

# 國立成功大學 教師授課鐘點原則及超鐘點費, 論文指導費計支要點

National Cheng Kung University

## Teaching Hour Principles and Disbursement Methods and Guidelines on Overtime Pay and Thesis Tutoring

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### One

The guidelines are enacted based on the Eighteenth Article of the Detailed Specifications of the University Law.

### Two

The enacting of the guidelines is to regulate reasonable teaching hours for teachers and the disbursement methods for overtime pay and thesis tutoring fees, and to meet the needs for teaching, research, and services.

### Three

Full-time teachers from each teaching unit must teach at least one course every semester, and in general there are fourteen hours of teaching each academic year (not including the teaching hours for Bachelor's degree further study programs & Master's degree programs for professionals).

However, to cover both teaching and research and in order not to increase teaching unit faculty numbers or budget, as well as to not affect the teaching unit's curriculum and students' course selection, teachers with excellent performance in academic researches, teaching or Industry-University cooperative projects, after approved by unit committee, collegiate committee, and as a special project approved by dean of Academic Affairs, are allowed to reduce teaching hours accordingly. However, for each academic year, the minimal teaching hour after

adjustment can be no lower than 9 hours.

When needed, each teaching unit can hire PhD students who have lecturer certificates as part-time lecturers to assist teaching, without affecting any vacancies that are available. The hiring process is handled in accordance with the related regulations.

#### Four

Full-time teachers must teach basic hours every academic year, as follows (not including the teaching hours for Master's Degree programs for professionals) before they are eligible for overtime pay.

1. Professors: 16 hrs.
2. Associated professors: 18 hrs.
3. Assistant professors: 18 hrs.
4. Lecturers: 20 hrs.

Part-time lecturers can teach four hours maximum, but those who are hired through special projects are not restricted to this.

#### Five

The total teaching hours by full-time teachers will be calculated in the spring semester each academic year (excluding the teaching hours for Bachelor's degree further study programs & Master's Degree programs for professionals).

Extra teaching hours will be paid according to the standards set forth by the Ministry of Education. However, the maximum is eight hours per academic year (external part-time course included).

#### Six

The teaching hours are calculated as follows:

1. Handouts and seminars: one hour per week for one credit, counted as one hour.
2. Lab experiments and interns: two to three hours per week for one credit, counted as 1 to 1.5 hours. If the lab or intern courses are not taught by teachers themselves, then the colleges have to decide if the hours will be counted in the teaching hours. However, these hours cannot be paid as overtime.
3. Elasticity courses: for special features of courses, courses that should be offered in minor credits, elasticity, intensive time or multi teachers, should get the approval of dean of Academic Affairs before offered. For elasticity or intensive

time courses, 18 hours of learning activities or curriculum will be counted a credit, and counted as 1 hour. Minor course with 9 hours will be counted 0.5 credit, and counted as 0.5 hour. However, minor course credit should not be counted by rounded up or down for graduation credits.

4. Elasticity courses, thesis and seminars for undergraduates as well as courses similar to seminars for graduate students (such as discussions on books and papers, independent research courses and so on.) These teaching hours will not be counted as overtime.

#### Seven

Teachers undertaking administrative work, with University special services, or those who are newly hired, may have their minimum teaching hours, as outlined in article three, reduced for the following reasons:

1. Teachers who are taking positions as the Vice Principal, the Dean (Vice Dean) of the affiliated hospital, the heads of teaching and research units or administrative units can teach four hours less per week for each semester.
2. Teachers who undertake unofficial administrative position can teach two to four hours less per week for each semester after being approved.
3. While not affecting the teaching unit's curriculum arrangement, teachers who undertake University special service can be approved to teach two hours less per week for each semester, each time for a maximum of two years.
4. Assistant professors who have not taught more than three years can teach a minimum of nine hours per academic year after approved.

If a teacher meets more than one of the above conditions, they should apply for a reduction in minimum hours based on only one of them. In addition, working more than the reduced hours cannot be regarded as working overtime.

#### Eight

Teachers who work on the University projects can undertake full-time research if they gain approval from the principal.

#### Nine

The thesis tutoring fee will be granted upon the graduation of the tutored students. A Master student's tutoring fee is NT\$4,000 for each student, while a PhD student's tutoring fee is NT\$6,000. The fee will be shared among teachers who co-tutor the same students. However the total tutoring fees that one teacher can received for Master's students cannot exceed NT\$16,000 (excluding those for Master's Degree programs for professionals or Master's Degree program for

industrial development)

#### Ten

1. When the numbers of students reaches between 80 and 110, the teaching hours increase by 1.2; between 111 and 140, by 1.4; between 141 and 170 by 1.6; between 171 and 200 by 1.8; above 201 by 2.
2. Approved by the teaching unit, Collegiate Committees, teaching hours of English-taught course can increase by 1.5 after department and college Curriculum Committee approved. However, general language course, non-lecture course (seminars, book discussion, thesis, project, independent research) and the course of English-Speaking foreign lecturers will not include.
3. The courses which match “Moocs Regulation” can increase on-line teaching hour by 1.5 after University Curriculum Committee approved, but the teaching hour could not increase more than 4 semesters. When the same on-line teaching hour(s) being applied in many online courses in one semester, the highest teaching hours will be counted.
4. The innovative experimental course can increase teaching hour by 1.5 after University Curriculum Committee approved, but the teaching hour could not increase more than 3 semesters.

The courses hour which qualify the regulation above can be counted repeatedly, but no more than 2 times. Each teaching unit will decide if the 1<sup>st</sup> term is available for Master’s Degree programs for professionals or not.

#### Eleven

Courses without enough students should be canceled after the deadline for the waiving and selecting period.

Hours taught before the cancellation by full-time teachers will not be paid; part-time teachers will get paid for two weeks teaching hours.

If the course is approved to be continued, full-time teachers will not get overtime pay and part-time teacher will be paid by teaching unit.

#### Twelve

For full-time teachers who take up administrative work, do research overseas, are on personal leave, the teaching hour will not be limited by article three if only one semester. The minimum teaching hours will be counted half as set forth on article three of these guidelines.

#### Thirteen

Full-time teachers whose teaching hours do not reach the minimum requirement should teach more hours at their teaching units or at the general course center by the respective department. When it is for make up the hours of last academic year, the extra hours taught will not be counted as overtime. Teachers who do not teach enough hours for two consecutive academic years, the teaching unit and college will be notified. This should be taken into account when hiring more teachers at that department and those teachers' teaching assessment and promotion.

#### Fourteen

If these regulations are not specified sufficiently, please act in accordance with relevant regulations and rules.

#### Fifteen

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

\*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.