**元智大學國際書院教師校內合聘協議書**

**Yuan Ze University International Academy Agreement Letter of Joint Faculty Appointment**

合聘教師Jointly appointed teacher：

合聘單位Unit of joint appointment：（主聘單位the primary employing unit）

（從聘單位the secondary employing unit）

合聘期間Term of employment：自From 起至to止

| **項目**  **Items** | **合聘單位**  **Unit of joint**  **appointment**  **權利與義務**  **Rights and**  **obligations** | **主聘單位**  **The primary employing unit** | **從聘單位**  **The secondary employing unit** | 備註  **Remarks** |
| --- | --- | --- | --- | --- |
| 員額  Personnel quota | 佔編制缺額  fill the certified personnel quota | 計入主聘單位計算  calculated into the personnel quota of the primary employing unit | |  |
| 年資  Seniority | 教師本人服務年資  years of service of the teacher | 計入主聘單位計算  calculated into the seniority of the primary employing unit | |  |
| 續聘  Contract  renewal | 教師本人續聘  contract renewal of the teacher | 於主聘單位辦理  processed at the primary employing unit | |  |
| 升等  Promotion | 教師本人升等  promotion of the teacher | 於主聘單位辦理  processed at the primary employing unit | |  |
| 教師本人到任六年升等檢核  evaluation for promotion after six years of the teacher's service | 於主聘單位辦理  processed at the primary employing unit | |  |
| 進修  Continuing education | 教師本人國內外進修  pursuing continuing education domestically or internationally | 於主聘單位辦理  processed at the primary employing unit | |  |
| 評鑑  Evaluation | 年度教師評鑑與獎勵作業annual evaluation of teacher’s performance and related rewards | 於主聘單位辦理  processed at the primary employing unit | |  |
| 行政  (院校)  Administrative affairs  (college/  University) | 院校經費分配之員額計算calculation of the personnel quota regarding the allocation of the University’s/college’s budget | 計入主聘單位計算  calculated into the personnel quota of the primary employing unit | |  |
| 院校各項代表推選之員額計算  calculation of the quota of various representatives of colleges or the University | Calculated or not  ■列入Yes  □不列入No | Calculated or not  □列入Yes  ■不列入No |  |
| 對外之系所代表被選舉權the right to be elected as representatives for departments or institutes | ■有Yes  □無No | □有Yes  ■無No |  |
| **空間**  **Facility** | 使用系所空間(實驗室)  have access to department facilities (laboratory) | □提供Yes  ■不提供No access | ■提供Yes  □不提供No access |  |
| **經費**  **Budget** | 參與系所預算分配  involvement in departmental budget allocation | To be allocated or not  ■分配Yes  □不分配No | To be allocated or not  □分配Yes  ■不分配No |  |
| **研究**  **Research** | 是否提出並執行研究計畫  the proposal and implement of research project | Propose research project or not  □是Yes  ■否No | Propose research project or not  ■是Yes  □否No | 以從聘為主，主聘滿足基本需求即可  The needs of the secondary employing unit shall be the major consideration. For the primary employing unit, only the basic needs shall be met. |
| 論著發表與合聘單位關係publication of papers and its relationship with the unit of joint appointment | Indicate or not  ■註明Yes  □不註明No | Indicate or not  ■註明Yes  □不註明No | 以從聘為主，主聘滿足基本需求即可  The needs of the secondary employing unit shall be the major consideration. For the primary employing unit, only the basic needs shall be met. |
| 參與指導研究生  advising graduate student thesis | Participate or not  □參與Yes  ■不參與No | Participate or not  ■參與Yes  □不參與No | 和從聘單位教師一致  Same as the faculty from the secondary employing unit. |
| 學術政策之決定  the decision of academic policies | Participate or not  ■參與Yes  □不參與No | Participate or not  □參與Yes  ■不參與No | 相關議題請從聘邀請  Relevant issues may be proposed by the secondary employing unit. |
| **教學**  **Teaching** | 課程開授  teaching courses | ■開授Yes  □不開授No | ■開授Yes  □不開授No | 主聘為主，可在從聘研究所開課。若主聘已達鐘點要求，可不在從聘授課。  Can offer the courses in both primary employing unit and secondary employing unit’s graduate school. However, if the teaching hours have already been met in the primary employing unit, the teacher doesn’t need to teach in the secondary employing unit. |
| 指導大學生畢業製作、專題、國科會大學生專題、校內外競賽及獲獎guiding students on Undergraduate Capstone Projects, NSTC Undergraduate Research Project, or in participating in competitions on campus or outside the University and winning awards | Participate or not  ■參與Yes  □不參與No | Participate or not  ■參與Yes  □不參與No | 以主聘為主。若主聘單位學生分流，則指導分流後的從聘單位學生。  The primary employing unit takes precedence. If the primary employing unit divide students into different groups, the teacher shall guide the students of the secondary employing unit after being grouped. |
| 參與校內外教學相關計畫participating in teaching-related projects on campus or outside the University | Participate or not  ■參與Yes  □不參與No | Participate or not  ■參與Yes  □不參與No |  |
| **輔導**  **服務**  **Academic advice and other services** | 擔任導師  Being an advisor for students | Participate or not  ■參與Yes  □不參與No | Participate or not  □參與Yes  ■不參與No | 大學部  Undergraduate department |
| 人事問題(聘任、升等、系所代表之推選等)之決定  the decision of personnel affairs (appointment. promotion, selection of representatives) | Participate or no  ■參與Yes  □不參與Not | Partici pate or not  □參與Yes  ■不參與No |  |
| 參與會議  Participating in meetings  □系務會議  Department Meeting  □系教評會議  Teacher Evaluation Meeting of Department | Participate or not  ■參與Yes  □不參與No | Participate or not  □參與Yes  ■不參與No | 從聘單位可邀請列席  The secondary employing unit may invite for attendance. |
| 參與系所行政事務  participating in administrative affairs of department | Participate or not  ■參與Yes  □不參與No | Participate or not  □參與Yes  ■不參與No |  |
| **其他**  **Others** | 其他事  other matters | 例：協助從聘單位招募外籍學生。  For example: Assisting the secondary employing unit in recruiting international students. | | |

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| **合聘教師簽章**  **Signature of jointly appointed teacher** | **主聘單位**  **系(或同級單位)主管**  **Director of the primary employing unit (department or of the same level)** | **從聘單位**  **系(或同級單位)主管**  **Director of the secondary employing unit (department or of the same level)** | **院長核定**  **Approval from the College Dean** |
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**日期Date： 年Y 月M 日D**

112.09.20 (112-04)行政會議通過

Passed by the 4th Administrative Committee of the 2023 School Year, September 20, 2023

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