

# **Regulations on Handling Part-time Jobs outside the Campus of I-Shou University Taken by Teachers**

Approved in the 1<sup>st</sup> meeting of University Council at the 1<sup>st</sup> academic semester of the academic year 2010 on November 10, 2010.

Ratified and promulgated by the President on November 12, 2010.

Article 1 To promote the industrial-academic interaction, integrate the educational resources, improve the overall research development and cooperative industrial-academic performances and stipulate the regulations on handling the part-time jobs outside the campus of I-Shou University taken by the full-time teachers, the Regulations for Handling Part-time Jobs outside the Campus of I-Shou University Taken by Teachers (hereinafter referred to as the Regulations) is hereby made by I-Shou University (hereinafter referred to as the University) according to the Principles for Handling Part-time Jobs Taken by the President and Full-time Teachers in Private University and College issued by the Ministry of Education.

Article 2 Teachers at the University must follow the Regulations when taking a part-time job outside of the campus of the University.

Article 3 The term of “part-time job” in the Regulations shall mean that the full-time teachers at the University may take a part-time job relating to their professional teaching or research fields at the institutions listed as below without suspending their own jobs:

1. Governmental organizations, public schools, and private schools, which have registered legally.
2. Administration Corporation.
3. Non-profit seeking enterprises or groups:
  - (1) State-run enterprises, private enterprises, or mixed enterprises.
  - (2) Non-profit association and corporation established according to the regulations of the General Principles of Civil Law.
  - (3) Other enterprises or groups registered by the authorities according to laws.

(4) International academic or professional organizations.

4. Profit-seeking enterprises or groups which have industrial-academic cooperation with the University; or the ones that the government and the University have a part of the stock shares.

5. New bio-tech companies.

Article 4 Teachers shall not take any one of the part-time positions listed as below:

1. President, directors, supervisors, the person in charge and managers of the profit-seeking enterprises or groups without any representatives of state shares or industrial-academic cooperation with the University. However, the regulation shall not applicable to the following positions:

(1) Outside directors, independent directors, outside supervisors, and the independent supervisors of state-run enterprises, listed (over-the-counter) companies, or the unlisted companies which plan to apply for publishing the securities and trading in the (over-the-counter) market according to the final decisions made by the meeting of shareholders.

(2) Independent directors of banks which securities are held by the financial holding companies for 100%, or the independent directors of the subsidiaries of stock, insurance and security companies.

(3) Directors who serves for the new bio-tech companies with holding more than 10% of the stock shares after approval by the University and meets the conditions listed as below:

A. Teachers serve as the main technicians who research or produce the newest medicines for human beings, animals or plants.

B. Teachers serve as the main technicians who research or develop the level III high-risk medical equipments and facilities for implanting or putting into the human body.

(4) Independent directors of foreign companies, which already have primary listing in Taiwan, or the ones which plan to apply for primary listing in Taiwan according to the final decisions made by the board of directors or in the meeting of shareholders.

2. Lawyers, accountants, architects, technicians or other related jobs in the professional legal

fields.

3. President or other administrative jobs of establishment at the private schools.

Article 5 If the part-time jobs taken by the teachers are mainly about the regular works at school, the total amount of hours of part-time jobs shall not exceed 8 hours each week. However, the regulation is not applicable to those who take a part-time job at the organization or institution which has industrial-academic cooperation with the University thru special application.

Article 6 The payroll for the part-time jobs of the teachers shall be decided after the teachers make an agreement with the organization or institution.

Article 7 Teachers can not interfere the jobs on teaching, research or service for the students at the University when they take a part-time job at other institutions. The number of part-time jobs with regular pay (except for the attending fee and transportation fee) shall be regulated as follows:

1. In principle, the number of part-time jobs shall not exceed 2 when the teachers take an administrative part-time job.
2. Basically, the number of part-time jobs shall not exceed 4 when the teachers have not taken any administrative part-time jobs.

Article 8 Teachers shall not interfere their formal job at the University when they take a part-time job. The related units shall confirm the teachers have fulfilled the required hours and working requirements by law at the University. Each department (institute and center) shall stipulate its own regulations about the basic working requirements for those who take a part-time job.

Article 9 Teachers shall fill in the application form (please refer to attachment 1) in advance before they take a part-time job; or the organization/ institution shall inform the University by mail before they invite the teachers to take a part-time job. The teachers may start working after the University approves. The teachers shall reapply if they want to take the part-time job continuously after the term is expired or the duties of part-time job are changed.

Article 10 The University shall disapprove or abolish the approval during the term of a part-time job if the teachers meet with the conditions as below:

1. Those who take a part-time job, which is totally different from the formal one in nature.
2. Those who have failed results on the assessment of teacher performances.

3. Those who may cause bad influences to the formal jobs.
4. Those who may damage the image of teachers or University.
5. Those who may release the confidential information of public affairs.
6. Those who may bribe or be fraudulent for personal gains.
7. Those who may transact for illegal benefits on duty.
8. Those who may use public funds without permission or use the public property of the University improperly.
9. Those who may violate the principles to keep impartiality when teaching.
10. Those who may damage the safety or health of teachers.

Article 11 The Office of Personnel shall periodically collect all of the information relating to the part-time jobs outside the campus of the University taken by the teachers to the President for ratification and approval. The President's opinions will be regarded as the basis for deciding whether the teachers can take a part-time job continuously or not (please refer to attachment 2).

