

文藻外語大學教職員工待遇辦法

Remuneration Criteria of Wenzao Ursuline University of Languages

民國 93 年 08 月 24 日董事長核定
Approved by the Board of Trustees meeting on August 24, 2004
民國 98 年 09 月 09 日董事長核定
Approved by the Board of Trustees meeting on September 9, 2009
民國 100 年 04 月 12 日董事長核定
Approved by the Board of Trustees meeting on April 12, 2011
民國 101 年 07 月 25 日董事長核定
Approved by the Board of Trustees meeting on July 25, 2012
民國 102 年 08 月 02 日董事長核定
Approved by the Board of Trustees meeting on August 2, 2013
民國 103 年 06 月 24 日董事會議修正通過
Approved by the Board of Trustees meeting on June 24, 2014
民國 106 年 03 月 03 日董事會議通過
Approved by the Board of Trustees meeting on March 3, 2017
民國 107 年 03 月 01 日董事會議通過
Approved by the Board of Trustees meeting on June 24, 2014
民國 107 年 11 月 22 日董事會議通過
Approved by the Board of Trustees meeting on November 22, 2018
民國 108 年 03 月 28 日董事會議通過
Approved by the Board of Trustees meeting on March 28, 2019

第一條 本校教職員工（私校公保人員）薪級係依據全國公教人員敘薪標準訂定。

Article 1. The remuneration criteria for faculty and staff at Wenzao (covered by the Government Employee and School Staff Insurance) are set forth based on the Remuneration Standard of National Civil Servants and Teachers.

第二條 專任教職員工每年以 12 個月計薪，兼任教師以 9 個月計薪，專任教師超支鐘點費以 9 個月計算，上下學期各 4.5 個月。

Article 2. A 12-month salary will be the yearly pay for a full-time faculty member; 9 months for a part-time teacher; 9 months for hourly overtime pay as a full-time teacher, i.e. a 4.5-month for each semester.

第三條 專任教授每週授課 8 小時、副教授 9 小時、助理教授 10 小時、講師 11 小時。

Article 3. Weekly teaching 8 hours for a full-time professor, 9 hours for a full-time associate professor, 10 hours for a full-time assistant professor and 11 hours for a full-time lecturer.

第四條 教師兼行政工作每週減少授課時數如下：

Article 4. Reduction of teaching hours for faculty member as part-time administrator:

職稱	減授時數	職稱	減授時數
副校長 Vice-President	8	處長、主任秘書 Dean, Secretary-General	8
院長、進修部主任 Dean of college, Director of Continuing Education	6	副處長 Vice-dean	5

Division			
部、室、行政一級中心主任 Director of the first level of superintendent	6	吳甦樂教育中心主任 Chairperson of Ursuline Education Center	6
英文系主任 Chairperson, Department of English	6	組長、處屬二級中心主任 Manager, director of the second level of superintendent	5
英文系副主任 Deputy chairperson, Department of English	3	歐盟園區主任 Director of European Union Center	2
教學系（中心）主任 Chairperson of department (center)	4	翻譯會展服務中心主任 Chairperson of Translation & Conference Service Center	2
系副主任 Deputy Chairperson	2	英文秘書 English Secretary	3
內部稽核小組召集人 Convener of the Internal Audit Group	2		

第五條 兼任 2 個行政職務者，所兼職務不另減少授課時數，加給視所兼職務情況呈奉核定後發給，但最高以所兼職務加給之 1/3 為原則。

Article 5. For the teacher holding the positions of two superintendents has no reduction in teaching hours, but his/her managerial position compensation will be paid after ratification; it should not be more than 1/3 of the highest managerial position compensation.

第六條 教職員兼任或擔任各級行政主管職務者，於其任期內依年度待遇支給標準表（附表一）核發主管職務加給；教師兼班導師職務者，依年度待遇支給標準表（附表一）發給導師津貼，不另減少授課時數。

Article 6. For the faculty/staff who holds the position of superintendent, his/her managerial position compensation is based on the Annual Remuneration Criteria. Teacher who is also a tutor, his/her managerial position compensation is also based on the Annual Remuneration Criteria and has no reduction of teaching hours.

第七條 各級行政主管職務加給均發給 13.5 個月，但國際交流事務助理之加給及各級導師津貼則發給 12 個月。

Article 7. The superintendent in each level has 13.5-month managerial position compensation; however, for the assistant of Office of International and Cross-strait Cooperation and each tutor, it is 12 months.

第八條 專任教師除規定每週授課時數外，學校可視實際需要及其教授情形給予超支鐘點，其規定為：兼職行政教師超鐘點上限為 2 小時、其他專任教師超鐘點上限為 4 小時，但兼授進修部者，兼職行政教師可增加至 4 小時、其他專任

教師可增加至 6 小時，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。

Article 8. The full-time teacher has to achieve the required weekly teaching hours; additional overtime teaching hours can be asked based on the accurate demand and his/her teaching status. Overtime teaching for faculty members with administrative work should not exceed 2 hours, and that for other full-time faculty members should not exceed 4 hours. Overtime teaching for faculty with administrative work who teach in the Division of Continuing Education can be increased to 4 hours, and that for other full-time members who teach in the Division of Continuing Education can be increased to 6 hours.

Due to the curriculum arrangement, more additional overtime teaching hours have to be ratified; otherwise no pay for those will be executed.

第九條 為因應校務發展，本校得核定發給不同等級之專業津貼予在專業領域具有特殊卓越貢獻之人才，經提請董事會同意後核給。

因執行階段性任務，執勤辛勞、表現卓著之同仁，得發予勤務津貼，核發事由消滅後，應即停止發放。

Article 9. To adapt to university development, the University may grant professional allowances to those with outstanding contribution to their specialized fields **upon approval of the Board of Trustees.**

Field allowances may be granted to those who work hard with outstanding performance for completion of a stage-oriented task. Said allowances will immediately cease when the reason for granting them no longer exists.

第十條 本辦法及年度待遇支給標準表由人事室擬訂，經校長核可並陳請董事會核定後實施，修正時亦同。

Article 10. The Guidelines are made by the Personnel Office, ratified by the President; after approval of the Board of Trustees, implementation can be started. 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.*)