

專案教學人員聘約

Appointment Contract for Project Teaching Experts

(Revised on July 13, 2012)

一、聘期：自○年○月○日起至○年○月○日止。

1. Duration of appointment: ____ to ____.

二、專案教學人員報酬依國立交通大學專案教學人員及助教薪資明細表之規定支給。

2. Wages: Wages shall be paid in accordance with the Salary List of NCTU Project Teaching Experts and Teaching Assistants.

三、專案教學人員須於聘期屆滿前由原提聘單位依規定完成提請續聘手續，否則即不予續聘；本聘約並於聘期屆滿自然終止。

3. Contract renewal applications for project teaching experts shall be submitted by the original appointing unit in accordance with relevant regulations before the expiration of the contract; otherwise, renewal of employment will be denied. Termination shall take effect immediately on the date of expiration of the employment contract.

四、工作天數：專案教學人員每週留校 5 天，對於學生心理、品德、生活、言行，隨時均應擔任輔導責任，並有親自授課、監考、閱卷及擔任導師之義務。

4. Working days: A weekly on-campus presence of a minimum of five full work days is required of all NCTU project teaching experts. All NCTU project teaching experts should provide assistance and counseling to students regarding their psychological well-being, morality, life, speech, and behavior. In addition, NCTU project teaching experts are obliged to personally provide lectures, administer and grade examinations, and serve as student mentors.

五、每週授課時數：

(一)僅教學者，應授課十四小時，如有特殊情形經簽奉教務長同意者，得酌減之。

(二)兼任本校行政工作或輔導學生者，得核減授課時數二小時，主持研究計畫者，得核減授課時數一小時，惟每人合計核減授課時數至多三小時。

(三)專案教學人員超支鐘點費以超過第一款基本授課時數才得以支領。

5. Weekly Lecturing:

(1) Project teaching experts whose only duty is to teach shall perform 14 hours of lectures. In special circumstances, a reduction of lecture hours can only be granted with a signed document approved by the Vice President for Academic Affairs.

(2) Project teaching experts who also perform administrative duties or student counseling can have their teaching time decreased by 2

hours. Teachers who also chair research projects can have a 1-hour deduction of lecture time. All project teaching experts can have a maximum deduction of 3 teaching hours.

(3) Project teaching experts are entitled to overtime hourly pay only if they teach more than the basic teaching hours stated in Subparagraph (1).

六、新進專案教學人員前三年需以英語授課，每學年至少一門，並以研究所課程為優先。

6. During the first three years after initial appointment, all NCTU project teaching experts must use English as the language of instruction in a minimum of one course (graduate courses are preferred) per academic year.

七、專案教學人員於聘期屆滿前應接受原提聘單位辦理之教學評量。

7. NCTU project teaching experts must undertake a teaching evaluation before the expiration of the employment contract.

八、專案教學人員因故不能授課，其請假、補課、代課事宜，比照教師請假規則及本校相關規定辦理。

8. Should project teaching experts fail to fulfill their teaching obligations because of personal reasons, arrangements regarding leave of absence, rescheduled lessons, and substitute teachers must follow the Teachers' Leave Regulations and relevant NCTU regulations.

九、專案教學人員得比照本校編制內專任教師辦理教師資格審查，並申請教育部教師證書。其符合升等條件者，亦得比照辦理升等審查，但不受新進教師升等年限規定之限制。

9. Project teaching experts may comply with faculty qualification accreditation in accordance with the regulations for full-time faculty stipulated by the University, and apply for a Teacher's Certificate that is certified by the Ministry of Education. Those who meet the requirements for promotion shall apply for a promotion review in accordance with the regulations, but are not restricted to the promotion deadlines of the regulations for newly appointed faculty members.

十、專案教學人員依勞工保險條例及全民健康保險法等相關規定辦理勞工保險及全民健保，並參照「各機關學校聘僱人員離職儲金給與辦法」或「勞工退休金條例」之規定辦理離職儲金或勞工退休金。所需費用，自付部分依規定按月自其報酬中代扣。

10. Project teaching experts must apply for labor insurance and national health insurance in accordance with the Labor Insurance Act, National Health Insurance Act, and relevant regulations. Project teaching experts shall also apply for contribution benefits or labor pension in accordance with the Regulations of Pay-as-you-go Contribution

Benefit for Personnel Serving in all Organizations and Schools under Civil Contractual Relationship or the Labor Pension Act. Among the costs, the user-paid fees will be deducted from the monthly wages in accordance with the regulations.

