

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.