

國立屏東科技大學兼任教師聘任及資格送審辦法

NPUST Regulations for the Appointment and Qualification Review of Adjunct Faculty

96年11月22日本校96學年度第1學期第2次教評會審議修訂通過第4條及第10條
99年6月14日本校98學年度第2學期第4次教評會審議通過修訂第4條及第7條
101年3月8日本校100學年度第2學期第1次教評會審議通過修訂第4條
101年5月10日本校100學年度第2學期第2次教評會審議通過修訂第8條及第10條
101年6月14日本校100學年度第2學期第3次教評會審議通過修訂第5條及附表
101年9月27日本校101學年度第1學期第1次教評會審議通過修訂第4條
101年11月12日本校101學年度第1學期第2次教評會審議通過修訂第7條及第11條
106年6月15日本校105學年度第2學期第3次教評會審議通過修訂名稱及全文共計19條
並自106年8月1日生效（同日廢止本校現行兼任教師資格送審作業要點）
107年6月21日本校106學年度第2學期第3次教評會審議通過修訂第9條及第19條
108年3月7日本校107學年度第2學期第1次教評會審議通過修正第7條及第19條
108年11月28日本校108學年度第1學期第2次教評會審議通過修正第3、9、10、19條及聘約第10點之1
111年5月12日本校110學年度第2學期第2次教評會審議通過修正第1、4、5、7~11、13、19、20條
及聘約第10、13、14點
112年5月11日本校111學年度第2學期第3次教評會審議通過修正第9、10、15條
000年00月00日本校000學年度第0學期第0次教評會審議通過修正第9、10、20條

第一章 總則 Chapter 1 General Provisions

第一條 Article 1

國立屏東科技大學（以下稱本校）基於專業特殊性、產業實務經驗、實際教學、為支援教學單位專任師資人力不足及學術研究或專業需求並為辦理兼任教師資格送審作業，依據「專科以上學校兼任教師聘任辦法」，訂定本校兼任教師聘任及資格送審辦法（以下稱本辦法）。

National Pingtung University of Science and Technology (hereinafter referred to as "the University") establishes these Regulations for the Appointment and Qualification Review of Adjunct Faculty (hereinafter referred to as "these Regulations") in accordance with the "Regulations on the Appointment of Adjunct Faculty at Colleges and Universities of Specialization and Above" based on the unique nature of its disciplines, practical industry experience, actual teaching needs, support for teaching units with insufficient full-time faculty, and academic research or professional requirements.

第二條 Article 2

本辦法所聘兼任教師係以擔任部份時間教學或研究生論文共同指導為主要任務，其聘任除依本校及教育部相關法令之規定外，悉依本辦法辦理。

Adjunct faculty appointed under these Regulations primarily engage in part-time teaching or co-supervision of graduate theses. In addition to complying with the relevant regulations of the University and the Ministry of Education, their appointment shall be governed by these Regulations.

第二章 聘任 Chapter 2 Appointment

第三條 Article 3

本校聘任兼任教師其資格必須符合「教育人員任用條例」或「大學聘任專業技術人員擔任教學辦法」之規定。

The qualifications of adjunct faculty members appointed by the University must comply with the provisions of the "Act Governing the Appointment of Educators" or the "Employment Regulations for Professional Technicians Teaching at Universities."

兼任教師聘期起訖日期以學期制或學年制為原則，並應以聘約約定授課及相關權利義務事項。但聘約所定聘期更有利於兼任教師者，從其約定。兼任教師聘約如附件一。

The appointment of adjunct faculty is generally based on a semester or academic year basis, and the terms of the appointment should be specified in the contract, including teaching and related obligations. The specific terms of adjunct faculty appointments are provided in Appendix 1. If, after the appointment, it is determined that there is no longer a need for the services of the adjunct faculty due to insufficient student enrollment, the appointment can be terminated before the end of the agreed term.

兼任教師聘任後，因學生選課人數未達開課標準，致無聘任該兼任教師之需求者，

聘期屆滿前得終止聘約，並應由聘任單位簽文會辦人事室、教務處，奉核定後以書面為之。

The termination should be processed in writing and approved by the department or hiring unit, the Office of Personnel Affairs, and the Office of Academic Affairs.

