

東海大學教師聘任及服務規程

1983/02/15 (擴大行政、校務聯席會議修正)
1988/11/19 (第97次校務會議修正)
1998/04/18 (臨時校務會議修正通過)
1998/05/07 (教育部台(87)審87037835號函備查)
1998/10/17 (第137次校務會議修正通過)
1999/03/20 (第139次校務會議修正通過)
1999/04/03 (教育部台(88)審88034321號函備查)
2001/03/20 (第147次校務會議修正通過)
2002/05/14 (第152次校務會議修正通過)
2004/03/23 (第159次校務會議修正通過)
2007/01/17 (95學年度第1次臨時校務會議)
2008/12/30 (第178次校務會議修正通過)
2010/12/28 (第186次校務會議修正通過)
2012/03/27 (第191次校務會議修正通過)
2012/12/18 (第194次校務會議修正通過)
2013/06/04 (101學年度第1次臨時校務會議通過)
2014/03/25 (第199次校務會議通過)
2016/03/22 (第207次校務會議通過)
2017/03/21 (第211次校務會議修正通過)
2017/05/23 (第212次校務會議修正通過)
2018/01/02 (第214次校務會議通過)
2018/10/16 (第217次校務會議修正通過)
2018/10/18 (第218次校務會議修訂通過)
2020/06/09 (第223次校務會議修訂通過)
2022/10/25 (第232次校務會議修正通過)

第一條

本校教師（包括教授、副教授、助理教授、講師）經教師評審委員會通過後，由校長聘任之。

Teachers of THU (including professors, associate professors, assistant professors, and lecturers) are hired by the principal after being approved by the THU Faculty Evaluation Committee.

第二條

凡新聘教師，其聘約以一年（自當年八月一日起至翌年七月卅一日止）為限。中途聘任者，其初聘自第二學期起聘至該學年終了止。

The contract period for newly hired teachers is one year (from August 1 of the underlying year to July 31 of the following year). For those hired

during the academic year, their initial employment contract starts from the beginning of the second semester to the end of the academic year.

第三條

本校聘任教師以專任為原則，亦得聘請客座教授、副教授、助理教授及兼任教授、副教授、助理教授、講師。客座教師聘任辦法暨兼任教師聘任辦法另訂之。

本校得延攬專業技術人員擔任教學工作，以兼任為原則，必要時得聘為專任。

本校得設置講座，其辦法另訂之。

教師之聘任應經三級三審程序辦理，但因學校整體發展需要，學院得聘任教授，經院校二級審議程序辦理。

專任教師之聘任分初聘、續聘及長期聘任三種；初聘為一年，續聘第一次為一年，以後續聘每次均為二年。

初聘及續聘第一年，本校得於聘約中要求教師在教學、研究、服務、輔導學生等方面，應達一定之成果，以作為後續輔導之基準及續聘之條件。專任教師長期聘任辦法依教育部頒布之辦法辦理。

外籍教師之聘任，依就業服務法、專科以上學校及學術研究機構聘僱外國教師與研究人員許可及管理辦法之規定辦理。

THU hires, in principle, full-time teachers and may hire visiting professors, visiting associate professors, visiting assistant professors, adjunct professors, adjunct associate professors, adjunct assistant professors, and adjunct lecturers. Regulations on hiring guest teachers and adjunct teachers shall be established separately.

THU may recruit professional technicians as teaching staff. These shall be adjunct positions in principle and may be full-time when necessary.

THU may establish special lectures, whose regulations shall be established separately.

The teachers' employment must undergo a three-level, three-round evaluation process. However, considering the overall development of the school, each college may hire professors through a two-level review by the college and the university.

The employment of full-time teachers is divided into new hire, renewal, and long-term employment. The tenure for new hires is one year, while the first renewal is one year, and the renewals that follow are two years each.

For the newly hired and those of the first renewal, THU may require the teachers to meet specific criteria for teaching, research, service, and

student counseling in the employment contract, which serve as the basis of future performance guidance and conditions for contract renewal. Regulations on the long-term employment of full-time teachers are established following the rules of the Ministry of Education.

Regulations on the employment of foreign teachers are established according to the Employment Service Act and Regulations on the Permission and Administration of the Employment of Foreign Teachers and Researchers.

第四條

專任教師之薪給依本校教職員工敘薪辦法辦理，每年按十二個月致送。

兼任者其鐘點費按實際授課週數（每學期18週）致送，並得酌支交通費。兼任教師之鐘點費及交通費由本校核定之。

專任教師之超支鐘點費亦按實際授課週數（每學期18週）致送。

Salary payment of full-time teachers complies with THU regulations on faculty and staff remuneration and is delivered twelve months a year.

