first/second level of superintendents.

四、專任教師在校外兼課，以不影響本校教學、活動，且須符合校內基本授課時數。應於前一學期結束前主動提出次一學期的申請，經所屬系(所)、中心主管及院長審核，並奉校長核准後始可兼課。未於前項規定時間內提出者，不予受理。(詳參附件申請表格)

IV. Teachers who give instructions outside the School shall not influence teaching and

activities at Wenzao University, and their basic teaching hours must meet the requirements of the School. An application of teaching outside the School for the next semester must be launched before the end of the previous semester and it has to be approved by the chairperson of the department (graduate institute), center and dean of college; after approval of the President the application is considered successfully. If the application is not launched in the above-mentioned period, it will not be accepted. (Please refer to the application form.)

五、新聘教師第 1 年為試用期，不得在校外兼課；如有特殊事項者得另案提出申請。

V. For newly employed teachers, the first year is the probation period and they shall not give instruction outside the School. For those under a special circumstance may launch an application.

六、本注意事項經行政會議通過、校長核定後實施，修正時亦同。

VI. These notices become effective after they are approved by the Executive Committee meeting and ratified by the President. Amendments must 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.*)