第四條 **Article 3**

本校兼任教師之聘任應由各教學及行政單位經系、所、學位學程、中心、體育室及語言中心等(以下稱系)教師評審委員會(以下稱教評會)先就以下事項審議後，簽聘需求：

The appointment of adjunct faculty at the University must be initiated by the teaching and administrative unit, institute, degree program, center, physical education and language center, and reviewed by the faculty evaluation committee (referred to as the "evaluation committee"), and subsequently approved according to the following requirements:

- 1、 擬聘兼任教師任教之科目，系必須開授且每學年選修開課平均學分數與畢業應修平均學分數之比例在一點二倍以下，凡超過者或系上有教師授課時數不足者，不宜聘任兼任教師。
1. The subject to be taught by the adjunct faculty member must be a required course offered by the department, and the ratio of the average credit hours for elective courses to the average credit hours for graduation requirements in a given academic year should be less than 1.2. The appointment of adjunct faculty should not be considered for courses that exceed this ratio or if there are insufficient teaching hours for the department's faculty.
- 2、 聘任單位具有前款支援教學能力之教師，無授課時數不足情形或已(擬)應聘至校外兼課情形。
2. The appointing unit must have faculty with the capability to support teaching, as stated

above, and adequate teaching hours, or they have already been or are planned to be appointed for external teaching.

- 3、 擬聘兼任教師任教之課程，在該學期有開授之必要性，其課程為系上教師無法開授。
3. The course to be taught by the adjunct faculty member must be necessary for the given semester, and there must be a shortage of faculty in the department to offer the course.
- 4、 所聘兼任教師職級以聘請助理教授以上師資為優先考量。
4. Priority should be given to adjunct faculty members with a rank of Assistant Professor or above.
- 5、 具備專科以上教師資格證書者，優先考量聘任。
5. Preference will be given to candidates with teaching qualification certificates equivalent to or higher than a college degree.
- 6、 聘請兼任教師授課時數，應符合本校「教師授課鐘點費核計辦法」規定。
6. The number of teaching hours for adjunct faculty members should comply with the "Regulations for Calculating Hourly Teaching Rates for Teachers" at the University.
- 7、 年齡已超過七十歲，其體能適宜擔任教學者，得予聘任；逾七十五歲者，不得聘任。
7. Individuals over the age of 70 who are physically capable of teaching may be appointed, but those over the age of 75 should not be appointed.
- 8、 經校長核定有其他特殊情況需要者。
8. Other special circumstances, as approved by the President.

擬聘之兼任教師如係義務教學不支領鐘點費者，得不受前項因素之限制。

Adjunct faculty members who teach on a voluntary basis without receiving hourly pay are not subject to the limitations mentioned in the previous paragraph.

第五條 **Article 5**

各教學及行政單位依本辦法提聘兼任教師，須檢附擬聘之『兼任教師課程申請表』、兼任教師基本資料表及最高學歷證書、專科以上教師證書、相關證照、現任或曾任單位服務（在職）證明與教師授課計畫書等資料，供各級教評會審議。

When hiring adjunct faculty members under these Regulations, each teaching and administrative unit must provide an "Adjunct Faculty Course Application Form", basic information for the adjunct faculty members, highest educational certificates, teaching qualification certificates, relevant licenses, proof of current or past employment, and a teaching plan for review by the faculty evaluation committee at various levels.

兼任教師曾在本校授課者，再經同一系提聘時，視同續聘，除各項應查驗之個人基本資料已修正變更者仍須檢送審查外，餘均無需重覆檢附。

Adjunct faculty members who have previously taught at the University and are reappointed by the same department will be considered as renewing their appointment. Any updated personal information that needs verification must be submitted, previously verified documents need not be re-submitted.

第六條 **Article 6**

各教學及行政單位應於提聘兼任教師聘期開始之前一學期結束前，完成聘任程序，如因特殊情形以致聘任之當學期必需辦理補聘情形時，提聘單位應敘明具體事由依本辦法第四條之規定程序辦理，其所述事由不具體明確或與本辦法第三條規定牴觸時，各級教評會得不予追認通過。

Each teaching and administrative unit should complete the appointment process for adjunct faculty members one semester before the start of their appointment period. In cases where it is necessary to appoint adjunct faculty during the same semester due to special

circumstances, the appointing unit must specify the reasons for this and follow the procedures outlined in Article 4. If the reasons provided are not specific or contradict the provisions of Article 3, the appointment may not be approved by relevant faculty evaluation committees.

