National Taiwan Normal University

Letter of Appointment

1. The Period of Appointment is from _____ (date) to _____ (date).

2. In the event that the adjunct faculty member wishes to terminate the appointment before the end of the appointment period, a three-month advance notice is required and the appointment shall only be terminated with the approval of the university and at the end of a semester.

   An adjunct faculty member whose appointment is not renewed upon the expiration of the Period of Appointment shall not be considered as adjunct faculty of NTNU from the time the appointment period ends.

   In the event that the number of students who sign up for the course offered by the adjunct faculty member does not meet the minimum criteria for the university to offer the course, the university would have no need for the service of the adjunct faculty member. In such cases, NTNU may terminate the appointment before its expiration.

3. The hourly pay for an adjunct faculty member shall be determined and paid in accordance with the pay scale of the Teacher Remuneration Act and the government's current general budget, as well as the NTNU Guidelines on the Teaching Hours of Faculty Members.

4. An adjunct faculty member is entitled to leave of absence subject to the provisions of Article 17 of the Regulations Governing the Employment of Adjunct Teachers in Tertiary Education. If an adjunct faculty member takes leave for any reason, they shall provide makeup classes for their students.

5. An adjunct faculty member shall abide by the Gender Equity Education Act, the Act of Gender Equality in Employment, and other relevant regulations.

   An adjunct faculty member shall not develop relationships that violate the professional code of ethics in matters pertaining to sex or gender issues in their interpersonal interactions with students in the course of teaching, guiding, training, evaluating, managing, counseling, or providing job opportunities for students. If the adjunct faculty member foresees that a teacher-student relationship might possibly be in violation of the aforementioned professional code of ethics, she/he shall take the initiative to avoid potential misunderstandings or report the matter to the university for further actions.

   An adjunct faculty member shall respect the sexual and bodily autonomy of other parties and themselves, avoid unsolicited acts of pursuit, and refrain from coercive or violent means when dealing with conflicts related to sex or gender.

6. In the event that an adjunct faculty member fails to receive a score above 3.5 marks in two consecutive Course Evaluation Exercises conducted by the Office of Academic Affairs, their appointment shall not be renewed, and they shall not offer any courses.

7. In accordance with the provisions of the Labor Pension Act, adjunct faculty members who do not hold full-time positions and who meet the stipulations of the Labor Pension Act shall receive monthly pension contributions during the period of their employment with NTNU.

   The definition of the term "adjunct faculty members who do not hold full-time positions" shall be that stipulated in the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions.

8. In the event that the appointment of an adjunct faculty member needs to be terminated or suspended during the period of their appointment due to circumstances covered in the Regulations Governing the

Employment of Part-time Teachers in Tertiary Education Institutions, the termination or suspension shall be carried out in accordance with the relevant provisions or regulations.

9. The appointment of an adjunct faculty member shall follow the stipulations of the Regulations Governing Reporting and Information Collection Regarding Educational Institution Personnel Unsuitable for Employment and Related Investigations, Handling of Matters and Use of Reports and Data *mutatis mutandis* pertaining to reports, information collection, inquiries, and related matters regarding the individual.

10. All matters not covered in this letter shall be handled in accordance with the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions and relevant rules and regulations of National Taiwan Normal University.