

YZU Regulations for Employment, Payment, Service of Faculties

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Chapter 1 General Provisions

Article 1 These regulations are made in accordance with University Acts and relevant acts issued by the Ministry of Education. All the affairs of employment, payment, and service of faculties shall be processed in accordance with this regulation. Any other matters not covered by this regulation shall be processed in accordance with relevant acts issued by the Ministry of Education.

Article 2 Faculties have the obligations to teach, counsel, attend relevant meetings, and follow other relevant regulations. Full-time processors, associate processors, assistant processors, and lecturers shall be working at University four days each week. Faculties shall also be the advisers for students.

Article 3 Faculties shall not take any paid full-time jobs outside University. The teaching hours of those who are approved by President to part-time teach outside University shall not exceed four hours a week. The part-time teaching position of another school shall not be beneath the position in University.

Chapter 2 Employment

Article 4 Faculties shall be appointed by President after getting the recommendation of Department Chairman and the approval of Teacher Evaluation Committee.

Article 5 Professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates, have engaged in the research work, specialized professions or functions related to the majors for over eight years with productions or inventions, and have great academic contributions or important specialized publications.
2. Have held the position as associate professor for over three years with outstanding

performance and have published specialized publications.

Article 6 Associate professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates, have engaged in the research work, specialized professions or functions related to the majored subjects for over four years, and have published specialized publications.
2. Have held the position as assistant professors for over three years with outstanding performance, and have published specialized publications.

Article 7 Assistant professors shall possess one of the following qualifications:

1. Hold doctoral degrees or the equivalent degree certificates with outstanding performance and have published specialized publications.
2. Hold Master's degrees or the equivalent degree certificates, have engaged in the research works, specialized professions or functions related to the majored subjects for over four years with excellent performance, and have published specialized publications.
3. Have held the position as lecturers for over three years with outstanding performance, and have published specialized publications.

Article 8 Lecturers shall hold master's degrees or the equivalent, and have outstanding grades.

Article 9 When faculties are arranged with the standard teaching hours and there are still courses opened to be offered or the hours of full-time faculties are not filled completely but their fields are out of the field of the courses to be offered, part-time faculties may be appointed.

Article 10 Contract periods of faculties: For employing faculties of departments, the employment shall be processed in accordance with the period of a school year or a semester and the process shall be finished before the beginning of each semester.

Article 11 The contract period of faculties shall be regulated in the employment contract: The first and second term shall be one year, but the later renewed terms shall be two years. The contract period of part-time faculties can be a semester or a year.

Chapter 3 Agreement of Employment or Dismissal

Article 12 Faculties shall send back the agreement letter of employment within 14 days after receiving the contract. In the case of rejecting the employment, please return the contract to Personnel Office in order to be nullified.

Article 13 Faculties shall fulfill the agreements of the contract by themselves. If faculties want to resign during the contract period due to particular reasons, a notice of resignation is required to be sent a month before and shall be approved by President. Faculties cannot leave their positions until the end of the semester.

Article 14 If full-time faculties involve in one of the following situations, they shall be dismissed, suspended, or denied a renewed employment after getting the approval of Teacher Evaluation Committee:

1. Being sentenced to a prison term for more than one year without probation.
2. Being convicted of corruption and malfeasance, or being issued a warrant of arrest, the case of which not settled yet during the term of civil service.
3. Being dismissed from the employment in accordance with the law, or undergoing the disciplinary action of suspension from employment with the penalty not yet terminated, or being suspended from employment due to the indictment with the case not yet cleared.
4. Being deprived of civil rights with the rights thereof not yet been reinstated.
5. Being issued an interdiction, with the interdiction thereof not yet been revoked.
6. Being verified by the authorities concerned to have behaved inappropriately and therefore impaired the teacher's morals and dignity.
7. Being proved to have a mental disorder by a qualified physician.
8. Not fulfilling a teacher's duties or being incompetent in teaching with concrete facts or severe violation of the employment contract.

Part-time faculties shall be dismissed before the end of the contract period if they are confirmed to involve in one of the above situations.

Article 15 Full-time faculties who don't reach the basic requirement of yearly faculty performance for successive two years during the contract period shall be denied a renewed employment after getting the approval of Teacher Evaluation Committee.

Article 16 For those who plan to leave their jobs, the release paper will be issued after the leaving procedures are completed.

Article 17 New employed faculties who haven't been through the examination process shall be examined within three months of their contract period.

Article 18 The employment of military training instructors shall be processed in accordance with relevant acts issued by the Ministry of Education.

Chapter 4 Payment

Article 19 Full-time faculties are paid with faculties' basic salaries; additional pay shall be paid for the directors with concurrent administrative positions. The payment standard of basic salary and additional pay for directors shall be mentioned clearly in University regulations.

