

長榮大學教師倫理守則

Chang Jung Christian University Teachers Code of Ethics

104.12.14 法規編審委員會通過

105.01.07 104-1-5 次行政會議通過

105.03.07 104-2-1 次校務會議通過

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Approved on March 7, 2016 by the 1st University Affairs Meeting of Academic Year 2015 Semester 2.

第一章 總則

Chapter I General Code

第一條 為協助長榮大學(以下簡稱本校)教師成為良師典範、從事教學、學術研究及服務，以及保障學生權益，特依大學法及教師法精神訂定本守則。

Article I To assist teachers at Chang Jung Christian University (hereinafter referred to as the University) be exemplary teachers, engage in teaching, academic research and services, this Code of Ethics is formulated in accordance with the spirit of the University Act and Teachers Act.

第二條 凡本校專兼任教師(以下簡稱教師)均適用本守則。

Article II This Code is applicable to all full-time and part-time teachers (hereinafter referred to as teachers) at the University.

第二章 教學倫理

Chapter II Teaching Ethics

第三條 教師對相關領域新知應持續進修，以充實教學內容。

Article III Teachers shall continue in relevant advanced studies in their field to enrich the content of their teaching.

第四條 教師應持續提升教學技巧，以激發學生潛能。

Article IV Teachers shall continue to improve their teaching skills to stimulate student potential.

第五條 教師應避免遲到與缺課，因無法抗拒之事故而缺課，應補課。

Article V Teachers shall avoid being late to or absent from classes. In case of absence due to unforeseen circumstances, teachers shall make up for missed classes.

第六條 教師授課內容應符合學生能力與課程目標。

Article VI The content of lectures shall be consistent with student ability and course objectives.

第七條 教師應提供授課大綱，於期限內上網公告，讓學生清楚了解課程要求與評量標準。

Article VII Teachers shall provide and post course outlines online before deadline so that students can clearly understand the course requirements and assessment criteria.

第八條 教師在課堂中應多鼓勵學生提問，以促進雙向互動及培養學生獨立思考能力。

Article VIII Teachers shall encourage students to ask questions during class to promote two-way interaction and develop independent thinking in students.

第九條 教師應確實地批閱學生作業，並適時發還或回應。

Article IX Teachers shall in fact review and return or respond to student assignments in a timely

manner.

- 第 十 條 教師應以多元化方式及公正態度評量學生學習表現。
Article X Teachers shall assess student learning performance in a diversified and fair manner.
- 第 十一 條 教師應輔導及給予學生補救學習的機會。
Article XI Teachers shall counsel students and provide them with opportunities to remedy their studies.
- 第 十二 條 教師應尊重學生的學術與學習自由，使其有發表不同學術立場言論的機會。
Article XII Teachers shall respect the academic and learning freedom of students, and give them opportunities to express their different academic positions.
- 第 十三 條 教師授課不應因個人的宗教、種族或政治上的主觀意識，而有歧視的態度或行為。
Article XIII Teachers shall not exhibit discriminatory attitude or behavior on account of their subjective religious, ethnic or political opinions.
- 第 十四 條 不得利用教學之便，銷售物品或藉勢藉端要求學生履行與其學習無關之義務或負擔。
Article XIV Teachers shall not take advantage of their teaching to market products or take advantage of their position to require students to fulfill obligations or burdens unrelated to their learning.

第三章 師生倫理

Chapter III Teacher-Student Relationship Ethics

- 第 十五 條 教師應公平對待每位學生，不得因種族、性別、年齡、宗教、地域、社經地位，或身心障礙等因素而歧視之。
Article XV Teachers shall treat each student fairly and shall not discriminate on account of their race, gender, age, religion, geography, socioeconomic status, or physical and mental disabilities.
- 第 十六 條 教師應尊重學生個別差異，盡力促進學生福祉與全面發展。
Article XV Teachers shall respect the individual differences of students, and try their best to promote the well-being and overall development of students.
- 第 十七 條 教師應提供學生適當的課外諮詢時間。
Article XVII Teachers shall provide students with appropriate counseling hours outside of the classroom.
- 第 十八 條 教師對學生個人資料應嚴守保密之責。
Article XVIII Teachers shall strictly protect the confidentiality of student personal information.
- 第 十九 條 教師應避免對學生有諷刺、辱罵、言語霸凌或惡意批評等不當行為。
Article XIX Teachers shall refrain from improper conduct toward students, such as mocking, insulting, verbal bullying or malicious criticism.
- 第 二十 條 教師不得對學生有性騷擾之言行舉止與不當的親密關係。
Article XX Teachers shall not sexually harass students in speech or actions, and shall not engage in intimate relationship with students.
- 第二十一條 教師不得與學生間有不當之對價關係。
Article XXI Teachers shall not engage in improper quid pro quo relationships with students.

