

Ming Chuan University Procedures for the Appointment of Part-time Faculty Members

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

- Article 1. Ming Chuan University Procedures for the Appointment of Part-time Faculty Members (herein referred to as the Procedures) is established to meet the need of teaching units in the university for employing part-time faculty members; the Procedures are in accordance with the Procedures for Colleges and Universities Appointing Part-time Faculty Members.
- Article 2. The part-time faculty members mentioned in these Procedures include those who apply part of their work time to handle teaching affairs at the university to meet teaching support and professional knowledge needs and who also meet the qualifications of rank and criteria for engagement of educators as stated in the University Act, Instructor Hiring Ordinances, and the Ming Chuan University Procedures for Appointing Professionals with Technical or Business Expertise to Faculty Positions.
- Article 3. The employment period of part-time faculty members is one semester or one academic year and their teaching hours are limited to 4 hours a week. This article excludes those specialists whose appointment was requested and approved under a specified contract to meet a special teaching need.
- Article 4. If a department hires specialists who are currently civil servants or full-time faculty members at other private universities, they should follow related regulations and send a formal notification to request employment permission from the original employment entity.
- Article 5. For newly appointed part-time faculty members, related employment information, verified highest education certificate, teaching certificate, and other related certification documents must be provided as references. Following review and approval of part-time faculty members' qualifications by the Faculty Hiring and Promotion Committees at three levels, and ratification by the president, new part-time faculty members will be offered a Letter of Employment.
- Article 6. Appointment renewal of part-time faculty members should meet the need of teaching department courses. A roster of part-time faculty members should be provided by the department and sent to the Human Resources Division as a reference once the list is approved by the School. Following review and approval of part-time faculty members' qualifications by the Faculty Hiring and Promotion Committees at each level, and ratification by the president, part-time faculty members will be offered a Letter of Employment. If employment is interrupted for one year, those part-time faculty members should follow the procedures for new part-time faculty members once again. To maintain the university's teaching quality, part-time faculty members will not be offered renewal of employment if their teaching evaluation result is lower than 70 points. This article excludes those specialists whose appointment was requested and approved under a specified contract to meet a special teaching need.
- Article 7. If the number of students selecting a course does not reach the requirement for offering the course, thus there is no need for faculty members' employment, the department should describe reason for terminating the contract via formal documents before the employment contract expires. If part-time faculty members wish to terminate their contract in the middle of the employment period for a personal reason, they should prepare all the required documents and report to their department two weeks before the date they wish to terminate the contract. The related dismissal affairs will be conducted by the university after related documents are countersigned by Academic Affairs Division, Human Resources Division, and Controller's Division. Faculty members who terminate a contract early should follow related regulations to return insurance fees which were prepaid by the university.
- Article 7-1 The university must follow related regulations to manage part-time faculty members' employment affairs once the situation arises of their employment contract being terminated in accordance with Article 5, Article 6, or Article 8 of Part-time Faculty Appointment Regulations at Institutions of

Higher Education, or any other situation in which the university needs to terminate or suspend their employment contract in accordance with Article 7, Article 10, or Article 11 of Part-time Faculty Appointment Regulations at Institutions of Higher Education. Hourly teaching payment will be managed in accordance with Article 12 of Part-time Faculty Appointment Regulations at Institutions of Higher Education during the suspension of their employment contract.

- Article 8. In consideration of students' rights, part-time faculty members are not to randomly take leave or arrange for a substitute instructor. They are to follow faculty members' class adjustment procedures to apply for leave should personal affairs or accidents unavoidably interfere with scheduled classes. Related required documents are to be submitted with the application and leave affairs must be managed through the administration system once approval is granted by the administrator in the respective department (graduate program, office, and center).
- Article 9. The hourly teaching pay for part-time faculty members follows the principles of the university's hourly teaching pay for part-time faculty members. Each semester comprises four and half months; the first semester period is from the middle of September to the following January, and the second semester period is from the middle of February to June. Short-term courses will follow the exact teaching hours to manage the hourly teaching payment. For part-time faculty members who wish to terminate their contract in the middle of the employment period due to personal reasons, the university will manage their hourly teaching payment according to their exact teaching hours.
- Article 10. Part-time faculty members who have served at the university over 4 semesters (either new employment or renewed employment), giving lectures for at least 2 credit hours each semester, and currently serve at the university, meet the qualifications for teacher credential review. All the review procedures should follow those of a newly appointed faculty member and applicants should pay the review fee by themselves. If part-time faculty members have full-time position at another university, their review should be handled by the university where they hold a full-time position. Such faculty members can count their service period as one semester once the contract period is from the first day of classes through the end of the semester.
- Article 11. Part-time faculty members who receive a higher rank teaching certificate and are promoted by the university or another university can change their employment contract to the advanced rank, and their employment contract will renew at that rank from the semester after they receive the certificate.
- Article 12. Part-time faculty members can follow Ming Chuan University Guidelines Concerning the Organization and Review Process of the Faculty Appeal and Review Committee if they feel their personal treatment or dismissal was illegal or improperly damaged their rights and interests.
- Article 13. For full-time staff members who handle part-time teaching affairs in the university, their hourly teaching pay follows the pay scale for part-time faculty once their appointment is requested and approved by the university. They cannot receive hourly teaching payment if they give lectures during their official working time.
- Article 14. Matters not covered in these regulations will be dealt with in accordance with regulations announced by the Procedures for Colleges and Universities Appointing Part-time Faculty Members and other related regulations.
- Article 15. 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.****