

# **Guidelines on Handling Part-time Teaching Jobs Outside the Campus Taken by Teachers of I-Shou University**

Approved in the 1<sup>st</sup> meeting of the University Council on  
March 12, 2008.

Amendments to Articles 5~12 are approved and  
promulgated by the President on July 28, 2009.

- I. The Guidelines are hereby regulated for handling the part-time teaching jobs in other educational institutions taken by the teachers of I-Shou University (hereinafter referred to as the University).
- II. The part-time teaching jobs mentioned in the Guidelines mean that other institutions hire the full-time teachers of the University to teach some assigned courses for their needs, during which time the teachers are still obliged to carry out their full-time jobs at the University.
- III. The part-time teaching jobs in other institutions should not interfere the arrangement of classes, classroom teaching, student counseling and other activities of the University. The total amount of hours in other institutions should not exceed the maximum of 4 hours each week.
- IV. The part-time teaching job can not be allowed unless it is permitted by the University with prior notification in writing from the other institutions before August 31 for the 1<sup>st</sup> semester and January 31 for the 2<sup>nd</sup> semester. Teachers may file applications in advance on their own before July 31 for the 1<sup>st</sup> semester and December 31 for the 2<sup>nd</sup> semester and wait for approval by the President.
- V. When the combined overtime hours at the university and the other institutions (including night-time, weekends and holidays) exceed the maximum of 4, the teacher's overtime pay from the University will be calculated by "the formula" of 4 minus hours at other institutions. However, if teachers are invited to teach master's or doctoral programs in other institutions because of their prominent performances in research, the formula may not apply after special approval.
- VI. Teachers are not allowed to take part-time teaching jobs if they violate the following rules:
  - (1) Total hours taught at the University do not fulfill the required hours by law, either the current semester or the previous semester. (The exception is when teachers need to teach at other alliance institutions based upon the requirements of large integrated research projects from the Ministry of Education).
  - (2) New teachers who have not served at the University for more than 2 years.
  - (3) During the period of In-Service Programs or on sabbatical leave.

(4) Part-time teaching jobs not allowed under the Regulations for Teacher Performance Assessment of the University.

(5) Part-time teaching jobs not allowed under other University regulations.

VII. In principle, teachers who serve also as administrators are not proper to take any part-time teaching jobs at other institutions.

VIII. Courses offered in other institutions should be similar in nature to the ones taught at the University.

IX. Part-time teaching jobs once approved are seen as inter-institutional teaching needs. The teachers who take the part-time teaching jobs should hand over within one month of the new semester their class schedules to the Office of Personnel for reference, and their absences from the University are deemed as official leaves.

X. Anyone who takes part-time teaching jobs at other institutions without due process and prior approval is to be notified. If they do not stop the part-time jobs after notification, they are to be reviewed and evaluated under University regulations, and they may be suspended without pay or dismissed immediately.

XI. For any situations not being stated in the Guidelines, other related rules and regulations shall be in effect.

XII. The Guidelines approved by the University Council shall come into effect on and after third day when they are ratified and promulgated by the President.