第七條 **Article 7**

本校職員及約用人員，不得擔任本校兼任教師。但本校職員（不含軍訓教官）及約用人員符合「教育人員任用條例」所訂教師聘任資格者，得應系教學實習課程或進修推廣教學等特殊需求，於專案簽准後提經各級教評會審議通過，應聘為兼任教師，不在此限。

University employees, including regular and contract employees, are not eligible to serve as adjunct faculty members at the University. However, University employees who meet the teacher appointment qualifications stipulated in the "Act Governing the Appointment of Educators", may be appointed as adjunct faculty members after special approval by relevant faculty evaluation committees, for the purpose of participating in instructional internships or continuing education and outreach teaching, in accordance with guidelines.

職員及約用人員應聘擔任本校兼任教師者，應依「行政院限制所屬公務人員借調及兼職要點」及本校「約用人員工作規則」規定，在辦公時間內每週授課時數併計不得超過四小時，並應依請假規定辦理。

University employees and contract employees who are appointed as adjunct faculty members are subject to the "Executive Yuan Guidelines for Restricting Public Servants and Employees of Educational Institutions from Concurrent Appointments and Part-Time Jobs" and the Universities "Rules for Contract Employees". Teaching hours should not exceed four hours per week during office hours, and they must comply with the regulations on taking leave.

本校稀少性科技人員具有博士學位之三等技術師（比照助理教授級）以上人員，如符合「教育人員任用條例」所訂教師聘任資格者，得應本校教學需求，提經各級教評會審議通過，義務擔任兼任教師，每週不逾四小時。

Technical personnel at the University with doctoral degrees, such as third-grade technicians (equivalent to Assistant Professors), who meet the teacher appointment qualifications stipulated in the "Act Governing the Appointment of Educators," may be obligated to serve as adjunct faculty members at the University for the purpose of meeting the University's teaching needs. Teaching hours should not exceed four hours per week during office hours.

第八條 **Article 8**

兼任教師在聘約期間，如有「專科以上學校兼任教師聘任辦法」應予終止聘約或停止聘約執行情事者，悉依「專科以上學校兼任教師聘任辦法」相關規定辦理。

During the term of appointment, if an adjunct faculty member is involved in situations that warrant termination or suspension of the contract according to the "Regulations on the Appointment of Adjunct Faculty at Colleges and Universities of Specialization and Above," the relevant provisions shall apply.

本校應依「專科以上學校兼任教師聘任辦法」規定辦理通報、資訊之蒐集、查詢、處理及利用；本校聘任兼任教師前，應為資訊之蒐集及查詢，已聘任者，應定期查詢；其通報、資訊之蒐集、查詢、處理、利用及其他相關事項，準用不適任教育人員之通報資訊蒐集及查詢處理利用辦法之規定。

The University must follow the regulations for notification, data collection, inquiry, processing, and use specified in the "Regulations on the Appointment of Adjunct Faculty at Colleges and Universities of Specialization and Above." Before appointing adjunct faculty members, the University shall collect and verify information. For those already appointed,

regular inquiries should be conducted. Other related matters, including reporting, information collection, inquiry, processing, utilization, and any other relevant matters, shall be carried out in accordance with the provisions of the regulations for handling information collection and inquiries about unsuitable educational personnel.

兼任教師學期期末教學評量意見評量成績累計二次未達七十分者，不得再行聘任。

Adjunct faculty members who do not achieve a passing score after two cumulative assessments of student feedback on end of semester teaching performance may not be reappointed.

第三章 資格送審 Chapter 3 Qualification Review

第九條 Article 9

本校兼任教師申請送審教師資格者，除應符合「教育人員任用條例」及教育部「專科以上學校教師資格審定辦法」等相關規定外，並於本校任教滿四學期，各學期至少應實際任教滿一學分以上，得申請學位送審講師或助理教授資格，申請當學期須在本校實際任教。

For University adjunct faculty members applying for teacher qualifications, in addition to meeting the requirements of the "Act Governing the Appointment of Educators" and the "Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education" of the Ministry of Education, they must have taught at the University for at least four semesters and taught a minimum of one credit per semester. They are eligible to apply for qualifications as lecturers or assistant professors, and the application should be submitted during the same semester in which they are currently teaching at the University.

本校校務基金進用研究人員擔任本校兼任教師送審教師資格，得免受前項之限制。

Research personnel hired by the University with funds from the University's operating

budget to serve as adjunct faculty members may be exempt from the restrictions mentioned in the previous paragraph.

