Guidelines for Part-time Faculty Employment of Wenzao Ursuline University of Languages

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Aritcle1 For recruitment, these Guidelines for Part-time Faculty Employment (hereinafter "Guidelines") of Wenzao Ursuline University of Languages (hereinafter "the School") are enacted according to the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions carried out by Ministry of Education.

Aritcle2 Part-time faculty is employed by the School under the following situations:

1. When the full-time faculty of the School in the same academic specialties reaches the limit of basic teaching hours and gives instruction at least three curriculums in the semester.
2. When the full-time faculty of the School in the same academic specialties reaches the limit of overtime teaching hours.
3. When the School does not have teachers in this academic specialty.
4. When a part-time teacher is able to improve the administrative processing, advance teaching and research results or achieve other specific matters in addition to teaching requirement.

Aritcle3 Qualification of part-time faculty must comply with the regulations of the Education Personnel Employment Law or the Employment Regulations for Professional Technicians Teaching at Universities. Each department (center) shall recruit part-time teachers who possess qualified teaching certificates and specialties. The employment shall be evaluated by each Faculty Evaluation Committee and ratified by the President. The letter of appointment shall be issued by the Personnel Office.

Categories of Part-time Faculty Employment:

I. New Appointment

1. An initial appointment that is not of a reappointment nature shall be processed as a new appointment.
2. Reappointment may be granted, upon review and approval by the faculty evaluation committees at all levels and submission to the President for final approval, under the following circumstances; however, if the interruption of the appointment exceeds three years, the case shall be processed as a new appointment:

(1). A former full-time faculty member who resigned or retired and is to be appointed as a part-time faculty member within three years.

(2). A former part-time faculty member whose appointment expired and who is to be reappointed at the original academic rank within three academic years.

II. Renewal

1. A part-time faculty member who continues to be employed at the original academic rank in the following semester.
2. A part-time faculty member who, during the term of appointment, is approved by the Ministry of Education for promotion to a higher academic rank may, upon review and approval by the faculty evaluation committees at all levels, be reappointed at the higher rank starting from the following semester. Outstanding part-time faculty members may be recommended by the head of the academic unit on the Faculty Recruitment Request Form; upon approval by the President, the public recruitment process may be waived.

Any person who falls under the circumstances specified in Article 8 of the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions or Articles 14 to 16, 18, 19, 21, and 22 of the Teacher Act shall not be newly appointed, reappointed, or reassigned to a different academic rank.

Aritcle4 Part-time faculty members shall be paid at an hourly rate on a monthly basis during the teaching period. The number of teaching hours per week shall not exceed the basic teaching hours of full-time teachers at the corresponding level. If a part-time teacher already holds a full-time position in another school or institution, the number of hours he or she is allowed to teach at the School shall not exceed four hours. If the maximum number of hours is exceeded due to curriculum requirements, prior approval shall be obtained; otherwise, the hourly rate will not be granted.

In the situation where classes are canceled because of natural disasters or days off due to national holidays, part-time faculty members shall still receive their hourly rate.

Aritcle5 The term of appointment for part-time faculty shall be based on the semester system. If the term of appointment cannot be based on the semester system due to new courses, faculty needs, or personal factors of the part-time teacher, the starting date of appointment may be set based on prior arrangement; however, the termination date of appointment shall still be based on the semester system.

A part-time teacher wishing to resign for any reason during the term of appointment shall submit a letter of resignation at least one month prior to the resignation date. Upon the ratification of the President, he or she may be released from the appointed position and shall return the letter of appointment. If a part-time teacher leaves his or her appointed position without the consent of the School, he or she shall compensate the School with one month’s wages for breach of contract.

If, after the appointment of a part-time teacher, the need for his or her appointment ceases because the number of students selecting a course does not reach the minimum number required for the course to be offered, or due to curriculum or faculty adjustments, the appointment may be terminated before the expiration date of the appointment, while the

corresponding department or center of the part-time teacher shall notify the teacher in writing.

Aritcle6 Part-time faculty shall be employed on a semester basis and shall be paid 4.5 months per semester. Those employed after the starting date of the semester shall be paid from the actual starting date of the appointment.

