

# Ming Chuan University Procedures for Handling Full-time Faculty Members with Off-campus Part-time Jobs

Passed at University Affairs Committee on November 15, 2021 (Effective on February 1, 2022)

- Article 1. These procedures were established for handling Ming Chuan University Full-time Faculty Members (herein referred to as the faculty member) with Off-campus Part-time Jobs.
- Article 2. MCU faculty members may apply for part-time jobs in special cases; however, the part-time job should not affect the individual's full-time job at MCU, must be evaluated by the Department in accordance with Article 4 of Faculty Employment and Service Regulations, and reported to the President for approval according to administration procedures.
- Article 3. The faculty member's part-time job should be related to his/her teaching or research field, within the following range:
1. Government units (institutions)
  2. Non-profit organizations or groups
  3. Organizations (institutions) that have established industry-academic collaboration relationships with MCU. Whether the aforementioned organizations (institutions) have industry-academic collaboration relationships with MCU shall be determined in a meeting convened by the Industry-academia Collaboration and University Extension Division.
  4. Serving as an independent or regular member of the Board of Directors or Supervisor of a listed company or an unlisted company that plans to apply for listing through a resolution of the shareholders' meeting.
- Article 4. A faculty member's part-time job will be handled according to the procedures below:
1. The unit (institution) of the part-time job should request approval from MCU through written correspondence and the faculty member should fill in the " Full-time Faculty Member Off-campus Part-time Job Application"; these are evaluated by the department (graduate school) and School in accordance with the administrative procedures, reported to the President for approval; only then can the part-time job commence.
  2. After the expiration of the approved period, if the faculty member would like to continue the part-time job with that unit (institution) or change part-time positions, he/she should reapply. The department (graduate school) and School should evaluate and review the faculty member as the basis of whether or not to approve the part-time job.
- Article 5. MCU faculty members whose part-time job results in no adverse effects on their own work, academic reputation or dignity, nor have any of the following conditions that are incompatible with their MCU job, may be exempted from reporting to the institution for approval in accordance with the regulation of the preceding article:
1. Sporadically invited to deliver lectures or classes and sharing or publishing the content without profit-making objectives or for commercial promotion.
  2. Invited to serve in a consulting position or as a conference expert representative for a government unit (institution) or non-profit business or group.
  3. Part-time job must be kept confidential in accordance with legal regulations.
  4. Invited to serve as non-decision-making or business executive position for a government unit (institution) or non-profit business or group, and only receive subsidy for transportation or attendance without any other compensation considerations.
- Article 6. MCU shall not approve or shall suspend approval during the part-time job period if faculty members have any of the following conditions:
1. Not related to the faculty member's teaching or research field.
  2. Faculty member failed the annual or comprehensive evaluation in accordance with Article 16 of Ming Chuan University Procedures for Faculty Member Evaluations.
  3. MCU full-time faculty members who failed to earn rank promotion within the time limit in accordance with the Ming Chuan University Full-time Faculty Appointment Regulations.
  4. MCU faculty members who display adverse effects on their own work or administrative duties.

5. Obviously violates items specified in the Ming Chuan University Full-time Faculty Appointment Regulations.
  6. MCU faculty members who are at risk of improper transfer of benefits, expenditure of funds, or use of property belonging to MCU.
  7. Other matters that may damage the image of MCU or the faculty member.
- Article 7. MCU faculty members who take off-campus part-time jobs should assist in providing internship and employment opportunities for students of their department during the part-time job period in accordance with these procedures.
- Article 8. Upon confirmation that a MCU faculty member failed to report for approval in accordance with these procedures and accepted an off-campus part-time job privately, this case shall be submitted to the three levels of Faculty Hiring and Promotion Committees for evaluation and punishment will be executed in accordance with the circumstances.
- Article 9. Matters not covered in these procedures will be dealt with in accordance with regulations announced by MCU and the Ministry of Education.
- Article 10. Upon being passed at the University Affairs Committee 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.\*\***