兼任教師同時於其他專科以上學校擔任專任教師者，應由專任學校報教育部送審教師資格。

Adjunct faculty members who concurrently serve as full-time faculty at other colleges or universities of specialization and above shall have their teacher qualifications reviewed by their primary institution, and the primary institution should report this to the Ministry of Education for teacher qualification review.

第十條 **Article 10**

兼任教師申請送審教師資格者，應自行負擔外審之審查費及郵電費。本校校務基金進用研究人員擔任本校兼任教師之送審教師資格費用，由研究總中心支付。

Adjunct faculty members applying for teacher qualifications are responsible for covering the costs of external reviews and postage. The fees for external teacher qualifications for research personnel hired by the University with funds from the University's operating budget will be covered by the Research and Development Center.

兼任教師不辦理升等，以專門著作（或學位論文）、藝術類科作品、成就證明或技術報告送審者，應一次送五人審查，獲四人以上評審為七十分以上者，始得續提校教評會審議。

Adjunct faculty members who do not seek promotion and apply for qualification through specialized works (or dissertations), works of art, proofs of achievement, or technical reports must undergo a review by five assessors. Approval by at least four of these reviewers with a score of at least 70 is required to proceed to the University's Faculty Evaluation Committee for review.

第十一條 Article 11

兼任教師之資格送審，依下列程序辦理：

The qualification review for adjunct faculty members follows the following procedures:

1、 兼任教師向任教之系提出申請。

1. Adjunct faculty members apply to the department where they teach.

2、 系依「專科以上學校教師資格審定辦法」及「大學辦理國外學歷採認辦法」

之規定，審驗兼任教師之學歷等證件無誤後，循行政程序簽會教務處及人事室，陳請校長同意後辦理審查事宜。

2. In accordance with the “Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education” and the "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education", the academic qualifications and documents of adjunct faculty members the department shall be verified by the department and be submitted, following the administrative process of the Office of Personnel Affairs and the Office of Academic Affairs, for the consent and review of the Principal.

3、 兼任教師至本校出納組繳納外審費用後，檢附繳費證明及專門著作（或學位論文）、藝術類科作品、成就證明或技術報告等相關外審所需資料送系。送審之著作（或學位論文）、藝術類科作品、成就證明或技術報告，須與其任教科目相符。

3. After paying the external evaluation fees to the University's cashier's office, adjunct faculty members should submit the payment receipt and all required documents for external evaluation, such as specialized works (or dissertations), artistic works, achievement proofs, or technical reports, to the department. The submitted works (or dissertations), artistic works, achievement proofs, or technical reports must be relevant

to the courses they are teaching.

4、 兼任教師辦理著作外審之審查標準及程序，比照本校「專任教師聘任及升等審查辦法」所訂新聘教師之相關規定辦理。

4. The evaluation standards and procedures for the external evaluation of works submitted by adjunct faculty members shall follow the relevant regulations for newly appointed faculty members set forth in the "Regulations on the Appointment and Promotion Review of Full-Time Faculty Members" at the University.

5、 著作外審結果應提經各級教評會審議；校教評會決審通過者，由人事室陳請校長核定後，函報教育部核發教師資格證書。

5. The results of the external evaluation should be reviewed by the relevant Faculty Evaluation Committees. If the University's Faculty Evaluation Committee approves, the Office of Personnel Affairs should request the President's approval and then submit the application to the Ministry of Education for the issuance of the teacher qualification certificate.

第四章 相關權利及義務 Chapter 4 Rights and Obligations

第十二條 Article 12

兼任教師之授課應配合本校教務相關規定（含請假、代調補課、繳交成績等）並應注意學生權益之維護。

Adjunct faculty members must comply with the University's academic regulations, including regulations related to leave, substitution of classes, and grade submissions. They should also ensure the protection of students' rights and interests.

第十三條 Article 13

兼任教師於受聘期間，享有下列權利：

During their appointment, adjunct faculty members are entitled to the following rights and benefits:

1、 對本校教學及行政事項提供意見。

1. Providing input on matters related to the University's teaching and administration.

2、 享有待遇、請假、保險及退休金等依法令規定之權益。

2. Entitlement to benefits, leave, insurance, and retirement benefits as required by law.

3、 對教師資格審定之申請、審查結果及有關其個人終止聘約、停止聘約之執行、待遇、請假及退休金之措施，認為違法或不當致損害其權益者，得準用教師法之申訴程序，請求救濟。

3. The right to apply for educator qualification reviews, review results, and recourse procedures in cases where they believe that any actions taken, such as termination of their appointment, suspension of their appointment, benefits, leave, or retirement benefits, are illegal or improper and have harmed their rights and interests.

