

Wenzao Ursuline University of Languages Faculty Guidelines

Amended and approved at the Executive Committee on August 22, 2007
Revised and approved by the President on August 25, 2013 (reflecting the university's name change)
Approved by the President on December 12, 2025, and revised in coordination with
the merger of the Continuing and Extension Education Division

I. Responsibilities to the University

1. Faculty members shall serve as role models by arriving on time for classes and shall not be absent without justification.
2. Each semester, faculty members shall upload the teaching schedule, course syllabus, and required instructional materials to the university website within the prescribed period.
3. Faculty members shall attend important university events, activities, and departmental (or center) meetings or other related meetings on time. In the event of inability to attend, leave shall be applied for in accordance with administrative procedures. Unexcused absence or failure to complete leave procedures shall be treated as absence without leave (AWOL).
4. Provided that such activities do not affect teaching or research duties, faculty members may apply to the university for off-campus teaching in accordance with relevant regulations, the measures for which are formulated separately (for details, please refer to the *Regulations Governing Full-Time Faculty Off-Campus Teaching*). Off-campus teaching or employment without university authorization is prohibited (for details, please refer to Article 7 of the *Wenzao Ursuline University of Languages Faculty Employment Contract*).
5. During the term of employment, faculty members who intend to pursue academic degrees (including paid leave, unpaid leave, or part-time study) shall submit applications in advance through administrative procedures and obtain approval from the Faculty Evaluation Committee at all levels.
6. Where class schedule changes or make-up classes during self-study hours are required, faculty members shall first notify the department (or center) chair and complete procedures for course adjustment (or make-up classes) through the Curriculum Section (or Academic Affairs Section) in accordance with administrative procedures. No adjustment shall be made without prior approval from the department (or center) chair and the Dean of Academic Affairs (or Director of the Continuing and Extension Education Division) (for details, please refer to Article 9 of the *Wenzao Ursuline University of Languages Leave Regulations for Faculty and Staff*).
7. Prior to overseas travel (including during winter and summer vacations), faculty members shall designate a substitute and submit the required travel report form in advance through administrative procedures (for details, please refer to Article 14 of the *Wenzao Ursuline University of Languages Leave Regulations for Faculty and Staff*).
8. Where handouts or auxiliary materials require mimeographing/printing, faculty members shall submit requests to the Curriculum Section in accordance with relevant regulations.

9. Once submitted to the Office of Academic Affairs (or the Division of Continuing and Extension Education), grades shall not be altered. However, in cases where grading errors, calculation mistakes, or omissions are discovered, corrections may only be made after verification by the faculty member and department (or center) chair and approval by the Academic Affairs Meeting (or the Division Meeting of Continuing and Extension Education).
10. Grades for regular assessments, midterm examinations, and final examinations shall be submitted within the prescribed deadlines. After grading, midterm and final examination papers shall be sealed in envelopes and submitted to the Office of Academic Affairs. Access or retrieval shall not be permitted without authorization from the Dean of Academic Affairs (or Director of the Continuing and Extension Education Division).
11. Any student behavior that damages the university's reputation off campus or shows disrespect toward faculty on campus shall be reported immediately to the President, Dean of Student Affairs, or military instructors.

II. Responsibilities to Students

12. Faculty members shall supervise students to comply with class schedules and strictly ensure they are not late or leave early.
13. Faculty members shall monitor students' attire, manners, and daily behavior at all times, and maintain appropriate classroom order.
14. Student assignments and examination papers shall be graded carefully and fairly.
15. Full-time faculty members shall be present on campus for eight half-days per week. In addition to teaching and research duties, they shall provide at least four hours per week of interaction time to counsel students regarding coursework or related activities. These hours shall be publicly announced in the department (or center) office and faculty office. (The required weekly on-campus hours for senior high and junior college tutors shall follow their respective employment contracts.)
16. During examinations, faculty members shall strictly supervise and shall not engage in reading books or newspapers, or grading assignments.
17. Students shall not be permitted to enter faculty and staff dormitories at will.
18. Faculty members shall maintain professional attire that is neat, simple, and appropriate.

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