

## Yuan Ze University Regulations for Faculty's Teaching Hours and Deduction

Passed by the 12<sup>th</sup> Administrative Council of Academic Year 1997 on 1997-06-22  
Amended by the 5<sup>th</sup> Administrative Council of Academic Year 1999 on 1999-12-13  
Amended by the 7<sup>th</sup> Administrative Council of Academic Year 1999 on 2000-03-20  
Amended by the 9<sup>th</sup> Administrative Council of Academic Year 1999 on 2000-05-22  
Amended by the 2<sup>nd</sup> Administrative Council of Academic Year 2000 on 2000-09-18  
Amended by the 5<sup>th</sup> Administrative Council of Academic Year 2000 on 2000-12-13  
Amended by the 2<sup>nd</sup> Administrative Council of Academic Year 2001 on 2001-08-27  
Amended by the 15<sup>th</sup> Administrative Council of Academic Year 2001 on 2002-04-08  
Amended by the 5<sup>th</sup> Administrative Council of Academic Year 2001 on 2002-10-28  
Amended by the 7<sup>th</sup> Administrative Council of Academic Year 2002 on 2002-11-25  
Amended by the 16<sup>th</sup> Administrative Council of Academic Year 2002 on 2003-05-26  
Amended by the 9<sup>th</sup> Administrative Council of Academic Year 2003 on 2003-12-22  
Amended by the 18<sup>th</sup> Administrative Council of Academic Year 2003 on 2004-05-24  
Amended by the 14<sup>th</sup> Administrative Council of Academic Year 2005 on 2006-03-27  
Amended by the 3<sup>rd</sup> Administrative Council of Academic Year 2006 on 2006-10-16  
Amended by the 18<sup>th</sup> Administrative Council of Academic Year 2006 on 2007-06-25  
Amended by the 11<sup>th</sup> Administrative Council of Academic Year 2007 on 2008-02-25  
Amended by the 16<sup>th</sup> Administrative Council of Academic Year 2007 on 2008-04-14  
Amended by the 4<sup>th</sup> Administrative Council of Academic Year 2008 on 2008-10-20  
Amended by the 9<sup>th</sup> Administrative Council of Academic Year 2011 on 2012-02-20  
Amended by the 13<sup>th</sup> Administrative Council of Academic Year 2011 on 2012-04-30  
Amended by the 8<sup>th</sup> Administrative Council of Academic Year 2012 on 2012-12-03  
Amended by the 21<sup>st</sup> Administrative Council of Academic Year 2012 on 2013-07-03  
Amended by the 25<sup>th</sup> Administrative Council of Academic Year 2013 on 2014-07-09  
Amended by the 19<sup>th</sup> Administrative Council of Academic Year 2015 on 2016-05-25  
Amended by the 23<sup>rd</sup> Administrative Council of Academic Year 2016 on 2017-07-12  
Amended by the 11<sup>th</sup> Administrative Council of Academic Year 2018 on 2019-01-09  
Amended by the 25<sup>th</sup> Administrative Council of Academic Year 2019 on 2010-07-22  
Amended by the 6<sup>th</sup> Administrative Council of Academic Year 2022 on 2022-10-12  
Amended by the 10<sup>th</sup> Administrative Council of Academic Year 2023 on 2023-12-13

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

Article 2 The basic weekly teaching hours required of establishment of full-time faculty shall be 3 hours for chair professors, 8 hours for professors, 9 hours for associate professors and assistant professors, and 10 hours for lecturers. Faculty who has exceeded the basic teaching hours will be disbursed with overtime pay. The different requirements in the employment contract of non-establishment faculty shall take precedence.

Article 3 Overtime hours for full-time faculty (not including supervisors) are up to 3 hours per academic year. In principle, no hourly pay will be disbursed for the portion exceeding 3 hours. Unless otherwise stipulated in the in the employment contract of faculty or approved by the president under special circumstances. Overtime pay will be suspended if there are no students taking the course due to the students' course withdrawal. The faculty's teaching hours insufficient in the Fall Semester must be supplemented in the Spring Semester. The faculty who failed to meet the basic teaching hours may not participate in the annual performance rewards and shall make up the difference in the following academic year.

Overtime hours in the Fall Semester can be applied to be retained until the Spring Semester of the same academic year. Those who are not allowed to receive overtime pay according to regulations are also not allowed to apply to retain hours.

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

Article 5 Full-time faculty meeting one of the following conditions may apply for teaching load reductions or teaching hour deductions, which shall be recommended by the supervisors of departments (or the units at the same level) and colleges under the consideration of no impact on the instruction of the department. The application will be submitted to Dean of the Academic Affairs for approval. According to subparagraph 1 and 2, the teaching load shall be reduced to 3 hours per semester for three consecutive years. According to subparagraph 3, the teaching hours may be deducted 3 hours per academic year. According to subparagraph 4, the teaching hours shall be deducted up to 6 hours per academic year. According to subparagraph 5, the teaching hours may be deducted a maximum of cumulative 3 hours per academic year. According to subparagraph 6, the teaching hours may be deducted up to 3 hours per semester. Except for subparagraph 5, faculty are not allowed to receive overtime pay for the semester applied for the reductions or deductions.

