

# National Taiwan University of Science and Technology Part-time Faculty Appointment Contract

*Amended and approved during the University's 621st Administrative Meeting on June 20, 2021, and effective as of August 1, 2023*

1. Part-time faculty members shall diligently fulfill their duties related to teaching, proctoring exams, grading, and mentoring students.
2. Part-time faculty members must conduct classes punctually. If a part-time faculty member is unable to teach for any reasons, they should apply for leave in accordance with the Teachers Leave Regulations and Regulations Governing the Appointment of Part-time Teachers at Educational Institutions at Junior College Level and Higher.
3. Remunerations for part-time faculty members are governed by the Public Junior College and University Part-Time Faculty Hourly Pay Standard Table and paid monthly by the University on the basis of the actual number of hours taught.
4. Part-time faculty members shall be evaluated by the University for their teaching, with their scores serving as the basis of consideration for reappointment.
5. Part-time faculty members may not engage in activities outside the University by falsely representing their faculty job titles or engaging in actions that harm the University's reputation.
6. Part-time faculty members shall adhere to relevant regulations such as the Gender Equity Education Act, Gender Equality in Employment Act, and the Campus Bullying Prevention Guidelines.

When teaching, mentoring, training, managing, counseling, or providing students with job opportunities, part-time faculty may not engage in interactions that violate gender- or sexuality-related professional ethics. Faculty members shall actively avoid and report teacher-student relationships that violate such professional ethics to the University.

Part-time faculty members shall respect the sexual and physical autonomy of themselves and others, refrain from engaging in unwelcome pursuits, and refrain from resolving gender or sexual conflicts with coercion or violence.

Part-time faculty members shall possess gender equality awareness and comply with relevant gender equality laws and regulations. Violations verified upon investigations will be handled in accordance with the Regulations Governing the Appointment of Part-time Teachers at Educational Institutions at Junior College Level and Higher and relevant regulations of the University.

Faculty members shall possess campus anti-bullying awareness and refrain from engaging in actions that may lead to bullying incidents or may adversely affect the University's efforts to prevent campus bullying.

Students shall be counseled and taught in a positive manner to prevent campus bullying. For students who have been bullied, those who have exhibited bullying behavior, or those who have exhibited tendencies toward such behavior, they shall be provided with proactive care, assistance, and counseling. Such cases shall also be handled in accordance with the Campus Bullying Prevention Guidelines.

7. During the appointment period of a part-time faculty member, if circumstances arise that necessitate the termination or suspension of their appointment as stipulated in the Regulations Governing the Appointment of Part-time Teachers at Educational Institutions at Junior College Level and Higher, they will be handled in accordance with relevant regulations.

Circumstances that necessitate appointment termination or suspension shall be reviewed by the university-level Faculty Evaluation Committee. Upon approval, a contract termination or suspension will be executed in writing.

8. Part-time faculty members shall be appointed on a semester basis or academic-year basis. However, if the number of students enrolled in the courses taught by a part-time faculty members following the member's appoint does not meet the minimum requirement for offering the courses, leading to the part-time faculty's services not being needed, the contract may be terminated earlier.

A part-time faculty member who resigns during their appointment period must submit their resignation letter one month in advance and obtain the approval of the school. Those not reappointed at the end of their terms will lose their status as a part-time faculty member of the University from the day the contracts end.

9. Regarding matters such as the rights, obligations, leave, health and labor insurance contributions, and labor pension contributions during the part-time faculty appointment period, unless otherwise specified by the University, they shall be handled in accordance with Regulations Governing the Appointment of Part-time Teachers at Educational Institutions at Junior College Level and Higher and relevant regulations.

When a part-time faculty member is on maternity leave, unpaid parental leave, sick leave for pregnancy complications, prenatal leave, miscarriage leave, pregnancy checkup accompaniment leave, or paternity leave, the classes missed by the part-time faculty member may be taught by other faculty members hired by the part-time faculty member's department or by qualified external faculty members with expertise in the subjects taught. The substitute part-time faculty member will not receive extra pay for any normally scheduled overtime teaching, and the substitute teaching hours will only count toward the teaching hours of the substitute faculty member.

10. When appointing part-time faculty members, the procedures for matters such as information reporting, collection, searches, and processing shall be performed in compliance with the regulations stipulated in the Regulations Governing Reporting, Handling of Information Collection and Inquiries, and Use of Reports and Data Regarding Educators Unsuitable for Employment.
11. This appointment contract is also applicable to part-time professional technical personnel of the University.
12. Matters not addressed herein shall be governed by relevant regulations such as those formulated by the Ministry of Education and the University.
13. This appointment contract and any amendments thereto shall take effect after approval is granted at an administrative meeting and by the University president.

*The English version is provided for reference only.*

*The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.*