

## Chang Jung Christian University Full-time Faculty Temporary Transfer Application Form

Applicant Name		Date of Birth	(day) (month) (year) (Age: ___ years old)
Unit		Job Title	
Beginning date of appointment as CJCU full-time faculty	(month) (year) ( Total number of ___ years ___ month as of _____ ).		
Previous temporary transfer periods (if any)	(1) From ___ (day) ___ (month) ___ (year) to ___ (day) ___ (month) ___ (year). Temporary transfer to _____ (organization/agency). (2) From ___ (day) ___ (month) ___ (year) to ___ (day) ___ (month) ___ (year). Temporary transfer to _____ (organization/agency). <b>[Please list multiple applications, if any.]</b>		
Leave with or without pay status (including grants from the National Science Council for further study)	(1) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: from ___ (month) ___ (year) to ___ (month) ___ (year). Total of ___ years ___ months. (2) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: from ___ (month) ___ (year) to ___ (month) ___ (year). Total of ___ years ___ months. <b>[Please list multiple applications, if any.]</b>		
Target organization (agency) of this temporary transfer application.			
Period of this temporary transfer application (must be consistent with the semester)	<input type="checkbox"/> One semester, Academic Year _____ Semester _____ (From ___ (month) ___ (year) to ___ (month) ___ (year)). <input type="checkbox"/> One academic year, Academic Year _____ to _____ (From ___ (month) ___ (year) to ___ (month) ___ (year)). <b>【The total number of years of temporary transfer shall not exceed eight years】</b>		
Cooperation contract signed with the target temporary transfer organization (agency) or group.	Feedback		
	Expected outcome	<b>【Please attach the cooperation agreement and submit it with the form】</b>	
Teaching obligation at CJCU during the temporary transfer	<input type="checkbox"/> Yes; Course title: _____ Number of teaching hours: _____ <input type="checkbox"/> No; Must be approved by the University President.		
Signature of Applicant	<b>The information I have provided is accurate and true, and I am willing to comply with the provisions of the Chang Jung Christian University Full-time Faculty Temporary Transfer Regulations:</b> 1. Teachers on temporary transfer shall complete the leave without pay procedure before the temporary transfer takes effect. At the end of the temporary transfer period, they shall return to CJCU and shall not apply for research leave within one year of their return. 2. Teachers on temporary transfer shall apply for renewal of employment in accordance with CJCU's regulations for renewal of employment. If the appointment is renewed,		

	<p>the temporary transfer period shall remain valid. If the appointment is not renewed, suspended, or terminated, the temporary transfer shall be immediately suspended.</p> <p>3. During the temporary transfer period, teachers shall be obligated to teach at least one course in CJCU each semester unless otherwise approved by the University President.</p> <p>4. Teachers on temporary transfer shall report back to the school within one month after the end of their temporary transfer. Those who fail to do so by the deadline shall be regarded as having voluntarily resigned.</p> <p>5. For teachers on temporary transfer who have been found in violation of the law or in negligence of their duties during their temporary transfer period, CJCU may not renew their employment and shall handle the situation in accordance with relevant regulations.</p> <p>6. During the temporary transfer period, retirement, pension, and severance shall be handled in accordance with the relevant laws and regulations.</p> <p><b>Applicant signature:</b> _____ <b>Date:</b> __ (day) __ (month) __ (year)</p>
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<b>1. Department Director (Institute, Center)</b>	<b>2. Dean of College</b>	<b>3. Office of Research and Development</b>
To ensure normal teaching in CJCU, the number of teachers simultaneously on temporary transfer shall generally not exceed one-tenth of the actual number of full-time faculty employed by the department, institute, or center.		
<b>4. Office of Academic Affairs</b>	<b>5. Office of Human Resources Development</b>	<b>6. University President</b>

Last updated on April 10, 2014