

# Ming Chuan University Procedures for Establishing Specially Contracted Lectures

Revised and passed at the Administrative Council Meeting on February 23, 2009

- Article 1. These procedures were established to further internationalization in higher education and to promote academic development at this institution.
- Article 2. Persons who have made distinguished academic contributions or who are held in esteem in academic or professional areas should be recommended for employment by each department (Graduate School) and School in accordance with the Faculty Employment Procedures. Their qualifications will be reviewed by the Faculty Review and Evaluation Committee and submitted to the University Faculty Hiring and Promotion Committee for second review.
- Article 3. Specially contracted lectures will be taught as intensive courses for credit. One credit unit will correspond to 18 teaching hours; teaching hours should not exceed 18 hours per week or six hours per day.
- Article 4. Teaching fees for specially contracted lectures will be 1.5 times higher than that for regular lectures, and lecturers will be paid based on actual teaching hours. Compensation for lecturers with particularly strong reputations in their fields may be increased by hiring units but approval as a special case must be granted by the president.
- Article 5. Contracts for specially contracted lecturers should include the teaching period, compensation, and other related rights and responsibilities related to teaching responsibilities.
- Article 6. Academic units applying to hire specially contracted lecturers should submit requests as special cases based on course arrangements and actual need. The president will then grant approval to subsidize tickets (economy class only), accommodation, and living expenses. Only one airline ticket may be purchased.
- Article 7. The budget for these procedures should originate from relevant grants within the university, or from other institutions, organizations or personal outside the university.
- Article 8. 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.\*\***