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

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

5.3 Faculty 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 reviewed and verified by 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 Faculty 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 Faculty implement the special project subsidy plan of the National Science and Technology Council The first three academic years (excluding the current academic year) while they are not allowed to implement other academic research projects, and the annual approved amount of such plan is at least NTD 3 million.

5.3.3 Faculty host various industry-academia collaboration projects other than the academic research projects of the National Science and Technology Council in the previous academic year, and the total amount of such projects is at least NTD 2 million.

5.4 Faculty hosting the University Social Responsibility Project of Ministry of Education in the previous academic year can apply for 1 hour reduction with every NTD 1 million of amount of this project.

5.5 Faculty advising graduate students can receive the advisor fees or apply for the teaching hours deductions according to the following calculation method:

5.5.1 Master's Program: The advisor fee is calculated based on the number of students in the second year of master's degree or who have passed the master's thesis proposal as 0.25 hours per master's student (only one year of advisor fee). The advisor fee for master students graduating after less than two years of study will be calculated on a one-year basis.

5.5.2 Ph.D. Program: The advisor fee is calculated based on the number of students who become doctorate candidates in the second year or has passed the doctoral eligibility examination as 0.5 hours per doctoral student (up to three years of advisor fee).

5.6 Faculty can apply for teaching hours deduction with the monthly salary (research personnel fee) of the project in the proportion of the monthly salary of the school while they may not receive overtime pay. The amount and method of salary deduction shall be handled in accordance with the "Yuan Ze University Implementation Rules for Research Program Buyout of Teaching Hours".

- Article 6 If the hours of evening courses of In-service Master Programs and EMBA are counted in the teaching load, the difference in hourly pay will be disbursed.
- Article 7 Faculty with concurrent academic or administrative executives applying for teaching hours deduction shall comply with the "Yuan Ze University Directions on Teaching Hours Deduction for Supervisors". When the faculty concurrently serve as a position of supervisor and apply for various deductions or reductions in teaching hours, they are still required to teach at least one complete course with 2 or more credits per semester.
- Article 8 Part-time instructors shall be disbursed hourly pay based on actual teaching hours, up to 4 hours per semester. The upper limit can be flexibly adjusted due to special considerations and approved by the president.
- Article 9 In order to improve the quality of instruction, research and service, new assist professors (excluding non-establishment faculty) may apply for four courses reductions in the first two years for two courses each academic year, up to 3 credits per course. The application will be approved by the Chairperson of department (or the units at the same level), Dean of College and Dean of Academic Affairs. The assistant professors may not receive overtime pay or lecture at other institutions for the semester applied for the reductions. However, those who support the courses specified in Article 14 may still receive the overtime pay for such courses according to the provisions.
- Article 10 When instructors take leave and adjust, make up or substitute the courses, the hourly fee shall be paid in accordance with Chapter 6 of "Rules for Instructor Employment, Remuneration and Services" and "Regulations Governing Part-Time Instruction Employment."
- Article 11 Based on the number of students in each course after the end of the third phase of course selection, Faculty for large-class instruction can receive large-class additional pay (to be disbursed to substitute instructor in case the instructor in on leave), or apply for the teaching hours deductions through the same calculation method. The additional pay for large classes with 71 to 80 students or small classes of common compulsory English courses with 41 or more students shall be paid 0.2 times of teaching hours; The additional pay for large classes with 81 to 90 students shall be paid 0.3 times of teaching

hours; which with 91 to 100 students shall be paid 0.4 times of teaching hours; which with 101 to 120 students shall be paid 0.5 times of teaching hours; and which with 121 or more students shall be paid additional 0.05 times of teaching hours for every 20 people increased. The large-class additional pay is up to 0.8 times of teaching hours. Faculty instructing the courses that allocate teaching hours in proportion to the number of students, courses without periods or classrooms, or lecture-type courses (such as Seminar, etc.) will not be disbursed the large-class additional pay.

Article 12 Faculty instructing English-taught courses (not teaching English or courses like that) may apply to the department offering the courses for English-taught additional pay no later than one week after the end of the third phase of course selection. After deliberation at the relevant meeting in according with the standards for applying for English-taught additional pay, the department shall submit the approved course tabulation and the application form to Dean of College and Dean of Academic Affairs for approval. The approved faculty shall use the questionnaire F for the course in the semester, and will be disbursed the English-taught additional pay with 0.3 times or 0.5 times of teaching hours according to the standard of Academic Affairs Meeting, or apply for the teaching hours deductions through the same calculation method. The English-taught additional pay shall be disbursed at the beginning of the following semester (to be suspended in case the instructor in on leave). Faculty apply for the teaching hours deductions can be calculated by 0.5 times of teaching hours for the course if there are foreign students taking. Such deduction hours may be used in the current or the following semester while overtime pay will not be disbursed.