十一、專案教學人員不得專任校外職務及課務，如有兼職兼課情形應依照有關法令規定辦理，並須經學校同意。

11. Under no circumstances should NCTU project teaching experts engage in full-time administrative or teaching positions at institutions other than NCTU. In cases of part-time positions, either as teachers or in other job functions, they must seek NCTU consent and apply for approval in accordance with relevant laws and regulations.

十二、專案教學人員須符合本校開課科目規定「大學部修課學生 10 名、研究所 5 名」始得開課（特殊情形專案奉准者除外）。專案教學人員在所屬單位之權利與義務，依該所屬單位之約定辦理。

12. Project teaching experts shall only present courses that comply with the relevant NCTU regulations, which postulate that a subject course must involve 10 undergraduate students or 5 graduate students (except for special circumstances for which approval is needed). The rights and obligations of project teaching experts in an affiliated unit should be handled in accordance with the agreements of the affiliated unit.

十三、約聘期間，專案教學人員願接受學校及提聘單位工作上之指派，並遵守學校及提聘單位之一切規定；專案教學人員如擬於任期屆滿前離職，應於離職生效日前三個月內以書面敘明理由簽請校長核准。

13. During the contract duration, project teaching experts should accept the work duties assigned by the University and the appointing unit and comply with all the regulations specified. If a project teaching expert wishes to leave before the expiration of their contract, they shall submit a written document explaining their reasons for leaving within one month before the effective date of departure to the President for approval.

十四、專案教學人員於聘期內，如因教學不力，或違反聘約應履行義務，或有其他不當行為，經有關單位查證屬實時，得終止聘約並予解聘；除扣償溢領之酬金外，如有損害並追償違約之損害賠償。

14. During the contract duration, once a violation has been verified by the relevant units, the contract of the project teaching expert may be terminated and the project teaching expert may be dismissed because of unsatisfactory teaching, a breach of the employment contract caused by failure to perform obligations, or other misconduct. In addition to returning overpaid remuneration, the project teaching expert may be requested to compensate for the damages incurred because of the breach of the contract.

十五、專案教學人員應遵守本校教師性別平等倫理守則，於人際互動上不得違反專業倫理，如發現其與學生之關係有違反專業倫理之虞，應主動迴避或陳報學校處理。

15. NCTU project teaching experts must comply with the NCTU teachers' code of ethics for gender equality. No faculty members may engage in interpersonal interactions that violate the professional standards of ethical behavior. Should a faculty member identify a possibility of such a relationship with a student, the said faculty member should avoid such an interaction or report it to the NCTU administration.

十六、專案教學人員不得有未透過學校行政作業而私自逕與校外單位簽訂合約，接受委託研究之情事。

16. NCTU project teaching experts may only enter into contracts with or accept research commission from external units through NCTU administrative procedures.

十七、專案教學人員違反聘約應履行義務，或有其他不當行為，經有關單位查證屬實時，得終止聘約並予解聘，惟情節未達解聘者，依有關規定處理。

17. Once a violation has been verified by the relevant units, the contract of a project teaching expert may be terminated and the project teaching expert may be dismissed because of a breach of the employment contract caused by failure to perform obligations or other forms of misconduct. If a situation is not sufficiently grave to warrant the dismissal of the project teacher, the case shall be processed in accordance with relevant regulations.

十八、本聘約如有未盡事宜，依照「國立大學校務基金進用教學人員研究人員及工作人員實施原則」、「國立交通大學校務基金進用專案教學人員實施要點」等相關規定辦理。

18. Matters that are not specified in this contract shall be dealt with in accordance with the "Implementation Principles of the Endowment Fund for Teaching Faculty, Researchers, and Staff at National Universities", "Regulations of the Endowment Fund for Project Teaching Experts at NCTU", and other relevant regulations.

*** The Chinese version of this contract shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**