Guidelines for Appointing Project-Based Teaching Faculty in the College of Medicine and Nursing, Yuan Ze University

September 30-October 2, 2026, Approved by the 2nd College Affairs Meeting of the College of Medicine and Nursing of the 2026 Academic Year

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Article 1 To address the professional and specialized nature of clinical practicum instruction, ensure the quality of students' clinical learning and patient safety, and reasonably regulate the workload and appointment rights of project-based clinical teaching faculty, the College of Medicine and Nursing (hereinafter referred to as "the College") of Yuan Ze University (hereinafter referred to as "the University") hereby establishes the " Guidelines for Appointing Project-Based Teaching Faculty in the College of Medicine and Nursing, Yuan Ze University" (hereinafter referred to as "the Guidelines") in accordance with Article 5 of the University's Regulations for Appointing Project-based Faculty and the relevant provisions of the University's Contract for Project-Based Teaching Faculty.

Article 2 The term "Project-Based Teaching Faculty" as referred to in these Guidelines means full-time faculty members appointed outside the University's established faculty positions pursuant to the University's Regulations for Appointing Project-based Faculty, whose primary responsibilities include supervising students' clinical practicums, teaching clinical skills and practical training courses, and handling related practicum teaching affairs.

Article 3 Project-based teaching faculty shall possess the relevant professional license for healthcare personnel issued in the Republic of China (Taiwan) and meet one of the following qualification requirements according to the discipline of appointment:

1. Nursing Discipline

   Applicants shall hold a Registered Nurse License and meet one of the following requirements:

   (1) Hold a master's degree in nursing or a related field from a domestic or overseas university recognized by the Ministry of Education, with at least one year of accumulated clinical nursing experience in a teaching hospital.

   (2) Hold a bachelor's degree in nursing or a related field from a domestic or overseas university recognized by the Ministry of Education, with at least six years of accumulated clinical nursing experience, including at least three years in a teaching hospital, demonstrate outstanding performance, and have published professional works.

2. Other Healthcare Disciplines

   Clinical instructors in other healthcare-related departments established under the College shall hold the corresponding professional license. Educational qualifications and years of clinical experience in teaching hospitals shall follow the standards specified for the nursing discipline or other requirements stipulated by the accreditation standards of the respective professions.

Article 4 The appointment term of project-based teaching faculty shall, in principle, correspond to the academic year and semester, with appointments made on a one-year basis. The maximum cumulative appointment period shall not exceed five academic years. Upon expiration of the appointment term, reappointment may be granted subject to actual clinical teaching needs and upon submission of a new application in accordance with University regulations.

Teaching satisfaction surveys, student feedback, teaching evaluations, clinical teaching assessments, and effectiveness of student guidance and services shall serve as references for annual reappointment decisions.

Article 5 Project-based teaching faculty shall comply with practicum schedules and teaching plans established by the departments within the College and perform the following duties:

1. Conduct clinical practicum instruction for various specialty areas, including practicum sessions scheduled during winter and summer breaks. During assigned practicum periods, faculty shall provide clinical instruction in accordance with the regulations of the practicum institution.
2. Arrange and guide students in becoming familiar with wards, outpatient clinics, operating rooms, and other healthcare units, including their environments, routines, and operational procedures.
3. Select and evaluate appropriate clinical cases for student learning and supervise students in clinical history-taking, physical examinations, patient assessments, nursing interventions, medical procedures, and medical record documentation.
4. Conduct bedside teaching, clinical case conferences, and individualized practicum feedback sessions.
5. Monitor student attendance and professional conduct during practicums and promptly handle and report abnormal incidents, including tardiness, absenteeism, adaptation issues, needlestick injuries, and exposure to infectious agents.

6. Grade practicum assignments, case reports, medical records, and care plans, and objectively evaluate practicum performance.

7. Participate in practicum orientation activities and coordination meetings with practicum institutions.

8. During periods without practicum supervision assignments, return to campus to assist in practical skills instruction, skills competency assessments, Objective Structured Clinical Examinations (OSCEs), examination development, and evaluation activities.

9. Assist in the development of practicum teaching materials, instructional planning, and the promotion of practicum-related educational affairs within the departments.

Article 6 To ensure patient safety, healthcare quality, and the effectiveness of clinical instruction, the number of students supervised per practicum rotation shall be governed as follows:

1. Department of Nursing

   The faculty-to-student ratio shall comply with contracts signed with practicum institutions and the regulations of competent authorities.

2. Other Healthcare-Related Departments

   The faculty-to-student ratio shall be determined according to Ministry of Education regulations, professional accreditation standards, teaching capacity of practicum institutions, and contractual agreements.

   Where adjustments are necessary due to special institutional environments, specialty units, or instructional requirements, approval shall be obtained from the Chair of the relevant Department through a special application process.

Article 7 In accordance with the University's Contract for Project-Based Teaching Faculty, the basic teaching load is sixteen hours per week. Considering the intensive rotation-based nature of clinical practicum instruction, teaching hours and workload shall be calculated on a cumulative academic-year basis according to the following principles:

1. The basic annual teaching load shall be 32 credits. Practicum credits shall be calculated by dividing the total clinical practicum hours of each rotation by two and then dividing the result by the number of weeks in a semester. For example, in the Department of Nursing, Fundamentals of Nursing Practicum is approximately 2.2 credits, while specialty nursing practicums are approximately 3.5 credits each. Other healthcare-related departments shall

follow their respective practicum regulations and credit conversion standards.

2. Each faculty member shall generally supervise 10 to 12 practicum rotations per academic year, or the equivalent number of weeks based on departmental practicum credit requirements.

3. Practicum supervision conducted during winter and summer breaks shall be included in the calculation of the total annual teaching workload.

4. During assigned practicum rotations, faculty members shall provide clinical instruction in compliance with practicum institution regulations. Such instructional duties shall be deemed fulfillment of teaching obligations and shall not be compensated through the standard calculation of extra teaching hours.

5. If the annual teaching workload calculated under Paragraph 1 exceeds 32 credits due to practicum scheduling requirements or urgent teaching needs, overload teaching compensation may be granted in accordance with the University's Contract for Project-Based Teaching Faculty, subject to a maximum of six hours per academic year. Exceptions may be approved by the President of the University. The calculation of overload teaching hours shall follow the principles specified in Paragraph 1.

Article 8 When applying for leave during practicum instruction periods, Project-Based Teaching Faculty shall comply with the University's Regulations for Faculty and Staff's Leave of Absence and the leave policies of practicum institutions. Faculty members shall make prior arrangements for qualified substitute instructors, class rescheduling, or make-up practicum plans to ensure that students' practicum progress and patient safety are not adversely affected.

In cases of force majeure or emergencies, the relevant Department shall activate an emergency substitute instructor mechanism.

Article 9 During the appointment period, project-based teaching faculty shall devote themselves exclusively to teaching duties at the University. Without prior approval from the University, they shall not concurrently hold full-time or part-time positions at external organizations, educational institutions, or healthcare facilities.

Faculty members approved to teach courses outside the University may not exceed three teaching hours per week.

Article 10 Any matters not covered herein shall be governed by relevant Ministry of Education regulations, the University's Regulations for Appointing Project-based Faculty, the University's Contract for Project-Based Teaching Faculty, and other applicable University policies and regulations.

Article 11 These Guidelines shall become effective upon approval by the Executive Council Meeting. Any amendments thereto shall follow the same procedure.

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