

Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University

Adopted on February 27, 2008 at the first meeting of the University-level Teacher Review Committee in the second semester of the academic year 2007

Adopted on March 12, 2008 at the first meeting of the University Council in the second semester of the academic year 2007

Amendments to the Regulations ratified and promulgated by the President on June 20, 2010

Amendments to Article 11 ratified and promulgated by the President on November 4, 2011

Amendments to Article 3 ratified and promulgated by the President on February 1, 2013

Amendments to Article 3 ratified and promulgated by the President on July 19, 2013

Amendments to Articles 2, 3, 6, 11 and 12 ratified and promulgated by the President on October 21, 2013

Amendments to Articles 10 and 15 ratified and promulgated by the President on July 11, 2014

Amendments to Article 10 ratified and promulgated by the President on January 5, 2015

Amendments to Article 10 ratified and promulgated by the President on February 2, 2015

Amendments to Articles 3~14 ratified and promulgated by the President on January 16, 2017

Amendments to Article 3 ratified and promulgated by the President on March 30, 2017

Amendments to the Regulations ratified and promulgated by the President on April 16, 2018

Article 1 The recruitment and appointment of part-time faculty members at I-Shou University (hereinafter referred to as “the University”) shall be made pursuant to the Regulations

for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University (hereinafter referred to as “the Regulations”), unless otherwise stipulated by law.

Article 2 Each academic unit of the University may recruit and appoint part-time faculty members to facilitate teaching and research. In principle, applicants for a part-time teaching position shall be at or above the level of Assistant Professor. Notwithstanding the foregoing, applicants at the level of Lecturer may be considered if the number of professionals in the field(s) concerned is low or such an appointment is necessary for practicum courses.

The term “Teacher Review Committee” used herein is hereinafter referred to as “the Committee.”

Article 3 In either of the following situations, the department (institute, program, or center) which intends to recruit and appoint a part-time faculty member shall give sufficient and justifiable reasons for the appointment (see Form 1), and the appointment shall then be submitted to the President by the competent college (center) for ratification, in order to maintain teaching quality at the University:

1. The intended part-time faculty member to be employed will teach seven hours or more per week; or
2. The intended part-time faculty member to be employed will teach a required course(s).

The maximum number of teaching hours per week of a part-time faculty member shall not exceed that of his/her full-time counterpart in the same academic rank. Notwithstanding the foregoing, the maximum allowed number of teaching hours per week (including both daytime and evening programs) is thirteen provided that such a teaching overload is necessary to meet teaching needs and prior consent has been obtained from the University.

A current part-time faculty member will be denied a reappointment if he/she has been ranked both among the bottom 1.5 percent in terms of the overall score and among the top 1.25 percent in terms of the negative score in the most recent teaching survey. Notwithstanding the foregoing, exceptions may be permitted under special circumstances and prior consent shall be obtained from the President (see Form 2).

Article 4 Scholars and experts who teach modular courses part-time at the University but are not employed by the University shall not be included when doing a headcount of the part-time faculty serving at the University. However, they are still required to have the necessary qualifications for faculty appointment. Their applications for a part-time teaching position shall be submitted to the competent Committees for teacher

qualifications accreditation, and official appointments shall be made by following the administrative procedure.

Article 5 When doing a headcount of faculty members at each academic unit, the appointment of four part-time faculty members receiving hourly pay is equal to that of one full-time faculty member. In principle, the number of part-time faculty members recruited by a college (department, institute, program or center) shall be less than one-third of the total number of faculty members at the college (department, institute, program or center). Moreover, the number of part-time faculty members at the level of Lecturer within a college shall be less than two-thirds of the total number of part-time faculty members at the college, except for the College of Medicine.

Article 6 The term of appointment of part-time faculty members is calculated on a semester basis. A part-time faculty member shall not be appointed unless he/she is able to teach two hours or more per week at the University. If a part-time faculty member has been appointed by the University, but his/her course has to be cancelled because the minimum enrollment requirement is not met, thereby leading to the need for the aforesaid appointment no longer existing, the Office of Academic Affairs (or the Division of Continuing Education) shall obtain written consent from the President by following the administrative procedure, and then the University terminates the appointment before the approved term expires by providing a written explanation. Should a part-time faculty member have failed the teaching survey and do not meet the special condition as stipulated in Paragraph 3 of Article 3, the University shall deny reappointment to the part-time faculty member after the Office of Academic Affairs has put in a written request, had the recruiting unit countersign the request, and finally obtained written consent from the President by following the administrative procedure.

Article 7 In light of the academic calendar of each semester, applications for part-time faculty appointment shall be submitted to the department-, college- and university-level Committees sequentially for approval before the beginning of a new semester. In case of failure to have such an appointment approved before a semester begins, the recruiting unit shall clearly state the reasons for delay, and then complete the appointment process only after obtaining written consent from the President.

Article 8 Applicants for a part-time teaching position are required to have the necessary qualifications as stipulated in the Act of Governing the Appointment of Educators and shall be subject to examination/review by the department-, college- and university-level Committees. The course(s) an applicant intends to teach shall be closely related to the subject area in which he/she has received the highest diploma or his/her practical experiences.

