

Principles for In-service Programs Taken by Full-time Instructors of I-Shou University as a Doctoral Student

Amended in Oct. 1998.

Basic Conditions	The instructor shall not apply for studying in-service programs unless he/she has been served for the University for 2 or more years.			
Requisition	The one who has taken the position of administrative directors at the academic year when passing an exam for the in-service programs, and will still serve as the administrative director at the next academic year.	The one who has taken the position of administrative directors at the academic year when passing an exam for the in-service programs, but has not served as the administrative director at the next academic year.	The one who has not taken the position of administrative director at the academic year when passing an exam, but will serve as the administrative director at the next administrative year.	The one who has not served as the administrative director at the academic year when passing the exam as well as at the next academic year.
Status of Payroll Data	<ol style="list-style-type: none"> 1. 20% of base pay 2. 2/3 of academic research fees subsidized by the University. 3. 2/3 of additional pay for administrators provided by the University. 	<ol style="list-style-type: none"> 1. 2/3 of base pay 2. 3/5 of academic research fees subsidized by the University. 	<ol style="list-style-type: none"> 1. 2/3 of base pay 2. 3/5 of academic research fees subsidized by the University. 3. 2/3 of additional pay for administrators provided by the University. 	<ol style="list-style-type: none"> 1. 1/2 of base pay 2. 1/2 of academic research fees subsidized by the University. 3. Provide three-fifths (3/5) of the base pay and academic research fees at the latest one academic year when studying the doctoral programs with writing a thesis. However, the

				related documents shall be also submitted to the University at the latest one academic year as regulated above.
Attendance Requirements	<ol style="list-style-type: none"> 1. Attend 4 days/ each week 2. Teach lessons at least 6 hours each week. 	Teach lessons according to the regulations in relation to the teaching hours. However, the teacher may ask the department/ institute to assist in scheduling the classes on a particular period of time as requested.	<ol style="list-style-type: none"> 1. Attend 4 days/ each week 2. Teach lessons at least 6 hours each week. 	Teach lessons according to the regulations in relation to the teaching hours. However, the teacher may ask the department/ institute to assist in scheduling the classes on a particular period of time as requested.
Service Requirements	<ol style="list-style-type: none"> 1. If the University decides to renew the appointment of the teacher after obtaining the doctoral degree, the term of service years for working at the University shall not less than the one of pursuing further education. 2. In the event that the University decides to renew the appointment of those who have suspended the further education before acquiring an academic degree, please refer to the regulation as above. 3. If the University decides to renew the teachers' appointment without their consent, the teachers should return all of the accepted salary (except for the additional pay for administrators) to the University, and receive the hourly pay based upon how many hours the teachers have been taught. 			
Salary of Summer/ Winter Vacations	As to the instructor who is also served as a part-time administrative director, he/ she will receive the full amount of salary without deduction (including the base pay, academic research fees, additional pay for administrators, or other allowances and benefits) if he/she can cooperate with the staff to attend and take an administrative job in February, July and August each year. As to the salary on other unspecific months, please proceed according to the regulations in association with the status of payroll listed as above.			
Year-end Bonus	The amount and days of monthly salary received in the current year shall be calculated pro rata.			

Remarks	The one who has served as the administrative director, but is exempt from taking a position of director within 2 years is still applicable to the regulations mentioned as above.		
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