

Notice to Full-time Faculty with a Part-time Position outside Wenzao Ursuline University of Languages

Amended and approved at the Executive Committee on April 8, 2002

Amended and approved at the Executive Committee on September 2, 2009

Amended and approved at the Executive Committee on October 25, 2011

Amended and approved at the Executive Committee on November 5, 2013

Approved by the President on December 12, 2025, and revised in coordination with the merger of the Continuing and Extension Education Division.

- I. Full-time faculty should concentrate on teaching within the School, and shall not have a part-time position outside the School under an unnecessary situation and without permission from the School. (For details, please refer to Article 8 of the Full-time Faculty Contract of Wenzao Ursuline University of Languages.)
- II. These notices define the fact of giving instruction outside the School as a full-time teacher receiving a letter of appointment from another college or university. Those who teach at other schools due to the implementation of projects are no regulated by these notices.
- III. Having the approval of the President the full-time faculty member can give instructions outside the School. The total weekly overtime teaching hours both in and outside the School (including both the Day and the Continuing and Extension Education) are two hours at maximum for teachers who are the first/second level of superintendents and four hours at maximum for those who are not the first/second level of superintendents.
- IV. Teachers who give instructions outside the School shall not influence teaching and activities at Wenzao University, and their basic teaching hours must meet the requirements of the School. An application of teaching outside the School for the next semester must be launched before the end of the previous semester and it has to be approved by the chairperson of the department (graduate institute), center and dean of college; after approval of the President the application is considered successfully. If the application is not launched in the above-mentioned period, it will not be accepted.
(Please refer to the application form.)
- V. For newly employed teachers, the first year is the probation period and they shall not give instruction outside the School. For those under a special circumstance may launch an application.
- VI. These notices become effective after they are approved by the Executive Committee meeting and ratified by the President. Amendments must follow the same procedure.

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)