

CJCU Instructor Teaching Credit Hour Calculation Regulation

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Adopted by the 2008 First Semester Fifth Administrative Affairs Meeting (12-30-2008)
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Article 1: Chang Jung Christian University (hereafter "the School") has formulated this Regulation to undertake instructor teaching hours and credit hour fee calculations according to the relevant provisions provided by the Ministry of Education and the relevant provisions of this School.

Article 2: Teaching Hour Calculation

1. Teaching hour calculation is undertaken according to the "Chang Jung Christian University Instructor Teaching Hour Provision" as follows:
 - (1) Full-time instructors with administrative positions shall reduce their teaching hours.
 - (2) Teaching hours for department-level units shall be reduced if they have exceeded the hours allotted for department classes.
 - (3) Basic teaching hours for full-time instructors, part-time teaching staff, and part-time instructors.
 - (4) Full-time instructors with day and night over-clocking hours and the number of the total over-clocking hours.
 - (5) Part time teaching staff hours.
2. Teaching hour reduction shall be undertaken according to various "official letters," "special signature approvals," or "documents." (Includes special credit hour reductions for teaching instructors with administrative service duties for the School or instructors on loan.)
3. Other: based on Information
 - (1) Semester teaching hours converting into teaching credit hours for accounting shall be undertaken according to the "Course Selection Information" downloaded from the E-campus System and the "Teaching Credit Hour Confirmation Form" from various teaching instructors.
 - (2) Collaborative teaching course hour accounting applied for by various units for

the semester shall be undertaken according to the "Collaborative Teaching Subject Class Hour Allocation Form" submitted by the units.

- (3) Relevant accounting for lecture teaching type applications shall be undertaken according to the "Chang Jung Christian University Lecture Teaching Fee Application Operation Regulation" and the "Chang Jung Christian University Lecture Teaching Fee Application Form."
- (4) Course hours for canceled courses shall be undertaken according to the E-campus System "Credit Hour Fee Payment Investigation Form for Courses Canceled due to Insufficient Students" submitted by the units.
- (5) Insufficient teaching hours from the first semester shall be combined with the teaching hours from the second semester, and shall be undertaken according to the "Full-time Teacher Insufficient Basic Teaching Hour Statistics Form" of Registration and Curriculum Section.
- (6) In the case of insufficient teaching hours for the semester, fill out the "Teaching Conversion Application Form" to convert the teaching hour calculation for the semester.
- (7) If the opening course hours have doubled for the semester, handle according to the "Course Selection Information" and the "Foreign Language Teaching Credit Hour Doubling Application Form."
- (8) Course hour calculation for leave and substitute applications during the semester shall be undertaken according to the "special signature" approval items.
- (9) Course hour calculation for the application to start a class with an insufficient number of students shall be undertaken according to the "Chang Jung Christian University Insufficient Students Course Handling Guidelines" and the "Insufficient Students Course Commencement Application Form."

Article 3: Credit Hour Fee Payment

1. The credit hour fee payment standard for the instructors of this School is as follows:

Chang Jung Christian University Full-time Instructor Over-clocking Credit Hour Fee Payment and Part-time Instructor Teaching Credit Hour Fee Payment Standard (NTD/hour)				
Job Title Type	Instructor	Assistant Professor	Associate Professor	Professor
Full-time Day	575	630	685	795
Full-time Night	615	665	710	830
Part-time Day	670	735	795	925
Part-time Night	715	775	825	965

Remarks	<ol style="list-style-type: none"> 1. Full-time instructors shall be handled according to the Ministry of Education Letter No. (86)TG(S)Z86120663. 2. Part-time instructors shall be handled according to the Ministry of Education Letter No. TJG(S)Z1040125244. 3. Day teaching time : Monday through Friday from 0 to 10 periods are day teaching credit hour fee. Night teaching time : Monday through Friday from 11 to 14 periods, Saturday and Sunday are night teaching credit hour fee.
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2. Credit hours from the Executive Master of Business Administration (EMBA) program offered by the College of Management of this School shall pay 1,600 (NTD/hour) regardless of rank, day and night teaching time.

