

National Cheng Kung University Directions for the Recruitment of Adjunct Teachers

Approved on June 20, 2017 in the 5th University Faculty Evaluation Committee Meeting of the 2016 academic year.

Amended and approved on October 15, 2020 in the 1st Faculty Evaluation Committee Meeting of the 2020 academic year.

Article 1 National Cheng Kung University (hereinafter “the University”) Directions for the Recruitment of Adjunct Teachers are enacted according to the Regulations Governing the Recruitment of Adjunct Teachers for Institutions of Higher Education in response to each department’s needs for adjunct teachers to teaching and advise graduate students.

Article 2 The University’s employment of adjunct teachers shall be conducted in accordance with the National Cheng Kung University Regulations Governing Faculty Recruitment and the National Cheng Kung University Directions for the Recruitment of Adjunct Experts as Teachers. The qualifications of candidates for each rank of teacher shall be evaluated by the Department-, College-, and University-Level Faculty Evaluation Committees, after which relevant information shall be reported to the president for approval before the official appointment. Newly employed adjunct teachers, recruited according to the National Cheng Kung University Regulations Governing Faculty Recruitment, must have obtained a doctoral degree and should serve as an assistant professor. Under special circumstances, part-time lecturers may be employed. The reappointment of a full-time teacher of the University as an adjunct teacher of equivalent rank shall follow relevant administrative procedures to obtain approval. The reappointment of an adjunct teacher as a teacher of a higher rank shall be handled in accordance with the new procedure for recruiting adjunct teachers in paragraph 2, unless each department, institution, or college has more stringent regulations.

Article 3 The renewal of employment for adjunct teachers who are responsible for subject teaching and thesis supervising requires the Personnel Office to send an adjunct teacher roster to each department for inquiry. Subsequently, the completed roster shall be compiled by the Personnel Office before submitting it to the president for ratification and proposing it in the University’s Faculty Evaluation Committee meeting. A department intending to reappoint a previously employed adjunct teacher who has not been reappointed within 3 years of his or her employment termination date for the same position shall follow the procedure mentioned in the previous paragraph. To reappoint an adjunct teacher who has been denied reappointment for over 3 years, the department shall report the situation to the Department-Level Faculty Evaluation

Committee for approval, after which the procedure mentioned in the previous paragraph shall be followed.

Article 4 The University does not handle adjunct teachers' accreditation and their application for a teacher certificate. The aforementioned rule does not apply to clinical teachers in a medical school, full-time medical staff in the affiliated hospital of the medical school, and research personnel of research institutes in cooperation with the University.

Article 5 If the number of students selecting a course does not reach the number required for the course to be offered, meaning that an adjunct teacher is not required, the department should describe reasons in written form to dismiss the adjunct teacher from course teaching and thesis advising within an employment term of a semester or academic year before his/her employment term ends.

Article 6 Any matters related to the termination or suspension of the contract of a part-time faculty member during the effective period of the contract in accordance with the Guidelines for Appointing Part-Time Faculty in Higher Education Institutions shall be handled according to said guidelines. Termination or suspension of the contract that requires review by a faculty evaluation committee shall become effective in a written form after passing the review by the faculty evaluation committee of the relevant department and being approved by the president through signature. Part-time faculty members verified to be in violation of academic ethics shall have their contracts terminated in written notices. Termination of the contracts shall become effective after passing the review by the faculty evaluation committee of the relevant department and being approved by the president through signature.

Article 7 Employment leave for adjunct teachers shall be handled in accordance with Article 3 of the Employment Leave Regulations for Teachers; the Regulations Governing the Recruitment of Adjunct teachers in Tertiary Education for Institutions of Higher Education; and the Act of Gender Equality in Employment. Adjunct teachers shall teach courses as scheduled; if a teacher is to be absent for any reason, he or she shall apply for leave and obtain consent from the department head. Make-up classes and substitutions as a result of faculty leave shall be handled in accordance with Articles 2 and 3 of the National Cheng Kung University Regulations on Make-up Classes, Substitutions, and Hourly Wage Audits.

Article 8 The hourly wage of an adjunct teacher shall be calculated according to the Hourly Rate for Adjunct teachers of Public Colleges and Universities announced by the Ministry of Education, as well as the National Cheng Kung University Implementation Directions for Hourly Wages of Adjunct Teachers, and be paid monthly. In the case that classes are cancelled because of natural disasters or days off for national holidays, adjunct teachers shall still receive their hourly wage. Adjunct teachers who apply for leave during the semester in accordance with regulations shall still be paid an hourly wage. When the sick leave taken exceeds the prescribed number of days, that number shall be offset by the number for personal leave. In the case that the combined number of personal and family leave

days has exceeded the prescribed amount, the adjunct teacher shall not receive an hourly wage. Documents of hourly pay for adjunct teachers who take leave according to regulations along with the attachment of related information shall be submitted to the department or unit concerned; the total amount will be issued at the end of the semester. The required substitution costs shall be covered by the fund designated for the hourly pay of adjunct teachers.

Article 9 Matters not covered by the directions shall be handled in accordance with the Regulations Governing the Recruitment of Adjunct Teachers for Institutions of Higher Education.

Article 10 The directions are implemented upon approval by the University Faculty Evaluation Committee. The same shall apply for all amendments to the directions.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.