國立臺灣師範大學教師服務規則

National Taiwan Normal University Faculty Service Regulations

Amendments to Articles 1, 3, 5, 10, 15 and 16 passed during the University General Meeting held on June 2nd, 2021.

Announced in Letter Shi-Da-Ren-Zi No. 1101017037 dated July 14, 2021.

Article 1

Faculty Members of National Taiwan Normal University (herein referred to as “the University”) shall be divided into four levels: professor, associate professor, assistant professor, and lecturer; and shall be appointed by the President of the University after approval by the Faculty Evaluation Meetings of the department (institute or degree program), college, and university. Their period of appointment shall be based on the employment contract.

Article 2

After receiving the employment contract, the teacher shall decide within two weeks whether to accept the position. After the deadline has elapsed, the University shall employ another teacher.

If the teacher does not wish to accept the position, they shall return the employment contract for cancellation.

Article 3

Full-time Faculty Member’s shall teach the full number of basic teaching hours in accordance with the requirements of the University's Guidelines for Calculation of Faculty Members’ Teaching Hours. Should the actual number of hours taught by a Faculty Member be less than the number of hours required of a Faculty Member of their respective rank after students enrollment additions and withdrawals are confirmed, the Faculty Member may offset one or two hours from the Faculty Member’s student guidance service time. If a full-time Faculty Member’s number of teaching hours per week fail to meet the standard number, each department (institute or degree program) shall seek to understand the reasons in detail and find a solution. The department (institution or degree program) shall not hire additional staff (full- and part-time) before a solution is confirmed. This, however, shall not apply in special circumstances, in which a special proposal may be submitted to the President for approval.

The English version is provided for reference only.

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However, in circumstances when a full-time Faculty Member has an insufficient number of teaching hours, the department (institution or degree program) may arrange for part-time department administrative work for the aforementioned Faculty Member or have the University arrange for special service plans or research work, or other such solutions deemed fitting.

Should a full-time Faculty Member have a record of teaching less than half of the basic number of hours for two consecutive semesters, and there is concrete evidence of incompetence in teaching, the department (institute or degree program) may handle matters according to the provisions of Article 16 of the Teachers' Act.

Article 4

Faculty Members shall be expected to arrive at school for teaching or research in a punctual manner, and shall be responsible for serving as guidance counsellors for students, supervising student research, correcting students' assignments, lab reports, and papers, evaluating students' conduct, guiding students in extracurricular activities, and accepting work assignments from the University.

Article 5

Full-time Faculty Members may not assume full-time duties or classes elsewhere. Faculty Members may, with the consent of the University, teach classes part-time at other institutions during their spare time, provided that such part-time work does not exceed four hours per week and are reported to the Office of Human Resources for records purposes. The part-time courses shall be limited to those of the same nature as the subjects taught at the University. Should a Faculty Member be commissioned by the central government or other related agencies to conduct survey research or design work, prior permission by the President shall be required. In the case that a Faculty Member is found to be teaching or working part-time outside of the University without permission from the University, and such violation is confirmed to be true, said violation shall be dealt with at the three levels of Faculty Evaluation Meetings in accordance with the provisions of Article 15 herein or Article 16 of the Teachers' Act.

Newly appointed full-time assistant professors shall not assume on-campus administrative duties, nor shall they be allowed to assume off-campus part-time jobs for three academic years, except counselling, thesis advising, student club advising, academic activity planning, student counseling, or assisting in the affairs of the department (institute or degree program). Full-time assistant professors shall not assume part-time on-campus administrative work or assume off-campus part-time positions. However, in special circumstances wherein such positions do not affect the work of the Faculty Member and is approved by the President, the above shall not apply.

Faculty Members who have been approved by the President to work part-time outside the University shall not apply for a reduction in teaching hours for new Faculty Members.

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Article 6 Faculty Members shall attend all relevant meetings of the University and comply with University regulations as well as resolutions concluded at various meetings.
Article 7 Faculty Members shall not miss classes without cause or reason, and shall take leave in accordance with the relevant regulations if they are unable to teach a class due to illness or personal affairs.
Article 8 Should a Faculty Member wish to resign during the term of their contract, they shall first submit a letter of resignation three months prior to the date of resignation. Only after receiving the University's approval shall they be dismissed from their respective posts at the end of the semester. Additionally, their salary and allowance shall be paid until the day of leaving their post. However, this shall not apply in special circumstances, and with the consent of the school.
Article 9 Full-time Faculty Members' remuneration and part-time Faculty Members' hourly rates shall be handled in accordance with the relevant government regulations.
Article 10 The employment contract of a Faculty Member shall be executed by said Faculty Member in person. During the term of the contract, a Faculty Member's employment dismissal, non-renewal and suspension shall be governed by provisions of Article 4 of the Teachers' Act.
Article 11 When a Faculty Member leaves the University, they shall properly turn over job matters and return any borrowed property. Furthermore, a certificate shall be obtained before leaving the school.
Article 12 A full-time Faculty Member's seniority salary increase, raise**,** promotion, bonus, benefits, advanced studies, retirement, pensions, etc., shall all be handled in accordance with the relevant regulations of the government and the University.

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Article 13 Teaching assistants who have been employed before the amendment of the *Act Governing the Appointment of Educators* (promulgated on March 21, 1997), shall be recognized as instructors according to the Ministry of Education's letter Tai-Ba-Liu-Ren-(Yi)-Zi No. 86087599 dated August 11, 1997. The duties of the teaching assistants are to assist in class, supervise students' experiments, mark students' assignments, and engage in specialized research work. However, they shall also be responsible for other duties assigned by the University. Teaching assistants shall not teach outside of University during office hours.
Article 14 Full-time Faculty Members shall be evaluated in accordance with the University's Regulations for Faculty Evaluation 教師評鑑準則.
Article 15 Should a Faculty Member violate these Regulations, the Faculty Member's contract, the Faculty Member's obligations, or other laws and regulations, but has not yet reach the threshold for dismissal, non-renewal, or suspension of employment as stipulated in Chapter 4 of the Teachers' Act, said violations may, in accordance with the provisions of Article 34 of the Teachers' Act, be included as reference in the promotion review, promotion, appraisal, etc., conducted by the three levels of Faculty Evaluation Meetings, according to the severity of the case. A Faculty Member shall not be paid overtime teaching fees, not be allowed to teach or work part-time outside of the University, not be temporarily seconded, not be eligible for awards and grants, or shall be dealt with in other appropriate ways.
Article 16 The provisions of these regulations shall also apply to full-time Faculty Members serving in all divisions, the School of Teacher Education, departments, offices, libraries, and centers.
Article 17 These regulations shall come into force after approval by the University General Meeting; the same shall apply in the case of amendments.

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