

# **Guidelines for Recruitment of Contract Teachers for a Short Period of Time by the Division of Continuing Education of I-Shou University**

Approved in the 1<sup>st</sup> meeting of Teacher Performance Assessment Committee at 1<sup>st</sup> semester of the academic year 2008 on August 20, 2008.

1. The Division of Continuing Education (hereinafter referred to as the Division) of I-Shou University (hereinafter referred to as the University) hereby regulates the Guidelines to cater to the development of higher education and promotion of the educational performances.
2. The term of short-term contract teachers in the Guidelines (hereinafter referred to as the contract teachers) shall mean that the teachers who are hired thru special application for carrying out the plans of promoting the teaching quality without being organized as the regular staff at the University.
3. The quota of the contract teachers shall be approved after being agreed by the President according to the needs of teaching plans requested by the Division or other related departments.
4. The contract teachers who work for teaching, counseling or service of the University are classified into 4 levels, which are professors, associate professors, assistant professors and lecturers. The qualification of the contract teachers shall follow the regulations of the Act of Governing the Appointment of Educators or the Regulations for Recruitment of Technicians as Teachers by I-Shou University. Nevertheless, the regulations for those who have reached the retirement age can't serve as the full-time educators shall not be applicable.
5. The procedures for the appointment of the contract teachers shall be as same as the one of full-time teachers.
6. The qualification of the contract teachers shall be as same as the one of full-time teachers. The certificates of teachers should be granted after the qualification is approved. Those who have been qualified to be promoted to higher rank shall follow the related regulations for the promotion of full-time teachers.
7. The term of appointment for the contract teachers shall be based on the unit of one semester or one academic year. Before the term of appointment is expired, the Division shall evaluate the qualification of teachers to decide whether their appointment shall be renewed or not. However, the contract shall be terminated if there is no any following project for promoting the teaching efficiency at the University.  
Scoring table for evaluation must be stated in a different document.
8. Professors as contract teachers shall teach for 8 credits each weeks; associate professors as

contract teachers shall teach for 9 credits each week; the assistant professors as contract teachers shall teach for 9 credits each week; and the instructors as contract teachers shall teach for 10 credits week.

9. Contract teachers shall take the jobs of administration and student counseling except for the basic teaching jobs at the University each week. The related regulations shall be stated in a different document by the Division.

10. Contract teachers shall work or teach for 11 months (including the time of semester and summer vacation) each academic year. The working time shall be from 2: 00 to 22:00. Each teacher should sign in and sign out when on or off duty by log in the computer system in the main campus and yanchao campus of the University.

11. Contracted teachers may ask for leaves according to the regulations listed as below:

- (1) A 5-day personal leave is granted for personal affairs each academic year.
- (2) Those who needs to receive medical or rest treatment for disease may ask for a 14-day sick leave each academic year. The female teacher who feels uncomfortable in the menstrual period may apply for a 1-day menstrual leave. The menstrual leave should be calculated with the number of sick leave together. If the total amount of the menstrual leave and sick leaves exceed the regulated one, please offset by the one of personal leave.
- (3) A 5-day marital leave is permitted for the ones who get married that the leave should be used up within 1 month from the day of getting married.
- (4) Those who are pregnant may ask for a 6-day pre-maternity leave before giving birth of a baby that the leave may be used in installments, but must not be retained after childbirth. A 42-day maternity leave shall be granted for the one who gives birth of a baby; and a 42-day miscarriage leave shall be granted to the ones who have been pregnant for more than 5 months, but miscarriage; a 21-day miscarriage leave shall be granted to the ones who have been pregnant for more than 3 months, but less than 5 months; and those who have been pregnant for less than 3 months, a 14-day miscarriage leave shall be granted. The maternity and miscarriage leaves must be used up at one time.
- (5) A 3-day accompanying maternity leave due to the childbirth of spouse shall be granted and may apply in installments. However, a 3-day accompanying maternity leave must be used up within 3 days before/after the day of childbirth that it may be extended in case of a day-off falling within the leave.
- (6) A 7-day funeral leave at the death of the parents or spouse; a 3-day funeral leave at the death of the stepparents, parents of spouse or children; and a 2-day funeral leave at the death of the great grandparents, grandparents, the grandparents of spouse, stepparents of spouse, brothers or sisters. The funeral leave can be applied in installments up to 5 times that each application for funeral leave shouldn't less than 1 day and must be used up within 100 days from death.