Article 9 Initial appointments and reappointments of part-time faculty members at the age of 65 or older shall be submitted to the Departmental (Institute, Program or Center) Affairs Council for approval before being examined or reviewed by the competent department-, college- and university-level Committees.

To recruit and appoint a part-time faculty member at the age of 65 or older, the recruiting department (institute, program or center) and its college shall provide supporting documents to prove that he/she has performed well on the instructional evaluation and is in good health to teach (see Form 3). The maximum age limit to be recruited and appointed as a part-time faculty member at the level of Lecturer or Assistant Professor is 70 years old, and the appointment will automatically terminate at the end of the semester after he/she reaches the age of 70. The maximum age limit to be recruited and appointed as a part-time faculty member at the level of Associate Professor or Professor is 75 years old, and the appointment will automatically terminate at the end of the semester after he/she reaches the age of 75.

The application for recruiting and appointing a part-time faculty member at the age of 65 or older shall be submitted to the Board of Trustees for approval before the appointment process begins.

Article 10 The salary of part-time faculty members shall be calculated on an hourly basis pursuant to the hourly rate standard for part-time faculty members of public universities promulgated by the Ministry of Education and the Regulations for Calculation of Teaching Hours and Hourly Pay Rate for Faculty Members at I-Shou University. Eighteen weeks constitute one semester, and the salary will be paid on a monthly basis during the period of his/her teaching at the University.

If a part-time faculty member doesn't teach as scheduled due to work and school being called off because of natural disasters or due to national holidays, the University shall still calculate and give the hourly pay.

The salary as referred to in Paragraph 1 is the remuneration paid to a part-time faculty member in return for a series of teaching activities he/she undertakes, including designing the course syllabus, producing teaching materials, giving lectures, marking students' assignments and tests, and answering students' questions about the course.

Article 11 Affairs in connection with the leave taken by part-time faculty members shall be subject to both Article 3 of the Rules Governing Teachers' Leave and the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education promulgated by the Ministry of Education.

If a part-time faculty member applies for leave while teaching at the University by following the laws mentioned in the preceding paragraph, the University shall still

give him/her the hourly pay, and at the same time bear the cost of making up the class(es) or the hourly pay for a substitute teacher(s). Notwithstanding the foregoing, if the number of hours of sick leave granted to a part-time faculty member as stipulated by the laws mentioned in the preceding paragraph has been used up, he/she shall take personal leave instead. When the sum of hours of personal leave and family care leave taken by a part-time faculty member exceeds the maximum allowed number as stipulated by the laws mentioned in the preceding paragraph, he/she shall not receive any hourly pay.

Affairs in connection with course rescheduling, make-up classes, and substitute teachers as a result of part-time faculty members' taking leave shall be subject to the regulations and rules of the University applicable to their full-time counterparts.

Article 12 If a part-time faculty member holds the necessary qualifications as stipulated in the Labor Insurance Act, the Employment Insurance Act, and/or the National Health Insurance Act, the University is obligated to help him/her obtain the Labor Insurance, the Employment Insurance, and/or the National Health Insurance valid for the period of his/her appointment. The procedure for application for and withdrawal from any of the insurance programs mentioned above shall be subject to the rules set forth by respective competent authorities.

As for non-tenured part-time faculty members who hold the necessary qualifications as stipulated in the Labor Pension Act and meet the requirements as stipulated in Paragraph 2 of Article 12 in the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education, the University is obligated to contribute a certain amount of labor pension on a monthly basis during the valid period of their appointment.

When the appointment of a part-time faculty member is terminated under any of the circumstances stipulated in Provision II of the Contract of Appointment for Part-time Faculty at I-Shou University, and the hourly pay to be given by the University is insufficient to cover self-supported premiums for the Labor Insurance, the National Health Insurance, and the labor pension scheme, the Office of Human Resources shall calculate the amount payable and then request the recruiting unit to notify the part-time faculty member of payment. The part-time faculty member shall, within ten days of the following day of receiving the notification, pay the amount payable at the Cashier Section of the Office of General Affairs. If he/she fails to pay the amount payable by the deadline, the recruiting unit is responsible for reclaiming the amount payable on behalf of the University.

Article 13 Should it be verified that a part-time faculty member gets involved in one of the

circumstances as stated in Paragraph 1 of Article 5 in the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education during the valid period of his/her appointment, his/her appointment shall be terminated in writing after the proposal for termination has been approved by the competent department-level Committee and written consent from the President has been obtained by following the administrative procedure.

Should a part-time faculty member be involved in the circumstance as stated in Subparagraph 8 or 9 of Paragraph 1 of Article 5 in the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education, the University shall, within one month of becoming aware of his/her involvement and after the competent Committee has reviewed the case and given approval, suspend his/her appointment and wait for the investigation result. If the investigation conducted by the Committee of Gender Equity Education of the University shows that the circumstance did occur, his/her appointment shall be terminated in writing after written consent from the President has been obtained by following the administrative procedure.