Compensation to adjunct teachers, paid per teaching hour, is delivered according to the actual weeks of teaching (with 18 weeks per semester). Transportation expenses may be provided. Compensation and transportation expenses of adjunct teachers shall be determined and approved by the school.

Overtime pay of full-time teachers, paid per teaching hour, is also delivered according to the actual weeks of teaching (with 18 weeks per semester).

第五條

專任教師之授課時數每週以九小時為準，其擔任行政職務者得酌減之。教師授課時數與鐘點核計辦法另訂之。

專任教師因特殊情況授課不足九小時者，應於次一學期補足。新聘助理教授於減授期間或減授期間結束後二年內離職者，須全部繳回其所領減授時數之換算鐘點費用。

兼任教師之授課時間每週不得超過六小時。

專任教師如因特殊需要且對本校教育有助益者，經報准後每週可僅在校工作四天；但如不符此要求而又不能全部時間在校工作者，通知其改善，逾期未改善者，送交教師評審委員會評議。

The teaching hours of full-time teachers shall be nine hours per week; the teaching hours of those serving administrative positions may be reduced.

Regulations on the teachers' teaching hours and their calculations shall be established separately.

The full-time teachers whose teaching hour is less than nine hours per week due to special circumstances shall make up the remaining hours in the following semester. Newly hired assistant professors who leave during the period of reduced teaching hours or within two years after the period ended must repay all compensation for the awarded hours.

The teaching hours of adjunct teachers shall be less than six hours per week.

The full-time teachers with special circumstances that benefit the school's education may be on campus four days a week once the application is approved. However, those not approved and who fail to be present on campus full-time shall be notified for improvement; the Faculty Evaluation Committee shall review those who fail to improve within the specified period.

第五之一
條

為建立教師分流制度，體育室、通識中心及英語中心所屬編制內專任教師，得申請為教學型教師。

教學型教師之申請，須經三級教師評審委員會通過，陳請校長核准後實施。

教學型教師不適用本校新聘教師評估辦法，其評鑑施行細則另訂之。教學型教師每週基本授課時數為十二小時，上限為十八小時。其餘有關待遇、福利等權利義務事項，比照同級職之專任教師辦理。

For the division of labor among teachers, full-time teachers employed by the Department of Physical Education, Center for General Education, and English Language Center may apply to be teaching-oriented teachers.

The application of teaching-oriented teachers must undergo a three-level evaluation by the Faculty Evaluation Committee and be approved by the principal.

The evaluation of teaching-oriented teachers does not comply with THU Regulations for New Teacher Evaluations, and its implementation rules shall be established separately. The teaching hours of teaching-oriented teachers shall be twelve hours per week, and the maximum shall be eighteen hours per week. Other provisions concerning rights and obligations, such as salary and benefits, follow that of full-time teachers of the same salary grade.

第五之二
條

英語中心暨體育室因教學需要得聘任約聘教師，其聘任辦法另訂之。

約聘教師不適用本校新聘教師評估及教師評鑑辦法，但應接受教學、服務、輔導之評鑑，其評鑑準則另訂之。

約聘教師比照編制內專任教師資格審查規定辦理審查教師資格並發給教師證書；符合升等條件者，得比照辦理升等審查。待遇比照講師支給，如曾任公職或國內外私人機構等級相當之年資，得比照專任教師辦理提敘。

約聘教師每週在校工作四天，基本授課時數依聘任單位之性質原則為十二至十四小時，上限為十六至十八小時。

The English Language Center and Department of Physical Education may hire contracted teachers when necessary, and the regulations on their employment shall be established separately.

The evaluation of contracted teachers does not comply with THU Regulations for New Teacher Evaluations. Meanwhile, they shall be evaluated regarding teaching, service, and student counseling according to evaluation rules established separately.

Accreditation review of contracted teachers follows the faculty accreditation review for full-time teachers, and a teacher's accreditation certificate will be issued once the review is complete.

Those who qualify for a promotion may apply for a promotion review following the rules for full-time teachers. The salary of contracted teachers follows that of lecturers. Those with service at governmental agencies or domestic/international private organizations in an equivalent position may be assigned to a higher salary grade following the Regulations on the Recognition of Pre-THU Seniority for full-time teachers.

Contracted teachers shall be present on campus four days a week. Weekly teaching hours shall be twelve to fourteen, depending on the nature of the hiring department, and the maximum shall be sixteen to eighteen hours.

第五之三
條

因應教學、服務之需要得聘任專案教師，其聘任辦法另訂之。

Project teachers may be hired according to teaching or service needs, and the regulations on their employment shall be established separately.