- (7) Those who donate the bone marrow or organs may ask for leave according to the practical needs.
- (8) Those who may ask for leave for public affairs after approval by the director of the Division. The term may be determined according to practical situations. No extra holidays will be granted in the case of a day-off falling within the leave.
- (9) The number of the personal leave regulated in Item 1 for those who have not served for the University for more than 1 academic year shall be calculated pro rata according to the months of contract appointment. The number of days less than 0.5 shall be counted for 0.5, and the one more than 0.5 but less than 1 shall be counted for 1.
- (10) If anyone who asks for leave for more than the one regulated as above, the pay shall be deducted by day. The contract must be terminated immediately if the amount of days of deducting salary exceeds 1/12 of the term of contract appointment.
- (11) The marital and funeral leave shall be calculated on a daily basis. The deferred leaves for working overtime shall be calculated on the basis of half of 1 day (4 hours); as to other leave, please calculate on the hourly basis. When the number of hours is less than 1 shall be regarded as 1 after calculation; and 8 hours shall be counted for 1 day.
- (12) Those who ask for leave shall apply in advance in person, hand over the related certificates to the Division, and designate the proper deputy to take charge of the related affairs of job according to the regulations. After the application is approved by the director of the Division, please send to the Office of Personnel to carry on the following procedures. If those who want to apply for leave can't ask for leave in person due to other particular reasons, the applicant's colleagues or family members may handle the job for the applicants within 2 days. However, the applicant must inform the director of the Division by telephone on the same day when taking a day off.
- (13) Those who want to ask for leave shall fill in the time for making up lessons in the operation system in favor of that the Academic Affairs Section of the Division can announce the information of classes. Meanwhile, those who ask for leave shall make up lessons within 14 days after reporting back after leave to the University by laws. If anyone who asks for leave wants to find a substitute teacher to take charge of teaching job for him/her, the teacher shall have the same qualification and the specialty. The substitute teacher's hourly pay shall be deducted from the salary of the applicant except for the pay for the accompanying maternity leave, the sick leave, maternity leave and leave for statutory reasons for more than 14 days is paid by the University according to the regulations of hourly pay of applicants).

12. The salary standard and annual year-end bonus of contract teachers shall be stated in a different document.

13. The welfare of contract teachers are listed as below:

- (1) Apply for staff ID card and the automobile pass card of the University.

- (2) Use the public facilities (e.g. library, calculating machine, information network center, and stadium, etc.) at the University according to the regulations of each unit.
  - (3) Apply for dorm in the 2<sup>nd</sup> Dorm Area.
  - (4) Participate in the related activities of staff at the University.
  - (5) Contract teachers' welfares, such as birthday gift, holiday benefits, special allowance for suffering disability due to duty performance or normal injury/ sickness, subsidy of activity, funeral subsidy for the staff and the family dependants, group insurance, half-price tickets of school shuttle bus, 10% discount for the staff and family dependants to receive the medical treatment at E-DA Hospital and so on, shall be as same as the ones of full-time teachers.
14. Contracted teachers may apply for the contribution benefits during the term of appointment pursuant to the Regulation of 'Pay-as-you-go' Contribution Benefit for Personnel Served in all Organizations and Schools under Civil Contractual Relationship. An amount equal to 12% of monthly salary shall be contributed by the contract teacher that 50% of the contribution shall be deducted from the teacher's monthly salary as voluntary pension contribution, and the other 50% shall be drawn by the University as the mandatory pension contribution. The University shall open a special account on financial institute as to accumulate and manage this contribution (personal plus public). The total amount of the contribution benefits (personal plus public) shall be granted to the contract teacher, if at any time the teacher leaves the office on the expiry of the contract, vacates the office prior to the expiration date with the consent of the University, and the teacher decease due to undertaking of duty, illness or accident. The total amount of personal contribution benefits accumulated shall be granted to the teacher, if at any time the University terminates the contract inasmuch as the teacher breaches any obligation, and the teacher resign from the office prior to the expiration date without the consent of the University.
  15. Contracted teachers shall sign in at the Office of Personnel and complete all of the procedures for labor insurance, national health insurance with handing over one copy of diploma, ID card and other relevant information for setting up files on the day of taking office.
  16. The University shall enter into a contract with the contract teacher to specify the items, such as term of appointment, teaching (working) hours, leave, remuneration, welfare, insurance and other rights or obligations. The contract shall be stated in a different document.
  17. If the contract teacher are transferred to work as the full-time teachers of establishment at the University after serving for more than 3 years, please reevaluate the qualification of teachers according to the procedures of newly-appointed teachers.
  18. The service years for the teachers who are transferred as the full-time teachers of establishment shall be calculated by following the regulations listed as below:
    - (1) Promotion: If the contract teachers have been granted a certificate for proving that the qualification has been approved by the Ministry of Education, the calculation of the service years for promotion shall be same as the one of the full-time teacher of establishment at the University.
    - (2) Assessment of Salary: Please carry on the procedures according to the Regulations for Compensation of Faculty & Staff of I-Shou University issued by the University.
    - (3) Retirement & Consolation Payment: The service years of contract teacher can't be the basis for calculating the service years of retirement & consolation payment.

19. Contracted teachers shall be supervised by the directors of the Division and other related departments/ colleges with following the related regulations at the University during the term of appointment. The contract shall be terminated if at any time the teacher violates the regulations.
20. Contracted teachers should cooperate with the system of semester when leaving office due to any special reasons during the term of appointment. Resignation won't be permitted unless those have submitted an application in writing with the consent of the University within 1 month before resignation. Based upon the University's approval, the teachers shall complete all of the procedures for resignation and withdrawal from the labor and national health insurances at the Office of Personnel within 7 days before resignation. Anyone who has not followed the regulations shall pay for the extra insurance premium by his/her own.
21. Any matters not being stated in the Guidelines shall be subject to other related regulations of the University.
22. The Guidelines adopted by the university-level Teacher Performance Assessment Committee shall come into effect after approved and promulgated by the President.