Aritcle7 Leave of absence for part-time faculty shall be applied under Article 3 of the Leave Rules for Faculty and Staff of the School, and shall be handled in accordance with the following provisions:

1. Menstrual leave: A female part-time teacher may take one day of menstrual leave per month. In principle, one calendar day is granted as menstrual leave each month. If the cumulative number of days of menstrual leave does not exceed three calendar days in one academic year, said leave shall not be counted toward days off for sick leave. All additional menstrual leave shall be counted toward days off for sick leave. Menstrual leave of those whose appointment period is shorter than one academic year shall be calculated proportionally. A menstrual leave shorter than one calendar day shall be counted as one calendar day.

2. Recuperation leave during pregnancy: For a pregnant part-time teacher who has been diagnosed by a physician as needing to recuperate, the leave shall be granted in accordance with the required period of calendar days. The number of teaching hours during the leave shall be included in the calculation of sick leave.

3. Maternity leave and miscarriage leave: The number of days of maternity leave and miscarriage leave shall be granted in accordance with that of full-time teachers and shall be calculated continuously.

4. Leave for bone marrow or organ donation shall be granted based on actual needs.

5. A part-time teacher with indigenous ethnicity status may take leave during the annual festivals of the indigenous ethnicity per the schedule posted by the Council of Indigenous Peoples.

6. Marriage leave, prenatal leave, **prenatal examination and paternity leave**, personal leave, family care leave, **mental and physical adjustment leave** ,sick leave, and funeral leave shall be granted according to the following calculation: Divide the average number of teaching hours per week by 40 hours, multiply it by the number of days of leave to be granted, and then multiply it by 8 hours. Fractional parts shall be counted as 1 hour. Leave may be applied on an hourly basis.

Part-time faculty members shall apply for leave of absence and class rescheduling in accordance with the School's regulations, and shall submit applications to their respective department or center per relevant procedures. An application for leave may be considered complete when it has been approved by all relevant offices or units.

Part-time faculty members taking leave in accordance with Paragraph 1 shall be paid their hourly rate. The School will also pay for the hourly rate of make-up or substitute classes. When sick leave taken exceeds the prescribed number of hours, the exceeded number shall be offset by the number of hours for personal leave. In the situation where the combined number of hours for personal and family leave exceeds the number of hours prescribed in Paragraph 1, the part-time teacher shall not receive his or her hourly rate.

Aritcle8 Adjunct faculty at this university may only have their degrees submitted for review and are not eligible to submit publications for promotion. Adjunct faculty must have taught at

the university for at least four semesters, with the average teaching evaluation score for each semester not lower than two standard deviations below the university-wide average. Those who meet this requirement for four or more semesters may, within one month after the start of each semester, submit an application to their respective department or center. Upon review and confirmation that the criteria are met, the department/center teaching evaluation committee shall provide a list of twice the number of external reviewers. The dean shall then select the external reviewers through a lottery during the college teaching evaluation committee meeting or authorize a lottery subcommittee to do so. The department/center will then proceed to submit the review to three external scholars for evaluation of the faculty member's qualifications. The review fees for adjunct faculty are to be borne by the applicant. Those who pass the external review, and subsequently the tertiary-level teaching evaluation committee, will be submitted to the Ministry of Education for certification of faculty qualifications.

Departments or degree programs that have been discontinued will not process faculty qualification reviews starting from the academic year in which enrollment was suspended.

Aritcle9 Part-time faculty members who hold a full-time teaching position in another institution or school cannot obtain a teacher certificate through the School.

Aritcle10 Administrative personnel of the School may be employed as part-time teachers only when they have served at the School for at least one year and have a grade A or above in their performance evaluation. The number of part-time teachers shall not exceed one-third of the number of first-level administrative personnel. Only one course, with a maximum of four hours, is allowed per semester. If the instruction is held during office hours, no hourly rate will be granted.

Aritcle11 When performing teaching, guidance, training, appraisal, managing, or counseling, or providing students with work opportunities, a part-time teacher shall not engage in sex- or gender-based interpersonal interactions that violate professional ethics.

In the event where a part-time teacher finds the possibility of a teacher-student relationship in danger of violating the aforementioned professional ethics, he or she shall avoid such interaction or report the matter to the School.

Part-time faculty members shall respect the sexual and physical autonomy of others and themselves, avoid inappropriate romantic pursuits, and shall not resort to compulsory or violent means when handling sex- or gender-related conflicts.

