

【A 式】適用對象為 103 學年度前起聘且通過續聘評量及 103 學年度以後起聘之專任教師\_A 式

## 元智大學專任教師聘約

### Yuan-Ze University Full-time Faculty Employment Contract

94.05.09 93 學年第 23 次行政會議修訂通過

100.01.03 99 學年度第 7 次行政會議修訂通過

102.07.03 101 學年度第 21 次行政會議修訂通過

108.01.23 107 學年度第 12 次行政會議修訂通過

112.11.01 112 學年度第 1 次校務會議修正通過

Amended by the 23<sup>rd</sup> Administrative Committee of the 2004 School Year, May 9, 2005

Amended by the 7<sup>th</sup> Administrative Committee of the 2010 School Year, January 3, 2011

Amended by the 21<sup>st</sup> Administrative Committee of the 2012 School Year, July 3, 2013

Amended by the 12<sup>th</sup> Administrative Committee of the 2018 School Year, January 23, 2019

Amended by the 1<sup>st</sup> School Council Meeting of the 2023 School Year, November 1, 2023

一、本校專任教師之聘期依聘書規定，續聘依照本校「教師聘任待遇服務規則」之規定辦理。  
The appointment period for full-time faculty members at school is determined according to the terms in their employment contracts. Renewals are processed in accordance with “YZU Regulations for Employment, Payment, Service of Faculties”.

二、專任教師每週應排定在校上班四天，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。  
Full-time 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、專任教師不得兼任校外有給之專任職務，經校長同意者得在校外兼課或兼職，兼課以每週四小時為限，並不得低於本校授課職等，兼課及兼職總時數以每週不超過八小時為原則。  
Full-time faculty members must not accept full-time positions off campus. Faculty members must receive permission from the President before lecturing or holding concurrent positions at other institutions. For part-time teaching at other institutions, it is limited to a maximum of 4 hours per week and the teaching position shall not be beneath the position in the University. The total combined hours for part-time teaching and concurrent positions shall be limited to 8 hours per week.

四、專任教師待遇依本校「教師聘任待遇服務規則」、「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。專任教師之薪給，自實際到職之日起支。

The salaries for full-time faculty members shall be paid monthly in accordance with the following regulations of the University: “YZU Regulations for Employment, Payment, Service of Faculties”, “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.

- 五、專任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 full-time faculty member using resources of the University all belong to the University, except for other regulations or contracts that provide otherwise.

- 六、專任教師接獲聘書後，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, 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.

- 七、專任教師應親自履行聘約，在聘任期間因故辭職，須在一個月前提出辭職書，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。

Full-time 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, a notice of resignation is required to be sent one month in advance and shall be approved by President. 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.

- 八、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.

- 九、本校基於業務需要，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。

Full-time faculty members shall cooperate with the University's administrative requirements when necessary, and truthfully report their teaching, research, service, and counseling results.

- 十、本校專任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 full-time 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.

十一、專任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。

Full-time 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.

十二、專任教師在職期間須遵守「性別平等教育法」及「性別工作平等法」等相關規定。

Full-time faculty members shall comply with "Gender Equity Education Act", "Act of Gender Equality in Employment", and other related laws.

十三、專任教師請假依本校「教職員請假休假辦法」與「教師聘任待遇服務規則」辦理。

Full-time faculty members asking for leave of absence shall process in accordance with "YZU Regulations for Faculty And Staff's Leave of Absence" and "YZU Regulations for Employment, Payment, Service of Faculties".

十四、本聘約未盡事宜，依據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 School Council 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.**

【B 式】適用對象為 103 學年度前起聘且未通過續聘評量之專任教師\_B 式

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The appointment period for full-time faculty members at school is determined according to the terms in their employment contracts. Renewals are processed in accordance with “YZU Regulations for Employment, Payment, Service of Faculties” and “YZU Regulations for New Faculty Renewing Employment”.

- 二、專任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。

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