Article 13 Faculty for courses adopting diversity instructional methods may apply for diversity instruction additional pay (to be suspended in case the instructor in on leave) after approval in accordance with the Regulations Governing Diversity Instruction Course Review, or apply for the teaching hours deductions through the same calculation method. The same course applying for multiple diversity instructional methods will be disbursed by the best hourly pay item. Faculty can receive each item of diversity instruction additional pay according to the following calculation method:

#### 13.1 Digital Learning Courses:

13.1.1 Distance learning courses offered for the first time will be counted 0.5 times additional pay, and non-first courses will be counted 0.3 times additional pay. Faculty who apply for such additional pay will not be disbursed the large-class additional pay.

13.1.2 MOOC distance learning courses will be counted at most 0.5 times additional pay and the additional pay is according to the following calculation method: Distance learning courses reaching 4 weeks will be counted 0.3 times additional pay, distance learning courses reaching 6 weeks will be counted 0.4 times additional pay and distance learning courses reaching 8 weeks will be counted 0.5 times additional pay. MOOC paired with distance courses other than the 18-week regular course may be applied for the additional pay.

Due to the pre-class design requirement, faculty may apply for one teaching hour deduction for only one course each semester. In case the course is not offered in the following semester applied for deduction, the instructor shall make up one teaching hour.

13.2 The teaching hours of co-instruction courses shall be calculated by the hours of each instructor's actual instruction and total amount is up to 2 times. Co-instruction instructors should jointly instruct in class while the allocation of teaching hours between the principal instructor and collaborating instructor for the co-instruction is subject to the approval of review. The hours when the instructor arrives at the class but has no actual instruction shall not be counted as teaching hours.

13.3. Maker courses will be counted 0.3 times additional pay.

Article 14 Full-time faculty (not including supervisors) supporting Fundamental Computer Programming (college compulsory courses), general studies courses, professional courses taught in English, courses offered by independent degree programs or international bachelor programs approved by Ministry of Education, courses specially designed for students of other departments in interdisciplinary course programs and full-time faculty in independent degree programs or international bachelor programs supporting the courses of other departments can receive overtime pay for such courses (limited to one course per semester), and the hours for such courses are not counted in the stipulated overtime hours. Supervisors supporting such courses can only receive overtime pay, limited to one course per academic year. Those who are not allowed to receive overtime pay according to the regulations shall not receive overtime pay for such courses.

Article 15 Internship (drill, experiment) courses with periods and classrooms shall conform to the minimum requirement for the number of course participants. Instructors should be present for guidance, and the hourly fee should be calculated at half the actual teaching hours. Nonetheless the internship (drills, experiment) courses carried out in regular approach shall be calculated by the actual teaching hours. The teaching hours of internship (drill, experiment) courses without periods or classrooms shall be calculated by the number of students (0.25 hours per student) but up to 3 hours.

Article 16 Full-time faculty may take the initiative to apply for additional pay or teaching hours deduction in accordance with the aforementioned provisions. Each additional pay item is calculated based on the standard hourly rates for daytime departments. After applying for teaching hours deduction, at least one complete course of 2 or more credits must be taught each semester, and at least 6 credits must be taught each academic year. Deductions in teaching hours through advisor fees, additional pay for large class, English taught course, and diversity instruction, may be applied up to cumulative 3 hours per academe year. Such deduction hours may be retained for use in the following semester.

Article 17 For one course taught by multiple instructors, instructors should share the number of teaching hours per semester by month. For example, course of 3 hours taught by three instructors should be divided into one hour per person. One course instructed by sections by multiple instructors shall be regarded as the course taught in turn by multiple instructors. The rate of total hours should be calculated and shared by month. Such courses that could not be shared equally by month shall be processed in accordance with the standards of each department. Courses in the same classroom at the same time shall be recognized as a combined course, which may not be double-counted teaching hours or separate disbursement of hourly pay.

- Article 18 The months of due disbursement of hourly pay for the Fall 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 pay for the Spring 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 advisor fee for graduate students shall be paid for 5.5 months each semester and will be paid for the last time at the end of the semester.
- Article 19 The standard of hourly pay in Yuan Ze University refers to the "Benchmark Table for Hourly Pay for Part-time Teachers in Public Colleges and Universities" promulgated by the Executive Yuan. However, the standard of hourly pay for evening courses of In-service Master Programs and EMBA may be increased depending on the situation of each college after approval.
- Article 20 For the extension education or credit class courses offered by various departments (or the units at the same level) and courses offered by School of Lifelong Education, the teaching hours and hourly pay standards shall be determined separately by the department offering the courses with submission to the Executive Council Meeting for review.
- Article 21 The regulations stated herein will be promulgated and implemented after being passed by the Executive Council Meeting. Amendments to the regulations shall follow the same procedures.

*These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.*