

# National Cheng Kung University Employment Contract for Adjunct Teachers

Approved on June 20, 2017 in the 5th 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.

1. The term of employment for an adjunct teacher shall match the period stated in the certificate of employment. The adjunct teacher shall submit their letter of acceptance to the Personnel Office of National Cheng Kung University (hereinafter “the University”). Those who deny an offer of employment for personal reasons shall return the certificate of employment to the University in person or by registered mail. 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 provide reasons in written form to dismiss the adjunct teacher designated to teach the course before his/her employment term ends.
2. Adjunct teachers shall teach courses as scheduled. If an adjunct teacher is to be absent for any reason, he or she shall apply for leave according to regulations and inform departments concerned in advance. The adjunct teacher shall arrange make-up classes in accordance with the Article 2 and Article 3 of National Cheng Kung University Regulations on Make-up Classes, Substitutions, and Hourly Wage Audits or reschedule the course with the department.
3. When performing teaching, mentoring, training, appraisal, management, or counseling, or providing students with work opportunities, no adjunct teacher is allowed to engage in sex- or gender-based interpersonal interactions that violate professional ethics. Should an adjunct teacher identify a possibility of such a relationship with students, he or she shall avoid such an interaction or report it to the University. Adjunct teachers of the University shall respect the sexual and physical autonomy of others and themselves as well as avoid inappropriate romantic pursuits. No adjunct teacher is allowed to resort to compulsory or violent means when handling sex- or gender-related conflicts. In addition to the aforementioned provisions, the University’s adjunct teachers should comply with the Gender Equity Education Act, the Act of Gender Equality in Employment, and other related laws.
4. 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.

5. 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 a case where 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 semester in accordance with regulations shall still be paid an hourly wage. When sick leave taken exceeds the prescribed number of days, the number shall be offset by the number for personal leave. In a case where the combined number of personal and family leave days has exceeded the prescribed number, 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.
6. Adjunct teachers who wish to resign during the period of employment shall first obtain permission from the University. Those who wish to resign or rescind the offer during the employment period shall return the certificate of employment.
7. Matters concerning the leave, rights, and obligations of adjunct teachers and other matters not covered in this contract shall be handled in accordance with the Regulations Governing the Recruitment of Adjunct Teachers for Institutions of Higher Education.
8. This contract has been approved by the University Faculty Evaluation Committee prior to its implementation. The same shall apply for all amendments to this contract.

※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.