4、 教師之教學依法令享有教學自主。

4. Autonomy in their teaching activities within the framework of the law.

5、 除法令另有規定者外，得拒絕參與教育行政機關或學校所指派與教學無關之工作或活動。

5. Unless otherwise stipulated by law, the right to decline participation in work or activities assigned by educational administrative authorities or the school that are unrelated to teaching.

六、其他法令規定應享之權利。

6. Other rights and benefits required by law.

兼任教師於受聘期間，負有下列義務：

During their appointment, adjunct faculty members are obligated to the following:

1、 遵守兼任教師聘約規定，維護校譽。

1. Adhere to the terms of the adjunct faculty appointment contract and uphold the University's reputation.

2、 積極維護學生受教之權益。

2. Actively protect students' rights and interests.

3、 依有關法令及學校安排之課程，實施教學活動。

3. Conduct teaching activities in accordance with the curriculum and arrangements made by the University and relevant laws.

4、 嚴守職分，本於良知，發揚師道及專業精神。

4. Fulfill their professional responsibilities with expertise and uphold ethical standards.

5、 非依法律規定不得洩漏學生個人或其家庭資料。

5. Not disclose students' personal or family information unless required by law.

六、 其他法令規定應盡之義務。

6. Other obligations stipulated by law.

第十四條 **Article 14**

兼任教師待遇以鐘點費支給，授課期間並應按月發給。

Adjunct faculty members are compensated based on an hourly rate, and payment is made monthly.

兼任教師如因天然災害停止上班上課或國定假日致無實際授課，仍應發給鐘點費。

If adjunct faculty members are unable to teach due to natural disasters or national holidays, they are entitled to their hourly rate compensation.

第一項鐘點費為統攝性報酬，包括兼任教師從事課程設計規劃、教材準備、授課、

批閱學生作業及試卷、回答學生課程疑義等一貫體系之教學活動之報酬。

The hourly rate includes remuneration for activities related to teaching, such as curriculum design, course preparation, teaching, grading assignments and exams, and addressing student queries, among other teaching-related activities.

第十五條 **Article 15**

兼任教師之請假，比照教師請假規則第三條請假日數核算，並依下列規定辦理：

Adjunct faculty members' leave is governed by the rules for teacher leave. Leave days are counted in accordance with the provisions of Article 3 of the Teacher Leave Regulations, and the following rules are applied:

- 1、 生理假：每月得請生理假一日，每次以一曆日計給為原則，不得分次申請；
全學年請假日數未逾三曆日，不併入病假計算，其餘日數併入病假計算。
1. Menstrual Leave: One day of menstrual leave can be taken each month, with each occasion considered as one leave day, multiple requests for leave are not permitted. If the total number of leave in the entire school year does not exceed three calendar days, it shall not be included in the calculation of sick leave, and the remaining days shall be included in the calculation of sick leave.
- 2、 安胎休養：懷孕期間經醫師診斷需安胎休養者，按所需期間依曆給假；請假期間之應授課時數併入病假計算。
2. Pregnancy Leave: If a pregnant adjunct faculty member is diagnosed by a physician as needing pregnancy leave, the leave is granted for the necessary period, as assessed by the physician. The hours of teaching during the leave period are included in sick leave calculations.
- 3、 娩假、流產假：日數比照專任教師核給，依曆給假，並應一次請畢。
3. Maternity Leave, Miscarriage Leave: The number of days is granted in accordance with the regulations for regular faculty members, and leave is given as needed.

4、 捐贈骨髓或器官者，視實際需要給假。

4. Donating Bone Marrow or Organs: Leave is granted as needed.

5、 具原住民族身分之教師，依原住民族委員會公告各該原住民族歲時祭儀放假日計給。

5. Adjunct faculty members of Indigenous ethnicity are entitled to leave in accordance with the holidays of their respective Indigenous tribes, as announced by the Indigenous Peoples Commission.

六、婚假、產前假、陪產假、事假及家庭照顧假、病假、喪假，依排定課表之平均每週授課時數，除以四十小時，乘以應給予請假日數並乘以八小時，不足一小時部分以一小時計；申請得以時計。

6. Marriage Leave, Antenatal Leave, Paternity Leave, Personal Leave, Family Care Leave, Sick Leave: Leave is counted based on the average number of teaching hours per week according to the class schedule, divided by forty hours, multiplied by the number of eligible annual days of leave and multiplied by eight hours and rounded up. Applications may also be submitted on an hourly basis.

