

# Regulations Governing Yuan Ze University Instructor Teaching Hours and Buy-Out

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Article 1 Apply for matters related to the teaching hours and hourly wage disbursement of Yuan Ze University in accordance with the Regulations.

Article 2 Basic teaching hours per week for full-time faculty: 3 hours for guest professors, 8 hours for professors, 9 hours for associate professors and assistant professors, and 10 hours for instructors. Faculty with teaching hours over the basic hours will be disbursed with overtime hourly wage, except for the instructors employed by Yuan Ze University with the additional agreement.

Article 3 Full-time instructors can receive up to 3 hours in overpaying per each academic year but the time over 3 hours will not be disbursed with an hourly wage. Unless otherwise stipulated in the contract of appointment of teachers of the school or signed by the principal under special circumstances. If the number of teaching hours in the previous semester is insufficient, it must be supplemented in the second semester. If the total teaching hours for the first and second semester fall under the basic teaching hours, the instructors may not participate in the annual performance incentives while insufficient teaching hours must still be supplemented in the next academic year.

Overtime hours from the first semester may be retained for a buy-out in the second semester, however with the submission of an application for retention. Those who are not allowed to draw overtime hourly fees according to regulations are also not allowed to apply for retention of hours.

Article 4 Full-time instructors may not collect overtime pay during the period of pursuing advanced study or on temporary transfer.

Article 5 Full-time instructors meeting one of the following conditions may reduce teaching load or apply for a buy-out, which shall be recommended by the department (department, center, office) and college

directors under the consideration of no impact on the instruction of the department. The application will be submitted to the Dean of the Office of Academic Affairs for approval. The first and second paragraphs of the application shall be reduced to 3 hours per semester for three consecutive years. The third paragraph shall be reduced to 3 hours per academic year, the fourth paragraph shall be reduced to 6 hours per academic year, the fifth paragraph shall be reduced to a maximum of 3 hours per academic year, and the sixth paragraph shall be reduced to 3 hours per semester. Except for paragraph 5, the semester for which the reduction or deduction is applied shall not be allowed to draw the overtime hourly fee.

5.1 Instructors having received National Science and Technology Council Excellence Award for Excellence in Studies, Ta-You Wu Memorial Award or research fellow of special contract from the previous academic year.

5.2 Instructors having received Academic Award from Ministry of Education or national seminar in the previous academic year.

5.3 The instructors host at least one National Science and Technology Council research project each year for the first three academic years (excluding the current academic year) and conform to one of the following conditions with auditing and verification by the Office of Research and Development (the project execution start date for cross academic year project shall be adopted as the start year for the academic year):

5.3.1 The instructors shall host at least four academic research projects from the National Science and Technology Council in the first three academic years (excluding the current academic year).

5.3.2 The first three academic years (excluding the current academic year) have implemented the special project subsidy plan of the National Science and Technology Council, but no other academic research plans can be implemented at the same time, and the approved amount of the special project subsidy plan each year is at least 3 million dollars.

5.3.3 The total amount of various industry-academia collaboration projects other than the National Science and Technology Council academic projects hosted in the previous academic year should reach at least NTD2 million.

5.4 The amount of the university social responsibility practice plan of the Ministry of Education presided over by our teachers in the previous academic year can be applied for 1 hour discount for every 1 million dollars.

5.5 With regards to advising graduate students, the following calculation method for collecting advising graduate student fees may apply; or submit the application for the following calculation method in buy-out of teaching hours:

5.5.1 The advice for master programs shall be calculated by number of students in the second year of graduate school (Master students graduating in less than two years of study shall collect one year of disbursement for instructor hourly wage) or has passed the proposal for master thesis (only one year of hourly wage collected) (calculated by 0.25 hour per student).

5.5.2 The number of students from doctoral program become doctorate candidates in the second year of doctoral degree or has passed the doctoral eligibility examination (only three years of hourly wage disbursed) shall be calculated (calculated by 0.5 hour per student).

