

Yuan Ze University

Directions of Teaching Hours Deduction for Supervisors

Passed by the 2nd Administrative Council of Academic Year 2005 on 2005-09-12
 Amended by the 3rd Administrative Council of Academic Year 2008 on 2008-10-06
 Amended by the 8th Administrative Council of Academic Year 2012 on 2012-12-03
 Amended by the 20th Administrative Council of Academic Year 2017 on 2018-06-06
 Amended by the 10th Administrative Council of Academic Year 2023 on 2023-12-13

1. The Directions on Teaching Hours Deduction for Supervisors are formulated in accordance with Article 7 of “Yuan Ze University Regulations for Faculty’s Teaching Hours and Deduction”.
2. The teaching hours deduction for academic and administrative executives will be implemented based on the provisions of these directions.
3. Supervisors who hold two positions concurrently shall have their teaching hours deducted based on the higher position. In order to avoid affecting the arrangement for instructors and protect students' right to education, the supervisors who are appointed after the beginning of classes will have their teaching hours deducted and effective from the next semester.

Overtime hours in the fall semester can be applied to be retained until the spring semester of the same academic year.

4. List of Teaching Hours Deductions for All Supervisors:

Title	Teaching Hours Deduction
President, Vice President	No course to lecture
Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of Library and Information Services, Dean of Global Affairs Office, Deans of Colleges, Secretary General, Director of Lifelong Education, Director of General Studies	1 course /per semester 3 hours overtime pay /per academic year
Chairpersons of Departments (or the units at the same level), Director, Deans of Academies, Vice Dean, Section Chief (or the supervisor of unit at the same level), Director of Environmental Protection and Occupational Safety and Health Center	4 teaching hours deduction /per semester 2 hours overtime pay /per semester
Director of the Center in Item 2 of Article 6	2 teaching hours deduction /per semester 2 hours overtime pay /per semester

5. The supervisors who are entitled to lecture one course per semester have to lecture at least one complete course with 2 or more credits per semester.
6. Director in Article 4 includes Director of: Personnel Office, General Accounting Office, Physical Education Office, and Military Education Office.
Director of the Center in Article 4 includes the supervisors of: Art Center, Management Competency Development and Research Center, and each center included in the Research Unit.
7. The supervisor of the preparatory unit should submit documents to the president for approval of teaching hours deduction until the unit is formally established.
8. The directions shall be promulgated and implemented after being passed by the Executive Council Meeting. Amendments of the directions shall follow the same procedures.