Aritcle12 In the event where a part-time teacher is involved in one of the following situations during the term of his or her appointment, he or she shall be subject to the provisions of the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions issued by the Ministry of Education:

1. Having been found guilty and convicted of civil disturbance or treason after the termination of the Period of National Mobilization for Suppression of the Communist Rebellion.
2. Having been found guilty and convicted of graft- or corruption-related offenses while in a civil service position.
3. Having been found guilty and convicted of a crime as defined in Paragraph 1 of Article 2 of the Sexual Assault Crime Prevention Act.
4. Having been confirmed of committing sexual assault in an investigation undertaken by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.

5. Having been confirmed of committing sexual harassment or sexual bullying in an investigation undertaken by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.
6. Having been punished under the provisions of the Child and Youth Sexual Exploitation Prevention Act, or the provisions of Article 20 or Article 25 of the Sexual Harassment Prevention Act, where the matter has been confirmed and verified by the School's Gender Equity Education Committee or another appropriate committee set up in accordance with the law.
7. Having been punished under the provisions of Article 97 of the Protection of Children and Youths Welfare and Rights Act by the competent social welfare authority at each level, where the matter has been confirmed and verified by the School's faculty evaluation committees.
8. Upon becoming aware of a suspected sexual assault incident on the campus where the part-time teacher is employed, having failed to report the matter in accordance with the provisions of the Gender Equity Education Act, thereby leading to a subsequent sexual assault on campus; or having forged, altered, destroyed, or concealed evidence of any such sexual assault committed by another person on the campus, where any such failure to report or forging, altering, destroying, or concealing of evidence has been investigated and verified by the School.
9. Having forged, altered, or destroyed evidence of another person committing any criminal offense involving narcotics or hazardous drugs on campus, where the matter has been investigated and verified by the School.
10. Having inflicted corporal punishment on, or bullied, one or more students, thereby causing severe physical or mental injury.
11. Having acted in violation of any pertinent laws or regulations, where the matter has been investigated and verified by the School.
12. Having any specific instances of being incompetent to teach or not fulfilling his or her duties.
13. Having violated the appointment contract in a way that constitutes a serious offense.
14. Having been subject to an arrest warrant or taken into custody in accordance with criminal case procedures.
15. Having been deprived of his or her civil rights in accordance with a final and irrevocable criminal case ruling.
16. Having been given a custodial sentence in accordance with a final and irrevocable criminal case ruling and is currently in prison.

Matters not covered in the preceding paragraphs shall be handled in accordance with the Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions issued by the Ministry of Education.

Aritcle13 In the event where a part-time teacher, during the appointment period, considers the School's measures regarding his or her termination of appointment, compensation, or leave of absence to be unlawful or improperly prejudicial to his or her rights or interests, he or she may file an appeal in accordance with the School's organizational and review procedures as outlined in the Organizational and Review Directions of Teacher's Appeal Review Committee.

Aritcle14 The School shall apply for labor insurance, employment insurance, and national health insurance for part-time faculty members who are eligible for the coverage as set out in the

provisions of the Labor Insurance Act, the Employment Insurance Act, or the National Health Insurance Act during the validity of their appointment period.

Aritcle15 During the validity of the appointment period of a part-time teacher, the School shall make monthly contributions in accordance with the Labor Pension Act to the pension scheme of the part-time teacher who holds no primary position.

The aforementioned term: primary position refers to one of the following statuses:

1. A person with military insurance.
2. A person with insurance for civil servants and teachers.
3. A person with farmer health insurance.
4. A person with labor insurance who holds a full-time position in one of the following setups:
   (1). Insured by an institution or school: a full-time paid employee in the institution or school.
   (2). Not insured by an institution or school:
      2-1 A full-time employee of a publicly or privately owned enterprise or organization.
      2-2 An employer or self-employed owner of a business.
      2-3 An independent practicing professional or technician.
5. A person who receives a retirement (discharge) payment in accordance with pertinent statutes and provisions governing retirement (discharge).

Aritcle16 A part-time teacher who holds a nationality other than that of the R.O.C. shall apply for a work permit in accordance with the provisions of the Employment Service Act and the Regulations on the Permission and Administration of Employment of Foreign Workers.

Aritcle17 Employment of part-time faculty members whose average teaching evaluation scores for the courses they teach in two cumulative semesters within an eight-semester cycle fall two standard deviations below the School average and below 4.0 will not be renewed.

Aritcle18 These Guidelines become effective after being approved by the University Faculty Evaluation Committee and ratified by the President. Amendments to these Guidelines shall 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.）