

元智大學一般客座教師聘約

Yuan-Ze University General Visiting Faculty Employment Contract

112.11.01 112 學年度第 1 次校務會議修正通過

114.05.21 113 學年度第 2 次校務會議修正通過

November 1, 2023, Approved by the 1st University Affairs Meeting of the 2023 Academic Year

May 21, 2025, Amended and Approved by the 2nd University Affairs Meeting of the 2024 Academic Year

- 一、本聘約之生效期間自__年__月__日起，至__年__月__日止，一年一聘，依本校「客座教師聘任辦法」，聘期至多五學年。

This contract shall be based on “YZU Regulations for Appointing Visiting Personnel Faculty” and is valid for five academic years at most and is signed on an annual basis, effective from ____ (year) ____ (month) ____ (date) to ____ (year) ____ (month) ____ (date).

- 二、新聘一般客座教師應聘後，請按本校規定，辦理報到手續。一般客座教師每週應排定在校上班四天，負有教學、研究、輔導之義務與責任，並應配合學校暨院(同級)、系所(同級)需要，協助參與各項行政及服務工作。

New general visiting faculty members shall follow the University's regulations and complete the registration procedures after being hired. General visiting faculty members shall remain at school on duty for at least four days on a weekly basis and shall be responsible for teaching, research, and academic advice. They shall also collaborate with the school/college (or the same level) as well as the department (or the same level) to assist and participate in various administrative and service tasks as needed.

- 三、一般客座教師待遇依本校「客座教師聘任辦法」、「教職員工敘薪辦法」、「教職員工薪資核支要點」、「教師授課時數及抵免辦法」及「鐘點費支給標準表」等相關規定辦理，按月支給。一般客座教師之薪給，自實際到職之日起支。

The salaries for general visiting faculty members shall be paid monthly in accordance with the following regulations of the University: “YZU Regulations for Appointing Visiting Personnel Faculty”, “YZU Regulations of Salary Assessment for Faculty And Staff”, “YZU Guidelines for Salary Payments to Faculty And Staff”, “YZU Required Faculty Teaching Load and Teaching Hour Waiver”, “YZU Hourly Wage Disbursement Standards Table”. Salaries shall be paid beginning from the date on which a teacher actually reports for duty.

- 四、一般客座教師利用本校相關資源進行研究發展所獲得之成果，除法令或契約另有訂定外，其依法取得之智慧財產權歸屬於本校。

Intellectual property rights of inventions derived from research and completed by a general visiting faculty member using resources of the University all belong to the University, except for other regulations or contracts that provide otherwise.

- 五、一般客座教師應親自履行聘約，在聘任期間因故辭職者，須在一個月以前提出辭職書及辦理離職程序，聘約屆滿者亦應辦理離職程序，經校長同意後，於學期終了時，始可卸除職務。未依前述規定辦理離職者，應給付相當於一個月薪津（含本俸、學術研究費、津貼）之罰款。

General visiting faculty members shall fulfill the agreements of the contract. If faculties wish to terminate their employment prematurely during the contract period due to particular reasons, they shall submit a resignation letter which shall be approved by President and shall complete the departure procedures at least one month in advance. Those whose contracts are expiring shall also complete the departure procedures. Faculties cannot leave their positions until the end

of the semester. Failure to handle resignations in accordance with the aforementioned regulations shall result in a penalty equivalent to one month's salary (including base salary, academic research fees, and allowances) being paid.

- 六、一般客座教師應配合本校教育政策，接受相關評鑑，並依本校「教師評鑑與獎勵辦法」及相關法令規定辦理。

General visiting faculty members shall cooperate with the University's education policies and undergo relevant teacher evaluations which shall be processed in accordance with "YZU Faculty Evaluation and Rewards Regulations" and other related laws.

- 七、一般客座教師應配合學校行政作業要求，據實填報有關個人教學、研究、服務與輔導等事項之成果。

General visiting faculty members shall cooperate with the University's administrative requirements, and truthfully report their teaching, research, service, and counseling results.

- 八、客座教師均不得同時在校外其他公私立機關學校擔任專兼任職務；惟依本校教師校外兼課及兼職辦法規定申請核可者，不在此限，否則得予以解聘。

Visiting personnel faculty members must not concurrently hold any full-time positions or job titles in any other public/private institutions/schools/companies, or they shall be dismissed from the University. However, those who apply for approval based on "YZU Regulations for Faculty Lecturing or Holding Concurrent Positions at Other Institutions" are not subject to this restriction.

- 九、客座教師接獲聘書後，應於二週內交回應聘書，逾期以不應聘論；如不應聘，請將本聘書連同應聘書一併退還本校人事室註銷。

Upon receipt of a new contract, visiting personnel faculty members shall send back the agreement letter of employment within 2 weeks; those who fail to do so within this deadline will be regarded as not accepting the contract. If faculty members decide not to accept the contract, the contract and agreement letter shall be returned to Personnel Office in order to be nullified.

- 十、本校基於業務需要，得對其個人資料作電腦處理及使用，本校當善盡資料保護之責任。
The University may process or use faculty members' personal data on the computer when necessary, and shall protect the data to prevent harm on personality rights.

- 十一、客座教師有維護校譽之責，如認為個人權益受損害，同意先循本校之申訴程序依法提出申訴。

In the event where a visiting personnel faculty member considers any measures of the University to be unlawful or improperly prejudicial to his or her rights or interests, he or she may file an appeal in accordance with the University's relevant procedures.

- 十二、客座教師在職期間須遵守「性別平等教育法」、「校園性別事件防治準則」、「性別平等工作法」及「性騷擾防治法」等相關規定。

Visiting personnel faculty members shall comply with the "Gender Equity Education Act", "Regulations Governing Prevention of Gender-Related Incidents on Campuses", "Gender Equality in Employment Act", "Sexual Harassment Prevention Act", and other related laws.

- 十三、客座教師請假依本校「教職員請假休假辦法」辦理。

Visiting personnel faculty members asking for leave of absence shall process in accordance with "YZU Regulations for Faculty And Staff's Leave of Absence".

- 十四、本聘約未盡事宜，均依照教育法令暨本校相關規定辦理。

Matters concerning the rights and duties between faculty member and YZU not specified in the contract shall be dealt with according to the relevant education rules of MOE and YZU regulations.

十五、本聘約經校務會議通過後實施，修正時亦同。

These regulations are adopted by University Affairs Meeting, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.