Article 12 If the teachers, who have taken a part-time job at the profit-seeking enterprises or group which has industrial-academic relationship with the University mentioned in the Item 4 of Article 3 for more than half of one year and have received the pay for more than half of the total amount of the annual salary, the University shall make an cooperative contract with the enterprise or group. Furthermore, the University shall stipulate the feedback regulations or rules for charging the subsidy for academic sponsorship that the amount of subsidy shall not below the total amount of monthly salary of part-time teachers at the University each year.

To encourage the industrial-academic cooperation, the regulations in Article 12 are not applicable to those who are approved to sign the contracts with the enterprises or groups mentioned above for transfer of knowledge or technology.

The subsidy of academic sponsorship shall be approved by the President by following the regulations of administrative procedures after it is negotiated by the departments (institutes) of teachers and the profit-seeking enterprises/ groups. With the approval of the President, the Office of Research and Development shall start to sign the contracts with the profit-seeking enterprises/ groups on behalf of the University.

In principle, the subsidy for academic sponsorship shall be paid by cash. If the subsidy is

paid in equity securities, it shall wait for the approval after it is evaluated by the Office of Accounting.

Article 13 Teachers who take a part-time job may transfer the information or professional accomplishments acquired from their formal jobs for business profits. However, the teachers shall be subject to the related rules or legal contracts herein regulated in the Regulations.

Article 14 The term for the teachers who are invited to teach at other institutions shall not exceed the regulated one; and the teachers shall also offer the information about the term of part-time teaching jobs to the University.

Article 15 Teachers who take the part-time teaching jobs at other institutions without due process and prior approval shall be notified. If they do not stop the part-time jobs after notification, they shall be reviewed and evaluated under the University's regulations, and may be suspended without pay, dismissed, or punished immediately.

Article 16 For any situations not being stated in the Regulations, other rules and regulations shall be in effect.

Article 17 The Regulations adopted in the meeting of University Council and approved by the President shall come into effect on and after the 3<sup>rd</sup> day when they are promulgated.

**Attachment 1**

**Applicable Form for Part-time Jobs outside the Campus of I-Shou University Taken by Full-time Teachers**

Unit: \_\_\_\_\_ Position: \_\_\_\_\_ Name: \_\_\_\_\_

I, herein request for an approval for the part-time job outside the campus of I-Shou University.

Name of Organization or Institution	Position	Term	Amount of Hour(s) Each Week	Salary	Amount of Subsidy for Academic Sponsorship
		From ____ to ____ (mm/dd/yy)	_____ hours	\$____	<input type="checkbox"/> No <input type="checkbox"/> Yes \$_____

**Current Situation of Part-time Job**

Name of Organization or Institution	Position	Term	Amount of Hour(s) Each Week	Salary	Amount of Subsidy for Academic Sponsorship
		From ____ to ____ (mm/dd/yyyy)	_____ hours	\$____	\$____
		From ____ to ____ (mm/dd/yyyy)	_____ hours	\$____	\$____
		From ____ to ____ (mm/dd/yyyy)	_____ hours	\$____	\$____

Remarks:

- Teachers shall not take any part-time jobs outside the campus of I-Shou University without due process and prior approval.
- Anyone who wants to take a part-time job shall be subject to the Regulations on Handling Part-time Jobs outside the Campus of I-Shou University Taken by Teachers

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yyyy)

Director of Department (Institute, Office, Center): \_\_\_\_\_ Dean: \_\_\_\_\_ President: \_\_\_\_\_

**Attachment 2**

**Assessment Form for Part-time Job outside the Campus of I-Shou University Taken by Full-time Teachers at the Academic Year of \_\_\_\_**

Unit:

Position:

Name:

Name of Organization or Institution	Position	Term	Amount of Hour(s) Each Week	Salary	Amount of Subsidy for Academic Sponsorship
Items for Assessment			Self-assessment	Initial Assessment by the Directors of Department (Institute, Office, Center)	Review by the Dean
1. Whether the total hours taught at the University fulfill the required hours by law and the teachers have met the working requirements of the University?			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	/

<p>2. Whether the teachers meet any disapproved conditions listed as below:</p> <p>(1) Those who take a part-time job, which is totally different from the formal one in nature.</p> <p>(2) Those who have failed results on the assessment of teacher performances.</p> <p>(3) Those who may cause bad influences to the formal job.</p> <p>(4) Those who may damage the image of teachers or University.</p> <p>(5) Those who may release the confidential information of public affairs.</p> <p>(6) Those who may bribe or be fraudulent for personal gains.</p> <p>(7) Those who may transact for illegal benefits on duty.</p> <p>(8) Those who may use public funds without permission or use the public property of the University improperly.</p> <p>(9) Those who may violate the principles to keep impartiality when teaching.</p> <p>(10) Those who may damage the safety or health of teachers.</p>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <b>Item</b> _____	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <b>Item</b> _____	
<p>3. Agreement for the continuing part-time job?</p>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**Teacher for Assessment:**      **Director of Department (Institute, Office, Center):**      **Dean:**

Remarks: 1. Please follow the Article 11 of the Regulations, which herein regulates that the Office of Personnel shall periodically collect all of the information relating to the part-time jobs outside the campus of the University taken by the teachers to the President for ratification and approval. The President’s opinions will be regarded as the basis for deciding whether the teachers can take a part-time job continuously or not.

2. Teachers who take a part-time job shall assess and review their own performances on teaching, research, service and guidance at the University by the end of every academic year. The self-assessment shall be sent to the director of department (institutes, office, center) and dean, and forwarded to the President for ratification and approval.

3. The results of assessment will be deemed as the basis for deciding whether the teachers can take a part-time job continuously or not.