5.6 When the instructors of Yuan Ze University acquire the project of monthly salary disbursement (research personnel fees), the instructors may adopt salary and the teaching hours in ratio of the monthly salary buy-out of instructors in Yuan Ze University, and shall not collect overpay hourly wage. The amount and method of salary buy-out shall be processed in accordance with “Enforcement Rules for Yuan Ze University Research Project Budget in Buy-Out of Teaching Hours.”

- Article 6 For graduate school programs and EMBA nighttime class hours calculated into basic instruction hours, the instructor may be disbursed with balance hourly wage.
- Article 7 Part-time administrative supervisor applying for instruction buy-out and overtime hours shall comply with the “Guidelines for Supervisor Instruction Hours Buy-Out” of Yuan Ze University. When a teacher of the University concurrently holds a position of supervisor and applies for any discount or reduction in the number of hours offered under this Act, the teacher shall still give at least one complete course of at least two credits per semester.
- Article 8 Part-time instructors shall be disbursed with hourly wage by the actual instruction hours, up to 4 hours of instruction hours per semester. Due to the special consideration of the unit, those who have signed the consent of the principal can flexibly adjust the upper limit.
- Article 9 To improve the instruction, research and service quality of new assist professor (excluding guest professors) shall apply for exemption for four classes in the first two years. The assistant professor may apply for a total of four courses for exemption in the first two years with two courses for buy-out each academic year, up to 3 credits per course, and the ratification by the department (institute, center and office), college supervisor and Dean of Office of Academic Affairs. The assistant professor may not receive or reserve overtime hourly wage for the semester applied for buy-out may; or take part-time classes outside of Yuan Ze University.
- Article 10 Instructors taking leave and changing, making up or substituting the classes shall apply for the disbursement of hourly wage in accordance with Chapter 6 of “Rules for Instructor Employment, Remuneration and Services” and “Regulations Governing Part-Time Instruction Employment.”
- Article 11 For large-class instruction, the number of students selecting the class after the third-stage course selection shall be applied in the calculation and disbursement of additional pay for large-class additional pay (to be disbursed to substitute instructor in case the instructor in on leave), or the buyout of instruction hours using the same calculation scheme can be applied. Large classes with 71 to 80 students or general studies small classes (English) or graduate schools with 41 students (including) shall be given 0.2 times additional pay; Large classes with 81 to 90 students shall be given 0.3 times additional pay; Large classes with 91 to 100 students shall be given 0.4 times additional pay; large classes with 101 to 120 students shall be given 0.5 times additional pay. Large classes with over 120 students shall be given additional 0.05 times additional pay for every 20 people increased. The

additional pay for large classes is up to 0.8 times. The courses that are allocated teaching hours according to the proportion of the number of students or didn't scheduled for classroom teaching or arranged for lectures (such as seminar) will not disburse additional pay for large-class.

Article 12 Courses instructed in English (non-English language courses) applying for additional pay shall at the latest submitted to the department offering the course in one week after third-stage course selection. According to the standards that can be applied for English teaching additional pay, the department shall submit the approved course tabulation and the application form to the college supervisor and Dean of Office of Academic Affairs for approval. The approved teachers shall use the questionnaire F for the course in the semester, and can receive 0.3 times or 0.5 times of the English teaching additional pay according to the standard of the educational administration meeting, or apply for the same calculation method to reduce the teaching hours. The additional pay hourly wage for English-taught courses shall be distributed at the beginning of the next semester (no additional pay will be given if the instructor is on leave). Courses taken by foreign students applying for English teaching additional pay will be calculated by 0.5 times instruction hours, which are limited to the instruction in current semester or the following semester without the disbursement of overtime hourly wage.

Article 13 Courses adopting diversity instruction practice shall submit the application in accordance with the Regulations Governing Diversity Instruction Course Review, which shall require review and adoption prior to collecting the hourly wage of additional pay or shall be applied with teaching hours buy-out through the same calculation scheme (additional pay will not be distributed when the instructor is on leave). Meanwhile, the same courses applying for multiple diversity instruction schemes concurrently shall be disbursed by the item calculated from the optimal hourly wave. The hourly wage for diversity instruction courses are calculated, as shown below:

#### 13.1 Digital Study Courses:

13.1.1 Distance learning instruction courses offered for the first time shall be given 0.5 times additional pay, and courses not offered the first time shall be given 0.3 times additional pay but may not apply for additional pay for large classes.