兼任教師於授課期間依前項規定請假者，學校應發給鐘點費，並支應補課、代課鐘點費。但病假超過前項規定時數者，以事假抵銷，事假及家庭照顧假合計超過前項規定時數者，不發給鐘點費。

When adjunct faculty members take leave during their teaching period according to the provisions of the preceding paragraph, the University should provide them with hourly rate compensation and should also arrange for makeup classes or substitute teachers if needed. If sick leave exceeds the hours specified in the regulations, sick leave can be offset by personal leave. If the total of personal leave and family care leave exceeds the hours specified in the regulations, no hourly rate compensation is given.

第十六條 **Article 16**

兼任教師符合勞工保險條例、就業保險法或全民健康保險法所定資格者，本校於聘約有效期間依勞動基準法部份工時人員為其投保勞工保險、就業保險及全民健康保險。

Adjunct faculty members who meet the qualification requirements of the Labor Insurance Act, the Employment Insurance Act, or the National Health Insurance Act should be enrolled in labor insurance, employment insurance, and national health insurance by the University during their appointment period, as per the requirements of the Labor Standards Act for part-time employees.

第十七條 **Article 17**

兼任教師符合勞工退休金條例所定資格者，本校於聘約有效期間，依勞動基準法部份工時人員及勞工退休金條例規定，按時為未具本職兼任教師提繳退休金。

前項所稱未具本職，指兼任教師未具下列身分之一：

For adjunct faculty members who meet the qualification requirements of the Labor Pension Act, the University will contribute to the retirement fund for adjunct faculty members who do not hold their own positions in accordance with the provisions of the Labor Standards Act and the Labor Pension Act, during their appointment period. The term "who do not hold their own positions" refers to adjunct faculty members who do not hold one of the following roles:

1、 軍人保險身分者。

1. Military personnel insurance status.

2、 公教人員保險身分者。

2. Government employee insurance status.

3、 農民健康保險身分者。

3. Farmer health insurance status.

4、 勞工保險身分之下列全部時間工作者：

4. The following full-time workers under labor insurance status:

(1) 以機關學校為投保單位：機關學校專任有給人員。

(1) If the insurance unit is an institution or school: full-time employees of institutions and schools.

(2) 非以機關學校為投保單位：

(2) If the insurance unit is not an institution or school:

1、 公、民營事業、機構之全部時間受雇者。

(a) Employed full-time by public or private businesses, organizations, or institutions.

2、 雇主或自營業主。

(b) Employers or self-employed business owners.

3、 專門職業及技術人員自行執業者。

(c) Professionals and technicians who are self-employed.

5、 已依相關退休（職、伍）法規，支（兼）領退休（職、伍）給與者。

5. Those who have already received retirement benefits under relevant retirement regulations (including retirement or resignation) are not covered.

第五章 附則 **Chapter 5 Supplementary Provisions**

第十八條 **Article 18**

依大學法聘任之兼任專業技術人員，準用本辦法之規定。

Adjunct professional and technical personnel appointed in accordance with the University

Act shall be subject to the provisions of this bylaw.

第十九條 **Article 19**

本辦法如有未盡事宜，依「專科以上學校兼任教師聘任辦法」及本校兼任教師聘約等規定辦理。

Any matters not addressed in this bylaw shall be handled in accordance with the "Regulations on the Appointment of Adjunct Faculty at Colleges and Universities of Specialization and Above" and the University's regulations on the appointment of adjunct faculty members.

第二十條 **Article 20**

本辦法經本校教評會及行政會議審議通過後施行，其修正時亦同。

This bylaw shall be implemented upon approval by the University's Faculty Evaluation Committee and Executive Council, and any amendments to it shall also follow the same procedure.

