

元智大學專案客座教師聘約

Yuan-Ze University Project-based Visiting Faculty Employment Contract

98.12.07 98 學年第 6 次行政會議修正通過

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

115.06.03 114 學年度第 2 次校務會議修正通過

December 7, 2009, Amended and Approved by the 6th Executive Council Meeting of the 2009 Academic Year

November 1, 2023, Amended and 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

June 3, 2026, Amended by the 1st University Affairs Meeting of the 2026 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，以五學年為原則；五學年期滿若有續聘之事實需求者，依本校「客座教師聘任辦法」辦理。

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

- 二、新聘專案客座教師應聘後，請按本校規定，辦理報到手續。教師以教學為主，每週基本授課時數 **OO 小時**，每學年得超支鐘點 6 小時，特殊情況簽請校長核定者除外，且依在校教學評鑑結果做為續聘依據。

Newly hired project-based visiting faculty members shall follow the University's regulations and complete the registration procedures after being hired. The basic weekly teaching hours required for full-time project-based visiting faculties shall be **OO** hours; project-based visiting faculties may exceed the basic teaching hours by up to 6 hours per academic year, unless otherwise approved by the President under special circumstances. The extension of contract shall be determined based on the evaluation results of the faculty member's teaching performance at the University.

- 三、專案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」及「鐘點費支給標準表」等相關規定標準辦理，按月支給。專案客座教師之薪給，自實際到職之日起支。

The salaries for project-based 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、專案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，聘約屆滿不續聘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。

Project-based 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 not renewed upon expiration 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.

- 五、專案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等事項之成果。
Project-based visiting faculty members shall cooperate with the University's administrative requirements, and truthfully report their teaching results.
- 六、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.
- 七、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.
- 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、客座教師應恪遵教師專業倫理規範，維護師道尊嚴，謹言慎行，並負有維護校譽之責。教師如有違反政府法令、本校規範或聘約規定之行為，應依相關規定辦理；其情節未達「教師法」規定之解聘、不續聘或停聘者，得提請各級教師評審委員會審議，並視違規情節輕重，處以或併處一定期間之停權措施。教師如認為其個人權益受損害，應先循本校之申訴程序，依法提出申訴。
Visiting personnel faculty members shall strictly observe the professional ethical standards of the teaching profession, uphold the dignity and integrity of the faculty role, exercise due restraint and prudence in speech and conduct, and shall be obligated to safeguard and promote the reputation of the University. Any act by a faculty member in violation of applicable laws or regulations, the University's rules or policies, or the provisions of this Appointment Contract shall be subject to disposition in accordance with relevant regulations. Where such violation does not constitute grounds for dismissal, non-renewal of appointment, or suspension as prescribed under the Teachers' Act, the case may be referred to faculty evaluation committees at the appropriate levels for deliberation. Depending on the nature and severity of the violation, disciplinary measures, including the suspension of specific rights for a prescribed period, may be imposed, either individually or cumulatively. Where a faculty member alleges that his or her lawful rights or interests have been infringed, such faculty member shall first exhaust the grievance and appeal procedures established by the University and shall file an appeal in accordance with applicable.
- 十、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.
- 十一、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”.

十二、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.

十三、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.

In case of any discrepancy between Chinese and English version, the Chinese version shall prevail.

專案客座授課時數對照表 Project-based Visiting Teaching Hours Comparison Table		
講師	Lecturer	16 小時 (16 hours)
助理教授	Assistant Professor	14 小時 (14 hours)
副教授	Associate Professor	14 小時 (14 hours)
教授	Professor	9 小時 (9 hours)