13.1.2 MOOC distance learning courses will be given at most 0.5 times additional pay and the calculation of distance learning course additional pay is described in the follows: Distance learning courses reaching 4 weeks will be given 0.3 times additional pay, distance learning courses reaching 6 weeks will be given 0.4 times additional pay and distance learning courses reaching 8 weeks will be given 0.5 times additional pay. MOOC applications for additional pay need to add the distance learning courses that must be planned in addition to the regular course 18 weeks.

Courses approved of the application for one hour pre-class planning buy-out is limited to one class per instructor per semester. If the course has not been offered in the following semester applying for buy-out, the instructor shall make up for the 1 hour of teaching hours applied for buy-out.

13.2 Co-instruction courses shall be calculated for hourly wage by the actual number of in-class hours for each instructor, up to twice of calculation. The co-instruction instructors should jointly instruct in class while the allocation of teaching hours between the principal instructor and supporting instructor for the co-instruction is subject to the approval of review. The hours when the teacher arrives at the class but has no actual teaching hours shall not be counted.

3. Maker courses will be given 0.3 times additional pay.

Article 14 Full-time instructors (including part-time supervisors) supporting common compulsory program language courses and general studies courses, courses offered by independent degree programs or English bachelor classes approved by the Ministry of Education, and teachers of independent degree programs or English bachelor classes who support the teaching of other departments in each semester may not be included in the overspend hours specified by the University, and may receive the overspend hour fees for the course (limited to one course only). Those who are not allowed to receive extra fees according to regulations shall not receive extra fees for such courses.

Article 15 The scheduling of classroom for internship (drills, laboratory) shall conform to the following requirement for minimum number of students of course offer, where instructors shall attend in person and the actual teaching hours shall be discounted in half for the calculation of hourly wage. Nonetheless the internship (drills, laboratory) carried out in regular approach shall be calculated by the actual teaching hours. Courses for professional internship (drills, laboratory) without scheduling and arrangement of classrooms shall be calculated by the number of students (0.25 hours per student) but up to 3 hours.

Article 16 Full-time instructors shall comply with the aforementioned provision in voluntary proposal of disbursement application or buy-out of teaching hours. Such academe year may be applied for hourly wage buy-out for teaching hours through advices on graduate student fees, additional pay for large classes, additional pay for instruction in English, and additional pay for diversity instruction course, up to cumulative 3 hours. The application for hour buy-out for the current semester may be retained for use in the following semester.

Article 17 For co-instruction courses, instructors should share the number of teaching hours per semester by month. For example, course of 3 hours co-instructed by three instructors should be divided into one hour per person and instruction by section shall be regarded as co-instruction. The rate of total hours should be calculated and shared by month. For courses that could not be shared by month shall be processed in accordance with the respective department standards. Courses offered in the same classroom concurrently shall be recognized as co-instruction in combined classes, which may not adopt repeated hours or separate disbursement of hourly wage.

Article 18 The months of due disbursement of hourly wage for the first semester include September (half month, to be consolidated into October for disbursement), October, November, December, and January for a total of 4.5 months; the months of due disbursement of hourly wage for the second semester include February (half month, to be consolidated into March for disbursement), March, April, May, and June

for a total of 4.5 months. The hourly wage for advising graduate students shall be disbursed with 5.5 months per semester and shall be distributed from the last disbursement at the end of the semester.

Article 19 The hourly wage standards of Yuan Ze University are assessed on the basis of Ministry of Education regulations governing independent development of “Hourly Wage Disbursement Standards Table”. However, the standard of hourly fee for special classes of research institutes and night classes of EMBA may be increased depending on the situation of each college after approval.

Article 20 For the continuing education or credit-based courses and courses offered by School of Lifelong Education organized by the department (institute, center), the teaching hours and hourly wage standards shall be developed by the department offering the courses with submission to the Administrative Council for review.

Article 21 The Regulations are announced and enacted after the adoption by the Administrative Council. Any modifications made to the Regulations shall be made in accordance as such