國立屏東科技大學兼任教師聘約

NPUST Adjunct Faculty Contract

111 年 5 月 12 日本校 110 學年度第 2 學期第 2 次教評會審議通過

- 1、聘期起訖日期以學期制或學年制為原則，聘任後因學生選課人數未達開課標準，致無聘任需求者，聘期屆滿前得終止聘約。學期期末教學評量意見評量成績累計二次未達七十分者，不得再行聘任。
1. The appointment period will generally follow the academic semester or academic year structure. In cases where the minimum enrollment requirements for a course are not met after the appointment, the contract may be terminated before its expiration. Furthermore, if the Adjunct Faculty Member's teaching evaluations and assessment results accumulate to less than 70 points in two consecutive academic terms, reappointment will not be permitted.
- 2、兼任教師接到本聘書後應於二星期內應聘，否則以不應聘論。應聘後，非經本校同意不得以任何理由不到職，否則自願賠償學校因此所衍生之一切損失〔如另聘師資授(代)課鐘點費等〕。
2. The Adjunct Faculty Member is required to respond to this appointment letter within two weeks. Failure to respond within this timeframe will be considered a refusal to accept the appointment. Once accepted, the Adjunct Faculty Member must report for duty as per the agreed-upon schedule, and no reasons will be accepted for not fulfilling their duties without the consent of the university. In the event of non-compliance, the Adjunct Faculty Member will be liable for compensating the university for all losses incurred as a result, including the cost of hiring replacement faculty or instructors and any associated hourly fees.
- 3、兼任教師有親自授課、監考、閱卷及指導學生實習及進修之義務，授課應配合本校教務相關規定（含請假、代調補課、繳交成績等）並應注意學生權益之維護。
3. Adjunct Faculty Members have the obligation to personally conduct teaching, invigilation, grading, and guiding student internships and further studies. Their teaching responsibilities should comply with the relevant regulations of the university's academic affairs department (including leave, substitution, makeup classes, grade submission, etc.), and they should also be attentive to safeguarding students' rights and interests.
- 4、兼任教師擬於聘約存續期間內辭職者，須經學校書面同意後，始得離職；聘約期限屆滿後，不再應聘時，應於聘約屆滿二個月前書面通知學校。
4. An adjunct faculty member intending to resign during the contract period must obtain written approval from the university before departing. When the contract term expires and the adjunct faculty member does not wish to continue, they should provide written notice to the university at least two months before the contract's end.
- 5、兼任教師待遇依「公立大專校院兼任教師鐘點費支給基準表」規定各聘任職級支給；待遇以鐘點費支給，授課期間並應按月發給。
5. Adjunct faculty members will receive compensation based on the "Hourly Pay Scale for Adjunct Faculty in Public Colleges and Universities" according to their respective appointment ranks. The compensation is provided in the form of hourly pay and should be disbursed on a monthly basis during the teaching period.
- 6、如因天然災害停止上班上課或國定假日致無實際授課，仍應發給鐘點費。鐘點費為統攝性報酬，包括兼任教師從事課程設計規劃、教材準備、授課、批閱學生作業及試卷、回答學生課程疑義等一貫體系之教學活動之報酬。
6. If classes are canceled due to natural disasters or on national holidays, the adjunct faculty members should still receive their hourly pay. The hourly pay is a comprehensive remuneration that includes compensation for various aspects of their teaching activities, such as curriculum design, course planning, teaching, grading student assignments and exams, and addressing students' questions regarding the course.
- 7、兼任教師請假比照教師請假規則第三條請假日數核算，並依本校兼任教師聘任及資格送審辦法第十五條規定辦理。授課期間依規定請假者，學校應發給鐘點費，並支應補課、代課鐘點費。

