

# Ming Chuan University Part-time Faculty Appointment Regulations

Revised and Passed at the Administrative Council Meeting on November 16, 2020

- Article 1. Part-time faculty members must fulfill their duties to the university through teaching in accordance with these regulations.
- Article 2. Contracts for part-time faculty appointment are issued primarily on a one-academic-year or one-semester basis. Upon completion of a contract, if there is no suitable course for the part-time faculty member to teach, the university will not renew the employment contract.
- Article 3. Faculty contracts will not be considered valid until they have been signed and returned to the Human Resources Division within two weeks of receipt. Faculty members who do not wish to continue their contracts should return their unsigned contracts for immediate nullification.
- Article 4. In principle, the teaching hours for part-time faculty members are limited to 4 hours.
- Article 5. Basic salary for part-time faculty members is paid in accordance with MCU Faculty Teaching Payment Standards of Standardized Hourly Pay for Faculty. The wages for part-time faculty members are based on 4.5 months per semester (The first semester is from mid-September through January of the following year, and the second semester is from mid-February through June). Short-term courses are contracted based on the actual dates and number of hours taught.
- Article 6. As part of regular duties, part-time faculty members must teach in person, proctor exams, score exams and guide students' learning; moreover, they are to be punctual for class without arriving late or leaving early.
- In consideration of students' rights, part-time faculty members cannot randomly take leave or arrange for a substitute instructor. They can follow faculty members class adjustment procedures to apply related affairs when personal affairs or accidents interfere with scheduled classes. Please submit related required documents with your application and follow administration system to manage taking leave affairs after they received approval from an administrator in their departments (graduate programs, office, and center).
- Article 7. As part of regular duties, faculty members must counsel students in their classes 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 in violation of professional ethics is 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 advances. Do not use force or violence to deal with gender or sex-related conflicts.
- Article 8. Part-time faculty members who have reason to resign during their period of contracted employment with the university should submit a resignation letter for approval by the university in advance. The salary is will be paid based on the actual dates and number of hours taught.
- Article 9. If part-time faculty members have any of the conditions listed in Article 7-1 of Ming Chuan University Procedures for the Appointment of Part-time Faculty Members or violate these regulations, upon investigation, the university may dismiss the part-time faculty members.
- Article 10. Part-time faculty members can appeal in writing according to the Ming Chuan University Guidelines Concerning the Organization and Review Process of the Faculty Appeal and Review Committee if they, while under contract with the university, consider their compensation or termination of contract to be illegal or inappropriate.
- Article 11. The university may collect, computer process, and use employees' personal information for university business in accordance with MCU Guidelines for Personal Information Protection Management.
- Article 12. Matters not covered in these regulations will be dealt with in accordance with regulations announced by the Ministry of Education, Procedures for Colleges and Universities Appointing

Part-time Faculty Members and Ming Chuan University Procedures for Appointing Part-time Faculty Members.

Article 13. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures 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.\*\***