

Ming Chuan University Full-time Faculty Appointment Regulations

Passed at the University Affairs Committee Meeting on June 7, 2021

- Article 1. The basic teaching responsibilities for full-time faculty members are as follows: eight hours for Professors, nine hours for Associate Professors, nine hours for Assistant Professors, and ten hours for Instructors. Faculty members who take on administrative work may deduct a certain number of lecture hours from the minimum number of required hours in accordance with regulations. Basic salary/extended rank salary and academic research compensation for full-time faculty members are paid at the same level as Public College and University Standard Salary Rates for same level faculty members.
- Article 2. Full-time faculty members must act as class advisors and be on campus at least four days a week. In addition to lectures and research, full-time faculty members are obliged to teach evening and extension education programs, assist in consulting projects, advise students, comment on and correct students' assignments, provide guidance for students' extracurricular activities, attend all relevant meetings, and accept any other assignments designated by the university.
- Article 3. Full-time faculty members are not permitted to accept other full-time paid positions outside the school, though faculty members may accept part-time teaching positions of four hours or less per week with the express written permission of the president. Full-time faculty members who need to take a part-time job due to academic-industry collaboration, innovation, or extended industrial development of a business organization or group, must have this approved by the president as a special project; the range of part-time jobs and approval procedures are dealt with in separate regulations.
- Article 4. Full-time faculty members must receive official approval from the university when arranging for a substitute instructor.
- Article 5. Faculty contracts will not be considered valid until they have been signed and returned to the Human Resources Division within two weeks upon receipt. Faculty members who do not wish to continue their contracts should return their unsigned contracts for immediate nullification.
- Article 6. As part of regular duties, faculty members must counsel students on matters related to their psychological well-being and moral conduct. Any interpersonal interaction related to sex or gender during teaching, guidance, training, assessment, management, counseling, or offering job opportunities to students, and any relationship development against professional ethics are prohibited. If any suspicious activity takes place, faculty members should actively refuse such involvement or take initiative to report such to the university. Faculty members should respect persons regardless of gender, respect the physical autonomy of others and avoid any unwelcome courting. It is also not permitted to deal with gender or sex-related conflicts with force or violence.
- Article 7. No faculty member shall commit any of the following behaviors. Any offender will be processed by Dismissal, Non-renewal of Appointment, or Suspension procedures stated in the Teacher's Act:
1. Any Behavior that violates relevant laws or regulations:
 - (1) Any verified inappropriate teacher-student relationship or sexual harassment.
 - (2) Any Vexatious litigation causes the damages to the reputation of University or to the rights of faculty, staffs, or students.
 - (3) Any verified violent attack (assault) towards to any faculty member, staff and student.
 - (4) Any verified malicious slander or blatant insult towards to any faculty member, staff and student.
 - (5) Any verified embezzlement, misappropriation of public property, or taking bribes.
 - (6) Any verified leaking or disclose of important official secret causes damage to the University.
 - (7) Any other serious offence behavior causes damage to the reputation of the University.
 2. Improper Teaching:
 - (1) Any faculty member shall have three or more absences from class, without reason and

having not making up, for any each course in one semester.

- (2) Any faculty member shall conduct improper teaching proved by specific facts and, after gone through counseling measures, such improperness has not been improved to satisfactory level

Article 8. Faculty members who wish to resign during their period of employment with the university should submit a resignation letter to their department chair one month in advance. Resignations go into effect only after being transferred to the university president for approval by the Department (Graduate School) and School. Faculty members should return their contracts with the modified period of employment and complete all other necessary procedures prior to officially leaving. Anyone in violation of the above must compensate the university one month of salary (includes base salary, research compensation, Director's supplement, and other payments).

Article 9. Faculty members who need to be evaluated in accordance with the Faculty Employment and Service Regulations must follow the faculty evaluation standards, implementation, relevant evaluation procedures and regulations, unless there are any other regulations in force.

Article 10. For faculty members who do not process the examination of faculty qualifications, or fail to meet the standards of Ming Chuan University Procedures for Faculty Member Evaluations or are found to be otherwise ill-suited for their position, the university will not renew faculty members' employment contracts.

Full-time faculty members should manage their promotion affairs in accordance with following regulations. However, they may apply for an extension if they have been appointed to university administrative work, given birth, been granted parental leave, or encountered a serious unexpected situation.

1. From 2010-11 academic year, full-time assistant professors should be promoted within seven years. However, in line with MCU Diversified Faculty Promotion Procedure, full-time assistant professors who signed contracts with MCU prior to August 1, 2015 may extend their promotion period from seven years to nine years.
2. From 2010-11 academic year, full-time Instructors should be promoted within eight years. However, in line with MCU Diversified Faculty Promotion Procedure, full-time instructors who signed contracts with MCU prior to August 1, 2015 may extend their promotion period from eight years to ten years.

This does not apply to faculty members who have been promoted during their full-time employment or full-time Instructors mentioned in Article 14 Clause 3 of the Ming Chuan University Procedures for Faculty Member Evaluations.

Those who aren't promoted during the promotion period according to abovementioned regulations should follow related educational procedures for consultation; and starting with the next semester after the designated deadline, their teaching load cannot exceeding basic teaching load hours and they cannot accept full-time positions off campus. After they pass promotion, these restrictions will be released in the next semester.

Article 11. The university may use employees' personal information for university business only and will not sell or otherwise allow that information to be used for commercial purposes. All such procedures follow relevant regulations of MCU Guidelines for Personal Information Protection Management.

Article 12. Any violation committed by faculty member violates this employment contract, duties required by article 32 of the Teachers' Act, or other relevant laws and regulations, but such violation does not meet the level of dismissal, non-renewal of appointment, or suspension, shall be reviewed by three levels of MCU Faculty Hiring and Promotion Committees. The Committee may, at their discretion according to the seriousness of situation, decide the following time limiting sanctions: not allow for: sabbatical leave, transfer to other institution, work part-time job at or outside of campus, apply for school subsidies, teach exceeding basic teaching load hours, apply for promotion, increase annual payment, receive all or partial sum of year-end bonuses, or other matters.

All faculty members should recognize the educational philosophy of MCU: One Mission and Three

Goals, and each shall follow faculty professional ethics, work together to establish an excellent and harmonious campus environment. If any inappropriate behavior of faculty shall be discovered through appeal review procedures, accuse reporting or publicized by media and has been verified accordingly, the faculty member shall be reviewed and subjected to the final decision of the three level of MCU Faculty Hiring and Promotion Committees conforming to the situations.

Article 13. Should a faculty member violate university rules, fail to meet the obligations stipulated in the contract, or act in a way that is injurious to the university's reputation, the university may choose to not renew or even terminate the instructor's contract after a thorough review by the Faculty Hiring and Promotion Committee has been conducted and approval is given by the Ministry of Education.

Article 14. During the term of the employment contract, any adjustment or uncovered matter concerning the rights and duties between faculty member and MCU shall be dealt with in accordance with the current Teacher's Act, relevant education rules and regulations, the Faculty Employment and Service Regulation, and relevant rules and regulations of MCU . The faculty member, by signing employment contract, agrees to abide and follow all current or amended stipulations of the above mentioned laws, rules and regulations valid either at the time of signing employment contract or the time of any amendment making thereafter.

Article 15. Upon being passed at the University Affairs Committee Meeting and approved by the president, these regulations were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****