

Wenzao Ursuline University of Languages

Regulations Governing Insufficient Teaching Hours of Full-time Faculty Members

Amended and approved at the University Faculty Evaluation Committee Meeting on June 24, 2008

Amended and approved at the University Faculty Evaluation Committee Meeting on October 15, 2013

Amended and approved at the University Faculty Evaluation Committee Meeting on June 11, 2019

Amended and approved at the University Faculty Evaluation Committee Meeting on October 14, 2025

- I. Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) hereby establishes the Guidelines for Handling Insufficient Teaching Hours of Full-Time Faculty Members at Wenzao Ursuline University of Languages (hereinafter referred to as “the Guidelines”) to provide a clear basis for addressing cases in which full-time faculty members of the University fail to meet the required teaching hours.
- II. Full-time faculty members of the University are required to fulfill the prescribed basic teaching hours in either the daytime program or the continuing and Extension education program.

The basic and reduced teaching hours for faculty members at all levels shall be governed by the University’s regulations concerning the employment of faculty and staff, as well as other relevant provisions.
- III. Teaching units shall give priority to assigning courses to full-time faculty. Only when the arrangements in the preceding paragraph have been fulfilled and the requirements set forth in Article 2 have been met, may part-time faculty be considered for any remaining teaching hours.
- IV. To avoid unfair salary deductions arising from the application of this guideline, teaching units should, in principle, distribute courses evenly among teachers who teach the same or equivalent courses.
- V. Full-time teachers whose teaching hours for a semester fail to meet the required minimum shall be handled in accordance with the following provisions.
 1. If a teacher’s teaching hours in a semester are insufficient, no deduction will be made from the corresponding academic research fee. However, the shortfall must be compensated in the following semester. If the shortfall is not made up, the equivalent academic research fee will be deducted based on the number of hours lacking, after the teacher’s enrollment and withdrawal for the following semester have been finalized.
 2. If a teacher departs before compensating for the required teaching hours, they shall return the full amount of academic research fees corresponding to the hours not fulfilled.
 3. If a teacher fails to complete the required teaching hours for two consecutive semesters, the corresponding academic research fee for the shortfall shall be deducted. In addition, the teaching evaluation committee of the relevant

department or center shall investigate the reasons and propose appropriate remedial measures.

- VI. The Academic Affairs Office shall regularly provide information on insufficient teaching hours for each teacher to the respective teaching units and the Personnel Office.
- VII. The Regulations become effective after being approved at the University Faculty Evaluation Committee Meeting, and issued 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.)