Should an applicant for a part-time teaching position be involved in one of the circumstances as stated in Subparagraphs 1-13 of Paragraph 1 of Article 5 in the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education, he/she shall in no circumstances be recruited and appointed as a part-time faculty member; if he/she has already been recruited and appointed as a part-time faculty member by the University, the University shall terminate his/her appointment. Should a part-time faculty member be involved in the circumstance as stated in Subparagraph 14 of Paragraph 1 of Article 5 in the Regulations Governing the Employment of Part-time Teachers at Institutions of Higher Education, the University shall determine a period of between one and four years, during which he/she shall not be reappointed as a faculty member.

Article 14 Part-time faculty members holding one of the following qualifications are eligible to apply for teacher qualifications accreditation (the Teacher Certificate) to the Ministry of Education after obtaining written consent from the President and passing the examination/review by the competent Committees:

1. a full-time medical practitioner of a medical institution which has entered into a strategic alliance with the University, and who is recommended by the highest-ranking head of the medical institution;
2. a full-time teacher of a public or private general (vocational) high school who is recommended by the school principal;
3. an employee of a company which has signed a letter of intention on

industry-university collaboration, research and training strategic alliance with the University, and who is recommended by the highest-ranking head of the company;

4. a part-time faculty member who have a doctoral degree conferred by the University; or
5. a full-time employee of E United Group or any of its affiliates, and who is recommended by the highest-ranking head of the company.

Except for part-time faculty members holding the qualifications as referred to in Subparagraph 4 or 5 in the preceding paragraph, any other part-time faculty members shall also meet the following requirements to be eligible for teacher qualifications accreditation, and the University's regulations and rules regarding teacher qualifications accreditation shall apply:

1. having taught part-time at the University for a minimum of two years and taught a minimum of two credits every semester, and continuing teaching at the University when applying for teacher qualifications accreditation; and
2. having performed well at the University in terms of teaching and counseling & service within the most recent two years.

Part-time faculty members shall bear work review fees associated with the teacher qualifications accreditation.

Article 15 Part-time faculty members who apply for the Teacher Certificate under the preceding article shall have their academic works reviewed. Those who submit a thesis/dissertation for review shall deliver the thesis/dissertation to the competent college-level Committee for external review. As for those who submit academic works for teacher qualifications accreditation, the representative work must be a journal paper (or a monograph) published with the institution affiliation specified as I-Shou University while teaching part-time at the University; otherwise, they will not be eligible to apply to the college- and university-level Committees for external review.

Among all the part-time faculty members at all academic levels at the University, only those at the level of Lecturer can apply for promotion to the level of Assistant Professor with his/her dissertation after earning a doctoral degree.

Part-time faculty members who have a full-time teaching job at another academic institution are not allowed to file an application for the Teacher Certificate to the University.

Article 16 Appointments of full-time clinicians of hospitals under E-Da Healthcare Group as part-time faculty members shall be handled pursuant to the Regulations for the Appointment of Clinical Teachers at I-Shou University.

- Article 17 Any matter not mentioned herein shall be subject to the applicable regulations and rules. When colleges (departments, institutes, programs or centers) have established more exact rules, such rules shall surpass the Regulations.
- Article 18 The Regulations are not applicable to the recruitment and appointment of part-time chair professors.
- Article 19 The Regulations become effective on the third day of promulgation after being adopted by the University-level Teacher Review Committee and ratified by the President. The same procedure applies to any amendment to the Regulations.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.

I-SHOU UNIVERSITY
Recommendation Form for Part-time Faculty Appointments
(under special circumstances)

Name		Recruiting Department	
Intended Academic Rank		Intended Period of Appointment (Semester)	
Special Circumstance	<input type="checkbox"/> Teaching seven hours or more per week (the maximum allowed number of teaching hours per week (including both daytime and evening programs) is thirteen) <input type="checkbox"/> Teaching a required course(s)		
Reasons and Necessity for Appointment	<p>(In either of the aforesaid situations, the chair of the recruiting department should give sufficient and justifiable reasons for the appointment in order to maintain teaching quality at the University.)</p>		
Recommended by	Department Chair (Institute/Program/Center Director)	College Dean	

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I-SHOU UNIVERSITY
Recommendation Form for Part-time Faculty Appointments
(with poor teaching survey results)

Name		Recruiting Department	
Intended Academic Rank		Intended Period of Appointment (Semester)	
Legal Basis	As stipulated in Article 3 of the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University:A current part-time faculty member will be denied a reappointment if he/she has been ranked both among the bottom 1.5 percent in terms of the overall score and among the top 1.25 percent in terms of the negative score in the most recent teaching survey. Notwithstanding the foregoing, exceptions may be permitted under special circumstances and prior consent shall be obtained from the President.		
The Most Recent Teaching Survey Result			
Reasons and Necessity for Reappointment	(To maintain teaching quality at the University, the chair of the recruiting department should give sufficient and justifiable reasons for the reappointment.)		

Recommended by	Department Chair (Institute/Program/Center Director)	College Dean

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