第六條

專任教師除遵守法令規定外，並負有下列義務：

- (1) 按時授課及主持考試。
- (2) 批改學生作業及指導實習實驗。
- (3) 以一定時間在辦公處所或研究室指導學生研究課業。
- (4) 擔任導師。
- (5) 接受學校委託之其他任務。
- (6) 對於學生心理、品德、生活、言行擔負輔導之責任。

Besides following laws and regulations, full-time teachers must bear the following obligations:

1. Teaching classes and holding exams on time;
2. Grading student assignment and advising on internships and experiments;
3. Advising the students' studies at the office or research room for a specific time;
4. Serving as a mentor;
5. Taking on other tasks assigned by the University;
6. Counseling the students for their psychological well-being, ethics, living, and conduct.

第七條

專任教師同時在校外擔任專職者，即構成違反聘約情節重大，應依教師法予以解聘或改聘為兼任；但因本校與其他機關學校借調、交換或合作時不在此限，其辦法另訂之。

專任教師在校外兼課或兼職，均需事先函徵本校同意；兼課每週以四小時為限。

Full-time teachers serving other full-time positions outside of the University constitutes serious violation of the employment contract, which can lead to a contract termination or switching to an adjunct position according to the Teachers' Act. However, this does not apply to secondment, exchange, or collaboration between THU and other schools and institutions, and the regulations on such positions shall be established separately.

第八條

教師如違反第六條、第七條及本校其他有關規章之規定者，視為違反聘約。

有前項情形者，由教師評審委員會評議。

Teachers who violate Article 6, Article 7, or any other THU regulations and guidelines are deemed to be violating their employment contract.

Any violation of this provision must undergo review by the Faculty Evaluation Committee.

第九條 專任教師至遲應於每學期上課一週前返校準備授課事宜。
Full-time teachers must return to campus preparing for classes no later than one week before each semester starts.

第十條 兼任教師在聘約期間，除違反聘約之規定外，非有重大事故，學校不得中途解除其聘約。

Except for a violation of the employment contract, THU shall not terminate the employment contract of adjunct teachers during the contract period unless a significant incident occurs.

第十一條 教師之續聘至遲於原聘約屆滿前一個月另行致送聘書，教師中途辭職者，應於一個月前提出，經校長同意後始可離職。

For the teachers' employment renewal, the school shall deliver a new letter of appointment no later than one month before the original employment period ends. For teachers who leave during the employment period, their resignation shall be submitted one month before the employment period ends; they shall be permitted to go after the principal approves their resignation.

第十二條 專兼任教師若因故不克應聘，聘書應繳回註銷。

Full-time and adjunct teachers who cannot accept the school's appointment must return their letter of appointment for withdrawal.

第十三條 教育應本中立原則，教師不得在課堂上為特定政治團體或宗教信仰從事宣傳。
Education shall be neutral; therefore, teachers shall not promote particular political groups or religions in class.

第十四條 教師離職前應按離校手續單之程序，將應辦事項辦清或移交後始可離校。
Teachers resigning shall complete the Checking Procedures for Leaving School before they go.

第十五條 教師聘任資格依教育人員任用條例辦理；教師資格之審定依專科以上學校教師資格審定辦法辦理。
聘任專業技術人員擔任教學辦法另訂之。

The teachers' appointment criteria follow the Act Governing the Appointment of Educators; accreditation of the teachers' qualification follows the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education.

Regulations for renewing the employment of professional technicians in teaching positions shall be established separately.

第十六條 教師申請升等、休假及進修研究，其辦法另訂之。
Regulations governing the teachers' promotion, leave of absence, and further studies and research shall be established separately.

第十七條 教師資遣、解聘、停聘或不續聘等項依教師法辦理，但外籍教師於就業服務法、專科以上學校及學術研究機構聘僱外國教師與研究人員許可及管理辦法有特別規定時，從其規定。

Regulations of the teachers' severance, termination, suspension, and nonrenewal follow the Teachers' Act. However, the severance, termination, suspension, and nonrenewal of foreign teachers follow the Employment Service Act and Regulations on the Permission and Administration of the Employment of Foreign Teachers and Researchers when applicable.

第十八條 專任教師教學、研究、服務及輔導之成效應接受評鑑，其辦法另定之。
新聘講師、助理教授於到職後六年內、新聘副教授於到職後八年內如未能升等者，應接受評估，其辦法另定之。

Full-time teachers must undergo evaluations for their performance in teaching, research, service, and student counseling; the regulations on such evaluation shall be established separately.

The newly hired lecturers and assistant professors who fail to obtain a promotion within six years of their arrival and the newly hired associate professors who fail to receive a promotion within eight years must undergo evaluations; the regulations on such evaluation shall be established separately.

第十九條 本規程經校務會議通過後實施。

These regulations shall be implemented upon approval by the University Council.