

# Yuan Ze University

## Regulations on Lecture-Hour Deduction for Chief Administrative Officer

Passed by the 2<sup>nd</sup> administrative meeting, Academic Year 2005, on September 12, 2005

Amended by the 3<sup>rd</sup> administrative meeting, Academic Year 2008, on October 06, 2008

Amended by the 8<sup>th</sup> administrative meeting, Academic Year 2012, on December 03, 2012

Amended by the 20<sup>th</sup> administrative meeting, Academic Year 2017, on June 06, 2018

1. The regulations on Lecture-Hour Deduction for Chief Administrative Officer established based on Regulations on Lecture-Hour Discount for Full-time/Part-time Faculty Art. 7.
2. All matters related to lecture-hour deduction for chief administrative officer and administrative executives will be implemented based on the regulations stated herein.
3. Chief administrative officer who serves as two Chief positions cannot combine the lecture-hour deduction but calculate the deduction based on the higher position.  
Overtime lecture hours in excess of normal hours in the first semester can be retained to the following semester.
4. List of Lecture-Hour Discount for Chief Administrative Officer :

Title	Lecture-Hour Discount / per semester
President 、 Vice President	No course to lecture
Dean of Academic Affairs 、 Dean of Student Affairs 、 Dean of General Affairs 、 Dean of Research and Development 、 Dean of Global Affairs Office 、 Deans of Colleges 、 Secretary General 、 Director of Life-long Education 、 Director of General Education Center	1 course to lecture
Chairpersons of Departments (or the units at the same level) 、 Director 、 Deputy Director 、 Section Chief 、 Director of International Language and Culture Center 、 Director of Environmental Protection and Occupational Safety and Health Center	4 lecture-hour deduction 2 hours overtime pay

Chief Director in Item 2 of Article 6	2 lecture-hour deduction 2 hours overtime pay
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5. Chief Administrative Officers who are entitled to lecture one course have to lecture at least 2 credits each semester
6. Director in Art. 4 includes Director of: Personnel Office, General Accounting Office, Physical Education Office, Military Education Office.

Chief Director in Article 4 includes Chief Director of: Art Center and the task-based or spontaneous research centers marked with \* in the YZU Organization Chart.

7. Chief Administrative Officer whose department is in preparation should submit a document to superior for approval of lecture-hour deduction till the department is formally established.
8. The regulations stated herein are passed by the administrative meeting and implemented afterwards. The same procedure will be repeated for each revision.