

YZU Operations Notices for Full-time Faculty's Teaching Hours Less Than The Regulated Hours

Passed by the 12th Administrative Committee of the 1994 School Year, October 24, 1994

Article 1 Operations notices for faculty's teaching hours less than the regulated hours:

1. Faculties with insufficient teaching hours (including the time needed for the per-appointed faculty in charge of planning during the preparatory period) shall apply for the waiver of teaching hours, which shall be approved by University. Each faculty shall teach at least one class to show the fairness. Faculties who don't meet the basic requirement of teaching hours shall not be the candidates of rewarding excellent teaching performance; relevant authorities shall amend their regulations of rewarding excellent teaching performance.
2. For faculties with insufficient teaching hours at the beginning of the school year, the departments may make adjustments by balancing the total teaching hours of the school year. If the department can't do this, the Department Chairman shall ask the faculty to put more emphasis on doing research and service. Personnel Office shall clearly notify each department about applicable human resource of that school year at the beginning of it so that departments can have a proper planning. Department Chairman of each department is authorized to make a little adjustment of the teaching hours of faculties, but each department shall report to University about the reasons for having insufficient teaching hours.
3. After the amendments of University Acts, the teaching hours of private school faculties are not regulated in the new edition so that University shall establish its own regulations about the teaching hours of faculties. Department Chairman of each department shall discuss with faculties about the reasonable teaching hours and then express those opinions while meeting President.

Article 2 Operations notices for staffs' part-time teaching exceed the limitation of four hours:

1. Part-time teaching hours of staffs shall not exceed four hours for not influencing the teaching quality. For staffs part-time teach exceed four hours may keep teaching, but the hourly pay of part-time teaching shall be issued for four hours the most. The teaching hours that exceed four shall be deducted from the working hours.
2. The reason for staffs' part-time teaching exceeds four hours this semester is due to the incomplete administrative process. If the department appoints a staff (whether inside or outside University) to part-time teach in University, the cases have to be approved by University. Shall any change about the content of the employment contract be approved by University again.
3. There have been some official reports regarding staffs' part-time teaching approved recently due to the lack of time, which have gone against University's principles and

have influenced the teaching quality of the staffs. This shall not be allowed to happen again since the next semester. Each department/office shall leave enough time for the case to go through administrative processes and shall communicate with the relevant authorities in advance in case that the case may be controversial.

4. The expectation for all the students to have the ability of operating computers is an explicit policy of University. As a result, Personnel Office shall have discussions and make plans with the relevant departments to know that whether the numbers of faculties with professional computer skills are enough for University's demand or not in the long term.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.