

大葉大學教師校外兼職、兼課處理要點

Da-Yeh University Faculty Off-campus Teaching & Work Regulations

97年5月15日法規委員會第4次會議(97.5.15)通過
approved at the 4th School Regulation Meeting on May 5th 2008
97年5月28日第15次行政會議(97.5.28)通過
approved at the 15th University Administrative Meeting on May 28th 2008
100年3月23日第48次行政會議(100.3.23)通過
approved at the 48th University Administrative Meeting on March 23rd 2011
101年4月25日行政會議第60次(101.4.25)修正通過
amended and approved at the 60th University Administrative Meeting on April 25th 2012
101年4月25日第16次校務(臨時)會議(101.4.25)修正通過
amended and approved at the 16th University Affairs Meeting (provisional) on April 25th 2012
102年6月5日第20次校務會議(102.6.5)修正通過
amended and approved by the 20th University Affairs Meeting on June 5th 2013
106年5月11日第36次校務會議(106.5.11)修正通過
amended and approved at the 36th University Affairs Meeting on May 11th 2017

- 一、本校為使教師在校專心從事教學、研究、服務及輔導工作，避免因校外兼職、兼課影響本身職務，特訂定「大葉大學教師校外兼職、兼課處理要點」(以下簡稱本要點)。 Da-Yeh University Faculty Off-campus Teaching & Work Regulations (“the Regulations”) are stipulated to specifically regulate faculty’s part-time employment outside the school and to ensure full engagement in their duties regarding teaching, research, service and counseling.
- 二、教師於校外兼職、兼課，應由兼職、兼課單位函徵本校同意並循行政程序報請校長核准。
Application of any part-time teaching or work off campus should be submitted to the principal for approval following pertinent administrative procedures by the institution that faculty intend to apply to.
- 三、本校教師申請校外兼課，應具備下列情形之一：
Faculty shall be eligible for holding part-time posts off campus when meeting at least one of the following criteria:
 - (一)因借調前已於原校有承諾者。
Faculty who temporarily transfer to DYU and have made commitments previously to offer courses at the original hiring unit.
 - (二)教師於校內授課時數符合基本時數且申請欲兼課之學期起始日前一年之產學合作案累計達新臺幣一百萬元以上者。
Faculty who have met required teaching hours and have directed projects with an accumulated values of more than NTD 1 million one year prior to semester start date of the school which (s)he wishes to apply to
 - (三)檢附兼課對校務發展之預期貢獻(成果)或前次兼課所提預期貢獻(成果)之具體成效報告，經校教評會同意後，再依行政程序簽核通過者。
Faculty who have filed reports for reference that specifically state the significance of his off-campus teaching job and its concrete contribution to the school; the reports should be reviewed and approved by the school-level Faculty Evaluation Committee and subsequent administrative procedures.

(四)由本校派任兼課者。

Those assigned by the school

三之一、凡有下列各款情形之一者不得在校外兼課：

Faculty who are in one of the following circumstances are not eligible to holding any part-time teaching post outside the school

(一)前一次教師評鑑未通過者。

Those who don't pass the previous teacher evaluation

(二)前一學年度考核成績未達乙等者。

Those who fail to reach grade B (or above) in teacher evaluation in the previous academic year

(三)未達本校教師基本授課時數要求者。

Those who do not meet the minimum requirement of teaching hours in the present semester.

(四)每週在校時間未達四天者。

Those who do not remain at school on duty for at least four days on a weekly basis

四、本校教師校外兼職、兼課時數規定如下：

Regulations governing faculty off-campus work & teaching number of hours are stipulated as follows:

(一)教師兼任校外職務屬執行經常性業務者，其兼任職務總時數每週不得超過八小時。

The number of working hours should not exceed eight on a weekly basis in case the part-time posts held by the faculty off campus is recurrent business-oriented.

(二)教師在校外兼課，依本校教師服務規則第五條規定每週以四小時為限。

Regulated by Article 5 of Teacher Service Regulations, the number of teaching hours off campus should not exceed fours weekly.

(三)教師校外兼職、兼課，其每週總時數合計不得超過八小時。

The number of teaching and work hours off campus combined should not exceed 8 weekly.

教師由學校派任兼職、兼課或參與衍生事業者者得不受前項限制。

Faculty who are assigned the part-time teaching, work or engagement in other derivative business off campus are not subject to the foregoing restrictions.

五、本校教師至營利事業機構或團體兼職，其期間超過六個月者，應先由兼職機構或團體與本校訂定合約，約定收取學術回饋金。其收取標準以每年不得少於兼職教師半個月在本校支領之薪給總額為原則。

Faculty working as a part-time employee at any profitable institution or organization for more than six months should be subject to a contract signed between the hiring unit and the school. The contract should clearly state agreement on the criteria for charging academic feedback funds. Specifically, the annual feedback funds shall not be less than half of the total amount of semi-monthly paycheck paid to the teacher at the school.

六、教師兼任主管者校外兼職、兼課應利用非上班時間且不影響業務為要。

Teachers with a supervisor position shall not allow their part-time employment to affect their work performance and avoid working part time during their own working hours.

七、本校教師未經核准在校外兼職、兼課，經查證屬實並通知改善仍未依規定辦理者，應

提送本校各級教師評審委員會審議後予以解聘或不續聘或其他行政懲處。

Faculty who are found to accept offer of off-campus employment without approval and no immediate action is made upon being notified for improvements in accordance with the school policy will be dismissed from employment, lose qualification for renewing the contract or receive other administrative punishments after the judgments are made by all levels of Teacher Evaluation Committees in a disciplinary procedure.

八、客座及專案教師適用本要點之規定。

The regulation are also applicable to Visiting Professors and contract teachers.

九、本要點未盡事宜，悉依有關法令規定辦理。

If the agreement is not exhaustive, it shall be handled in accordance with relevant laws and regulations.

十、本要點經校務會議通過後施行，修正時亦同。

The “Regulations” come into effect after being approved by the University Affairs Meeting and its amendments shall follow the same procedure.