但病假超過前項規定時數者，以事假抵銷，事假及家庭照顧假合計超過前項規定時數者，不發給鐘點費。

7. Adjunct faculty members requesting leave follow the calculation of leave days in accordance with the rules set forth in the third article of the Teacher Leave Rules. During the teaching period, those who take leave as per the rules will receive hourly pay, and the school should provide additional compensation for makeup classes or substitute teaching, in accordance with the Hourly Pay Calculation Regulations. However, if the sick leave exceeds the stipulated days in the preceding regulation, it will be offset by personal leave. If the total days of personal leave and family care leave exceed the stipulated days in the preceding regulation, hourly pay will not be provided.
- 八、兼任教師符合勞工保險條例、就業保險法或全民健康保險法所定資格者，本校於聘約有效期間依勞動基準法部份工時人員按時投保勞工保險、就業保險及全民健康保險。
8. Adjunct Faculty Members who meet the qualifications specified under the Labor Insurance Act, Employment Insurance Act, or National Health Insurance Act will have partial-time coverage for Labor Insurance, Employment Insurance, and National Health Insurance, in accordance with the Labor Standards Act, during the effective period of their appointment.
- 8、兼任教師符合勞工退休金條例所定資格者，本校於聘約有效期間，依勞動基準法部份工時人員及勞工退休金條例規定，按時為未具本職兼任教師提繳退休金。
9. For adjunct faculty members who meet the qualification requirements of the Labor Pension Act, the University will contribute to the retirement fund for adjunct faculty members who do not hold their own positions in accordance with the provisions of the Labor Standards Act and the Labor Pension Act, during their appointment period.
- 9、兼任教師於執行教學、指導、訓練、評鑑、管理、輔導或提供學生勞務機會時，不得違反專業倫理，並應尊重他人與自己之性或身體之自主，遵守教育基本法、性別平等教育法、性別工作平等法及校園性侵害性騷擾或性霸凌防治準則等相關規定。兼任教師發現師生關係有違反專業倫理之虞，應主動迴避或陳報學校處理。
10. Adjunct faculty members, when engaging in teaching, guidance, training, evaluation, management, counseling, or providing student services, must adhere to professional ethics. They should also respect the autonomy of themselves and others in terms of their sexuality or body. It is essential to comply with relevant regulations, including the Educational Fundamental Act, Gender Equity Education Act, Gender Equality in Employment Act, and Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus. If adjunct faculty members identify situations that violate professional ethics within the teacher-student relationship, they should proactively address or report these concerns to the university for resolution.
- 十一、兼任教師應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。
11. Adjunct faculty members are expected to respect the autonomy of themselves and others regarding their sexual orientation and bodies, avoid any unwelcome advances, and refrain from resolving conflicts related to sex or gender through force or violence.
- 十一之一、兼任教師知有疑似校園霸凌事件時，應有立即向學生事務處(校安中心)通報學校處理之義務，並遵守本校校園霸凌防制要點規定。
- 11-1. Adjunct faculty members have a responsibility to immediately report any suspected cases of campus bullying to the Student Affairs Office (Campus Security Center) for appropriate action, and they should adhere to the guidelines for preventing campus bullying established by the university.
- 十二、兼任教師若有違反送審教師資格規定或教師倫理行為之情事者，依本校教師違反送審教師資格規定處理要點及本校教師倫理守則規定處理。
12. Adjunct faculty members who violate the regulations for teacher qualification review or teacher ethical conduct shall be dealt with according to the university's guidelines for handling violations of the regulations for teacher qualification review and the university's ethical code for teachers.
- 十三、兼任教師違反聘約及相關規定，經本校相關委員會審酌事實，得提請本校教評會評議，違反情節重大者應依教師法解聘、不續聘、停聘之規定辦理。

13. Adjunct faculty members who violate their contracts and related regulations, upon review by the relevant university committees, may be referred to the university's academic evaluation committee for deliberation. Those with serious violations should be dealt with in accordance with the provisions of the Teachers' Act, which may include termination, non-renewal, or suspension.

十四、兼任教師涉有違失行為如未達教師法解聘、不續聘、停聘及教育人員任用條例第三十一條法定條款情事時，經各級教評會評議後，不得再行聘任。

14. Adjunct faculty members who are found to have committed misconduct or violated the terms of the Teachers' Act or the Act Governing the Appointment of Educators, as specified in Article 31 of the latter, may face consequences such as dismissal, non-renewal of their contract, or suspension, depending on the severity of the violation. After a review by the respective levels of the Teaching Evaluation Committee, they may not be reappointed if the violation is significant or in line with the legal provisions.

十五、本校應業務需要，於蒐集目的範圍內，得依照個人資料保護法蒐集、處理或利用兼任教師資料作為校務行政之用。同意應聘者，本聘約視為個人資料保護法第十五條及第十六條之書面同意書。

15. The university, for operational needs within the scope of the data collection purpose, may collect, process, or use adjunct faculty members' information in accordance with the Personal Information Protection Act. By agreeing to this appointment, the appointee acknowledges that this contract serves as written consent in accordance with Article 15 and Article 16 of the Personal Information Protection Act.

十六、本聘約未約定之其他事項，依教育人員任用條例、教師法、大學法、教師請假規則等相關法令及本校相關規定辦理。

16. Any matters not explicitly covered in this contract shall be governed by relevant legal provisions, including the Act Governing the Appointment of Educators, the Teachers' Act, the University Act, the Leave Rules for Faculty, and other pertinent regulations and policies established by the university. These laws and regulations will apply to situations that are not explicitly addressed within this contract.