

CJCU Teacher Makeup Class and Substitute Teaching Hourly Fee Regulations

Approved on March 13, 2018, by the Beginning-of-Semester Academic Affairs Meeting of Academic Year 2017 Semester 2.
Approved on March 5, 2019, by the Beginning-of-Semester Academic Affairs Meeting of Academic Year 2018 Semester 2.

- Article 1 : This Regulation is formulated to standardize matters pertaining to the method for processing makeup classes and the hourly fee for substitute teaching.
- Article 2 : CJCU teachers shall fulfill their teaching obligations in accordance with the Teachers' Act, the CJCU Appointment Contract, and the CJCU Teacher Code of Ethics. For brief leave of absence, teachers shall independently arrange for makeup classes. For leave of absence that qualifies under Article IX and Article X of this Regulations, teachers may apply for substitute teachers to teach their classes.
- Article 3 : Teachers shall begin and end their classes on time and shall not arrive late or leave early. Teachers who are more than 20 minutes late for a class shall be regarded as absent. Teachers who are absent from class or fail to make up for classes in accordance with regulations shall be handled in accordance with the CJCU Teacher Appointment Contract.
- Article 4 : Teachers who are unable to teach their class for some reason shall complete the leave of absence procedure in advance and schedule a time to make up for the class.
- Article 5 : Teachers who change their classroom or conduct their class in another location on campus shall register the change information on the E-system in advance. Those who are taking their students out of campus shall apply for off-campus field instruction.
- Article 6 : The principles of makeup classes are as follows:
1. Full-time teachers shall complete the makeup information in the leave system; part-time teachers shall complete the Part-time Teacher Request for Makeup Class and Substitute Teacher Application Form and submit the application to the Office of Academic Affairs for approval in accordance with the administrative procedures.
 2. In the case of emergency adjustment of class time or need to have a substitute teacher teach the class, teachers shall first report to the course offering unit and obtain the consent of the unit supervisor before proceeding with the change.
 3. After submitting the application for leave of absence, the proposed date for the makeup class shall be first approved before proceeding with the makeup class. The makeup class shall not be held on the original class time of the midterm exam or final exam.
 4. The makeup class time shall be negotiated and agreed upon with the students and appropriately posted so that students in the course are informed. The makeup class shall not compromise the students' learning or attendance in other courses.
 5. Makeup classes shall be based on a class period as a unit. The number of makeup class period shall be consistent with the number of hours of makeup class. Do not divide a class period into parts, and accumulate multiple lectures to make up a class period. For example, five 10-minute breaks cannot be accumulated into one makeup class period.
 6. If students independently participate in a seminar or off-campus field instruction without the accompaniment of the course instructor, that activity shall not be regarded as a course

teaching or makeup class.

- Article 7 : Article VII To change the location or time of on-campus classes for the purpose of coordinating with a project or official activities, lectures, special presentations, internship presentations, or seminars, teachers shall complete the Temporary Course Change Notification Form.
- Article 8 : Teachers shall complete the Off-campus Field Instruction Application Form administrative process before implementing off-campus field instruction activities. Full-time teachers shall attach the completed application form and the actual time period of the field visit to apply for office leave. If the field visit involves a combination of multiple courses, all the course instructors shall jointly provide guidance and comply with the teaching hour regulations.
- Article 9 : Full-time teachers shall apply for leave in accordance with the Teacher Leave Regulations and the CJCUC Faculty and Staff Leave of Absence and Annual Leave Regulations. Upon approval from the university, the teachers may then apply for other CJCUC teachers or outside teachers with matching expertise to substitute teach their course. In the case of marital leave, maternity leave, miscarriage leave, prenatal leave, paternity leave, and annual indigenous ritual leave in the preceding paragraph, the university pays the hourly fee for the substitute teaching.
- Article 10 : Leave for part-time teachers shall be calculated in accordance with the relevant provisions of Article 3 of the Teacher Leave Regulations; Article 9 of the Regulations Governing the Appointment of Part-time Teachers in Tertiary Education Institutions; and the CJCUC Part-time Teacher Appointment Regulations.
- Article 11 : The teaching duration for substitute teachers shall not exceed three months. Except for maternity leave and prenatal leave, substitute teaching duration that exceeds three months shall be handled in accordance with the CJCUC procedure for hiring part-time teachers.
- Article 12 : The payment of hourly fees for substitute teachers, shall be handled in the following ways:
1. Priority for substitute teaching shall be given to CJCUC teachers with matching expertise and whose teaching hours have not reached the maximum limit of teaching hours or to part-time teachers already appointed at CJCUC.
 2. If outside teachers who do not have university or college teaching qualifications are hired to lecture or substitute teach, the abovementioned temporary substitute teachers in the preceding subparagraph shall be present.
 3. After including the hours of substitute teaching, if the teaching hours of full-time teachers do not meet the required number of basic teaching hours for the semester, no hourly fee for substitute teaching shall be issued. After including the substitute teaching hours, the total teaching hours shall not exceed four hours per week. In case of special circumstances, the number of hours may be increased with special permission.
 4. Outside teachers needed to substitute teach due to professional considerations shall meet the qualifications of part-time teachers. In addition, they shall provide supporting documents from their teaching unit, obtain the signatures of the Office of Human

Resources Development, the Office of Accounting, the Office of Academic Affairs, and the approval of the University President before they may officially teach the course. Furthermore, they shall be reviewed and approved by the university teacher review committee before hourly fees may be issued.

5. Full-time teachers on leave of absence whose classes are substitute taught by others shall not be issued overtime hourly fees during the substitute period.
6. Part-time teachers whose leave has exceeded the quota for the number of leave hours shall not be issued an hourly fee and shall arrange for makeup classes.
7. The hourly fees for substitute teachers shall be based on the corresponding standard hourly fees for part-time teachers at the respective levels.

Article 13 : Any outstanding matters not addressed in this Regulations shall be handled in accordance with the relevant regulations of the Ministry of Education and CJCJ.

Article 14 : This Regulation is implemented upon the approval of the Academic Affairs Meeting and the University President; likewise, any amendments.