Article 4: Credit Hour Fee Calculation and Disbursement

1. Credit Hour Fee Calculation:
 - (1) Credit Hour fee calculation is divided into the following two types: Full-time instructor over-clocking credit hour fee payment and part-time instructor teaching payment. Each department and Institutes (Centers and Offices) shall according to the actual courses of the semester, compile information including the instructors, the teaching time/hours, number of students, and other relevant information, after the information has been confirmed by the Instructors and approved by each College (Centers and Offices) it shall be submitted to the Registration and Curriculum Section of the Office of Academic Affairs for calculation
 - (2) Calculation method: For each instructor, multiply the job title/category amount applicable according to the "Chang Jung Christian University Instructor Credit Hour Fee Calculation Standard" by the actual teaching hours, and the amount shall be the monthly payable amount for the semester.
2. Credit Hour Fee Disbursement
 - (1) 4.5 months of credit hour fees shall be disbursed for each semester (second half of September and October, November, December, and January for first semester; as well as second half of February plus March, April, May, and June for second semester).
 - (2) Due to course addition/reduction/selection and accounting operation time restrictions; full-time instructors' credit hour fees for the first 2.5 months shall be disbursed during November and April of each semester; part-time instructors' credit hour fees for the first 1.5 months shall be disbursed during October and March of each semester; and wages for all other months shall be disbursed on the 15th day of the month.
 - (3) Instructor credit hour fees for canceled courses shall be disbursed based on the contents of the "Credit Hour Fee Payment Investigation Form for Courses Canceled Due to Insufficient Students," and the actual course hours for two

weeks after the start of the semester shall be disbursed.

Article 5: Credit Hour Fee Calculation Standard

- 1 Pursuant to the "Enforcement Rules of the University Act" the School's teaching standard is set as one hour per week for one credit, which is converted into 1 credit hour. Courses with conflicting teaching hours and credit hours shall be calculated based on the teaching hours converted into credit hours.
- 2 Pursuant to the "Enforcement Rules of the University Act," the School's internship or pilot course subjects are set as one hour per week for one credit, which is converted to 0.5 credit hour. Internship or pilot courses with conflicting teaching and credit hours shall be calculated based on converting the teaching hours into the credit hours. (Excluding the Undergraduate Department of Nursing)
- 3 Course credit and teaching credit hour allocations shall mainly be based on the "Course Distribution Form" contents applicable for each academic year.
- 4 Department of Nursing internship credit hour fee calculation: The teaching hours for internship courses shall be 2.5 times that of the course credits. The teaching instructor credit hours for each team shall be calculated based on 0.75 times the actual teaching hours.
- 5 If a course is assigned to two or more instructors, the credit hour distribution rate shall be based on the "Collaborative Teaching Subject Class Teaching Credit Hour Allocation Form" contents filled out by the units.
- 6 Teaching credit hours of Elasticity Courses is 2 hours, calculated in 0.1 credits, and can be offset 0.1 credit hour, and so forth. Teaching credit hours shall be included in the basic teaching credit hours.

Article 6: Credit Hour Ratio

1. Students Ratio
 - (1) A class with 70-84 students shall be calculated at 120%.
 - (2) A class with 85-99 students shall be calculated at 140%.
 - (3) A class with 100-119 students shall be calculated at 150%.
 - (4) A class with 120-149 students shall be calculated at 160%.
 - (4) A class with 150 or more students shall be calculated at 170%.
2. Long Distance Learning Course Ratio
 - (1) Pursuant to Ministry of Education Letter No TDZ0980148813, each long-distance learning course shall not have over 50 students.
 - (2) A new class shall be set if the number of students has exceeded the preceding limit, but the credit hours shall still be calculated based on one single course. The credit hours shall be calculated based on the ratio of the number of students that have exceeded the limit of each class.
 - (3) Internet Long Distance Learning: The first course established that is reviewed and approved by the Digital Learning Promotion Team shall be the credit

hours multiplied by 1.5 (must have the Ministry of Education approval letter attached).

- (4) The credit hour fee of foreign teachers teaching long distance courses shall be based on lecture course fee payment standards, and shall use the credit hour multiplied by 1.5 as the calculation standard.

3. English Teaching Ratio

Each school shall submit the "Foreign Language Teaching Application Form" at the course starting period of each semester for approval.

- (1) Domestic instructors teaching in English (for non-English language courses) shall be multiplied by 1.5, and then calculated using the general course student ratio method. The same instruction for the same course shall be rewarded for one semester.
- (2) The credit hour ratio increase award for instructors applying to teach full-English courses shall be limited to 4 credit hours, and said instructors shall be certified by the Office of International Affairs.