Article 20 The salary assessment of new faculties shall be based on the lowest salary scale. But for those faculties whose academic degrees and working experience are higher than the lowest salary scale, the salary assessment shall be raised higher. The working experience mentioned above shall be limited to the teaching or researching areas with equivalent importance to the current job and shall have certificates or official documents.

Article 21 (deleted)

Article 22 New faculties' salaries shall be paid beginning from the date of service to the date of leaving. If the faculty hasn't been examined before the beginning of a semester and decide to leave or transfer the job within three months of the beginning of a semester, the faculty shall return back all the salary that has been distributed. The faculty who transfers the job shall be paid with hourly pay in accordance with his teaching hours after returning back all the salary that has been distributed.

Article 23 (deleted)

Article 24 In order to encourage faculties to do researches, improve teaching and have enthusiasm and devotion, University establishes a system of rewarding full-time faculties' performance, which is in accordance with "YZU Regulations for Rewarding Faculties' Yearly Performance."

Article 25 Full-time faculties who have excellent teaching performance at the end of a school year shall be raised for a higher salary scale. For those faculties who have reached the highest salary scale for their positions shall be raised for a higher Additional Senior Grade-increase over Basic Pay Rate.

Chapter 5 Teaching

Article 26 The basic teaching hours, overtime hourly pay, waiver of teaching hours of full-time and part-time faculties shall be processed in accordance with "YZU Regulations for Part-time and Full-time Faculties Teaching Hours and Waivers". The exception is for those faculties who are applied to different regulations specified in their contracts.

Article 27 (deleted)

Article 28 The weekly teaching hours of full-time faculties are arranged by Office of Academic Affairs and by the department.

Article 29 Faculties shall teach classes in person on time, direct students' researches, grade students' lab reports and tests. Faculties shall not ask others to be the substitute teachers without notifying the school.

Article 30 Physical education teachers shall also be the sports trainers who direct out-of-class sports.

Article 31 The hourly pay of intern, lab, design and drawing classes shall be calculated with different standards.

Chapter 6 Ask for Leave & Make-up Class

Article 32 Faculties who ask for leave shall submit the application in advance. Faculties leaving within a week shall be approved by the Department Chairman; faculties leaving more than a week shall be approved by both the Department Chairman and President.

Article 33 Faculties shall arrange make-up classes for the students and inform Office of Academic Affairs after coming back from the leave.

Article 34 Faculties asking for leave for more than two weeks but less than four weeks shall look for a substitute teacher who shall be approved by the department and Office of Academic Affairs and whose salary shall be paid by the leaving faculty.

Article 35 For faculties leaving more than four weeks but less than two months, the department and Office of Academic Affairs may appoint the substitute teacher whose hourly pay shall be deducted from the salary of the leaving faculty. Full-time and part-time faculties who ask for leave for more than two months shall not receive the salary from University and the hourly pay of the substitute teacher will be distributed by University.

Article 36 Faculties applying for position retained without pay for a semester due to advanced study, doing research or special reasons shall begin the leave at the beginning of a semester; faculties applying for position retained without pay for a year shall begin the leave at the beginning of a school year and shall submit the application in papers one month before the leave.

Article 37 Faculties absent from classes for more than two weeks without asking for leave shall be

reported to President by both the department and Office of Academic Affairs.

Chapter 7 Promotion

Article 38 Faculties who are qualified for the examination of promotion, having excellent teaching performance and professional academic publications may apply for promotion. Lecturers who take relevant courses at graduate school, directed to do researches by appointed professors, or whose publications have been examined may have the priority to be promoted first.

Article 39 The promotion of associate professors, assistant professors, lecturers shall be processed in accordance with the promotion regulations of college and department (General Education Center, Physical Education Office).

Article 40 Faculties who passed the promotion procedure examined by Teacher Evaluation Committee shall be sent to Ministry of Education for further examination of promotion. The date of passing the examination of promotion will be based on the starting date ratified by the Ministry of Education.

Chapter 8 Leave

Article 41 Full-time faculties who continue serving for seven semesters (years) and have excellent performance shall apply for leaving for one (two) semester(s). For faculties who have been approved to do advanced studies or take inspection tours with pay, the days of the tour shall be deducted from the days of leave. Faculties shall submit the application to the department and then to be approved by President.

Article 42 (deleted)

Article 43 Faculties who apply for leaving but haven't been approved due to the limited quota can apply again during the next school year.

Chapter 9 Bylaw

Article 44 Prior to promulgation and enforcement, these regulations have been passed by School Council Meeting and approved by President, the same for amendment.

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