

國立成功大學新聘專任教師兼課、兼職規定告知書 1150918 修訂

一、本校教師至校外兼課、兼職必須先以書面報經學校同意，且至營利事業機構或團體(即私人公司)兼職數目以4個為限；未經同意在校外兼課、兼職者，提三級教師評審委員會審議處理，並列入學年度辦理續聘、年功(資)加俸(薪)、升等及教師評量之參考。

二、現行法令(請至人事室網頁/[人事法規/編制內教職員/職員任用...兼職、兼課/借調、兼職、兼課](#)/項下參閱)：

(一)規範依據：

1. 教育部「[公立各級學校專任教師兼職處理原則](#)」。(以下簡稱處理原則)

2. 教育部「[國立各級學校兼任行政職務教師兼職處理辦法](#)」。(以下簡稱處理辦法)

3. 國立成功大學教師校外兼課兼職補充規定。

(二)例外得免報經學校核准兼職情形：

教師兼職符合「[公立各級學校專任教師兼職處理原則](#)」第十點、「[國立各級學校兼任行政職務教師兼職處理辦法](#)」第十一條之規定，且對本職工作、學術名譽及尊嚴無不良影響，亦無與其本職不相容之情形者。

三、重要規定(節錄)：

(一)教師不得經營商業。經營商業，包括依公司法擔任公司發起人或公司負責人、依商業登記法擔任商業負責人，或依其他法令擔任以營利為目的之事業負責人、董事、監察人或相類似職務；但依處理原則第五點第二項、第三項及第九項規定或處理辦法第六條第二項、第三項及第九項規定兼任董事、監察人或獨立董事者，不在此限。

(二)教師到職前擔任前項職務或經營事業須辦理解任登記者，至遲應於到職時提出書面辭職，於三個月內完成解任登記，並向學校繳交有關證明文件。

(三)教師兼職(兼課)不得影響本職工作，且須符合校內基本授課時數及工作要求，並事先以書面報經學校核准，於期滿續兼或兼職職務異動時，應重行申請。

(四)其他教師得兼職之範圍、職務、個數及時數等規定，請參閱上開現行法令。

四、本人目前校外兼課、兼職情形：

☐ 本人無校外兼課、兼職情形。

☐ 本人有校外兼課、兼職情形：

☐ 校外兼職(兼課)：另填本校教職員校外兼職(兼課)簽辦表辦理(請至人事室網頁/常用表單/編制內教職員/兼職 項下下載)。

五、本人已知悉上述規定並當遵守相關法令規定。

新聘教師簽名：_____

(請註明日期)

※兼職業務相關疑義，可洽

承辦人(營利事業以外)：黃嘉珮(分機 50889)

承辦人(營利事業)：劉佳杭(分機 50878)

Notice on regulations for taking non-NCKU positions For full-time faculty members

September, 18, 2026

NCKU teachers intending to hold non-NCKU positions must obtain prior written consent from the University, and the maximum number of such jobs at profit-seeking enterprises (i.e. private enterprises) is four. Cases of unauthorized non-NCKU appointments will be subject to three-level Teacher Evaluation Committee for deliberation and the results will be taken into consideration when it comes to renewing contract, yearly salary raise, promotion and faculty evaluation.

Current regulations:

- A. A teacher may not operate a business. The operation of a business includes serving as the promoter or responsible person of a company as prescribed by the Company Act, serving as a business responsible person as prescribed by the Business Registration Act, or serving as the responsible person, director, or supervisor of a for-profit business. However, this restriction does not apply to a teacher who is serving concurrently as a director, supervisor, or independent director in accordance with Article 5, Paragraphs 2, 3, and 9 of the Handling Directions and Article 6, Paragraphs 2, 3, and 9 of the Handling Rules.
- B. A teacher who is holding any of the positions prescribed in the following paragraph or who is operating a business prior to their appointment must proceed with the registration of their removal from office. The teacher must submit their letter of registration no later than the day on which they assume their teaching post. The registration of their removal from office must be completed within three months of submitting their letter of resignation. The documentation pertaining to the registration must be submitted to the university.
- C. A teacher with a secondary job must not allow their secondary job to affect their primary job and must meet the university's requirements with respect to basic teaching hours and work. They must also obtain the university's written permission in advance. They must reapply for permission to work concurrently when they are renewing their contract or when they are altering their concurrent service.
- D. For other regulations on non-NCKU positions, including their extent, duties, and maximal number and hours (per week), please refer to the two regulations listed above.

Declaration of my current non-NCKU positions

- ☐ I do not have any non-NCKU positions.
- ☐ I do have non-NCKU positions:
 - ☐ I currently hold non-NCKU positions and I will complete and submit a separate Non-NCKU Position Application Form.

I have read and understood the aforementioned regulations and will follow the relevant regulations.

Signature of Fully-Time Faculty Member: _____
(Please Date.)

For any inquiries of having non-NCKU positions,
please contact ext.50889 or 50878.