Article 7: Insufficient Instructor Credit Hour Handling Method

Full-time instructors shall give priority to meet the teaching needs of their departments. In the case of insufficient basic teaching credit hours for a semester, the insufficient credit hours shall be supplemented during the following semester. If still insufficient, the case shall be handled as follows:

1. Calculated based on the Continuing Education Center credit hours.
2. The credit hours can be offset by providing guidance for a student thesis. 0.5 credit hours can be offset for providing guidance for each Master's student thesis for one academic year. 1 credit hour can be offset for providing guidance for each Doctoral student thesis for three academic years.
3. Credit hours may be offset according to the Ministry of Science and Technology or the Industry and Academia Partnership Research Plan, and the total credit hour offset shall be calculated based on the total annual plan amount for the plan. However, one course shall still be maintained despite the offset deduction.
4. The instructor shall apply for reservation to teach an elective course where the number of students has exceeded two-thirds of the students required to open a class. Teaching credit hours shall not be included into over-clock hourly fees but shall be included in the basic teaching credit hours.
5. The associated departments of instructors with insufficient basic teaching credit hours shall fill out the "Teaching Credit Hour Offset Application Form" (if meeting conditions 1~3) or "Insufficient Students Course Commencement Application Form" (if meeting condition 4) within one week after the course addition/reduction/selection period, and submit the form to the Registration and Curriculum Division to undertake the application. Late applications shall be rejected.
6. The Registration and Curriculum Division shall calculate the insufficient basic teaching credit hours. If the two semester total basic teaching credit hours of an

instructor for the various departments or units has failed to meet the basic teaching credit hours, the instructor's salary shall be deducted based on the insufficient credit hour fee standard.

Article 8: Over-clocking Instructor Credit Hour Handling Method

1. Handled according to the "Chang Jung Christian University Instructor Teaching Credit Hour Method."
2. Full-time instructor teaching credit hours (including basic credit hours + over-clock credit hours) for each semester shall not exceed 4 hours per week (including the maximum teaching limit combined with on-campus and off-campus courses). Considering the different nature of the special topics, practical implementations, thesis, internship and other courses compared to that of the general courses taught; such courses shall not be added to the maximum over-clock limit calculation and shall not exceed one credit (below 0.9).
3. According to the "Chang Jung Christian University Instructor Teaching Credit Hour Method," the maximum part-time instructor teaching credit hours shall be 7, the maximum teaching credit hour limit for other part-time instructors shall be 8, and no credit hour over-clocking shall be permitted.

Article 9: Other Teaching Credit Hour Calculation Method

1. Appointed Instructor Teaching Credit Hour
Handled according to the contents provided by the "Chang Jung Christian University Appointment Project Instructor Establishment Regulation" and the "Chang Jung Christian University employment contract." However, credit hour fees for the additional student part shall be paid according to the provisions.
2. Lecture Teaching Credit Hour
Handled according to the provisions provided by the "Chang Jung Christian University Lecture Teaching Fee Application Operation Guidelines."
3. Substitute Credit Hour
After the instructor has completed the leave of absence and substitute teacher procedures, submit the relevant course department, course name, substitute teacher, substitution hours, substitution time, and other substitute related information to the Registration and Curriculum Division. The calculation method is as follows:
 - (1) For full-time instructors, the over-clock credit hour fees of the original instructor shall be deducted based on the substitution teacher hours, and the substitution credit hours shall be added and calculated for the substitution teacher credit hour fees.
 - (2) For part-time instructors, the original instructor's teaching credit hours shall be deducted, and the substitution credit hours shall be added and calculated for the substitution teacher credit hour fees.
4. Summer class instructor teaching hours shall not be added to the semester teaching hours, credit hour fees shall be paid based on night time credit hour standards, and credit hours for experimental or internship course subjects shall be divided in half. If the credit hour fee is not yet received, it can be used to offset insufficient basic credit hours from the previous semester.

5. Teaching instructors for in-service program "Master's thesis or writing" for the various departments shall not be added to the teaching credit hours and shall not receive credit hour fees.

Article 10: Matters not provided for by this regulation shall be undertaken according to the provisions provided by the Ministry of Education and the relevant provisions of this School.

Article 11: This Regulation shall be adopted by the Administrative Affairs Meeting and approved by the President before implementation, and the same shall apply to its amendments.