第二十二條 教師應避免接受學生不當之饋贈或請宴。

Article XXII Teachers shall refrain from accepting improper gifts or invitations from students.

第四章學術倫理

Chapter IV Academic Ethics

第二十三條 教師應致力研究工作，提升學術水準，不應受政治壓力與利益誘惑之影響，且不得影響學生或其他研究對象權益。

Article XXIII Teachers shall be diligent in research to improve academic standards, and shall not be influenced by political pressure or inducement of interest. They shall not impact the rights of students or other research targets.

第二十四條 教師不得捏造、竄改研究資料，或不當引用他人資料，並不得抄襲、剽竊他人作品（含學生作業、報告、電腦程式、藝術成品、或其他作品），且應督導學生避免侵犯智慧財產權。

Article XXIV Teachers shall not fabricate or tamper with research materials, or improperly cite the materials of others. They shall not copy or plagiarize the work of others (including student assignments, reports, computer programs, finished art or other works), and shall supervise students to avoid the infringement of intellectual property rights.

第二十五條 教師對所指導學生之研究計畫成果應善盡督導之責，並要求其遵守智慧財產權相關規定。

Article XXV Teachers shall fulfill their duty to supervise the results of student research and require students to abide by relevant intellectual property rights regulations.

第二十六條 教師對於研究成果或著作發表之作者列名或排序，應以實際參與研究貢獻為考量原則。

Article XXVI Teachers shall list and order the authorship of research outcome according to actual research contribution.

第二十七條 教師擔任著作審查人時，不得因學術偏見或私人關係而影響評審結果。

Article XXVII When reviewing works, teachers shall not let their academic bias or personal relationships influence their review outcome.

第五章 人際倫理

Chapter V Interpersonal Ethics

第二十八條 教師之間應維持交流、發揮團隊合作精神，以促進學校發展。

Article XVIII Teachers shall maintain exchanges and apply team spirit to promote school development.

第二十九條 教師應適度參與校園活動，並與學生及同仁、行政人員、職員維持適當互動與交流。

Article XXIX Teachers shall participate in campus activities in moderation, and maintain appropriate interaction and exchanges with students, colleagues, administrators and staff.

第三十條 教師不得利用教職員、學生及公有資源圖利自己或他人。

Article XXX Teachers shall not exploit the faculty, students and public resources to benefit themselves or others.

第三十一條 教師應避免接受外界人士不當的饋贈或邀宴。

Article XXXI Teachers shall refrain from accepting improper gifts or invitations from outsiders.

第六章 服務倫理

Chapter VI Service Ethics

第三十二條 教師應適度支援或參與行政工作。

Article XXXII Teachers shall support or participate in administrative work in moderation.

第三十三條 教師應避免因參與外界活動而怠忽對本校應盡的責任。

Article XXXIII Teachers shall refrain from neglecting their responsibilities to the University on account of their outside activities.

第三十四條 教師參與推廣教育或建教合作，應避免經營個人不當利益。

Article XXXIV Teachers shall refrain from developing improper personal gains from their educational promotion or cooperative teaching.

第三十五條 教師應盡力協助本校排除政治、經濟、宗教或其他因素之不當干預，以維護學術自由、專業自主及教育品質。

Article XXXV Teachers shall make every effort to assist the University with excluding improper political, economic, religious or other interferences to safeguard academic freedom, professional autonomy and educational quality.

第三十六條 教師教學與研究之餘，應積極關懷及參與社會服務，並以促進社會公益為目的。

Article XXXVI In addition teaching and research, teachers shall actively show concern and participate in social services for the purpose of promoting social welfare.

第三十七條 教師參與外界活動時，應致力促進本校與社會之交流。

Article IIIVII When engaging in outside activities, teachers shall strive to promote exchanges between the University and society.

第三十八條 教師對外界發表言論時，應顧及本校名譽，並避免讓他人誤解為本校發言人。

Article IIIVIII When expressing their opinions outside the University, teachers shall take into account the reputation of the University and avoid being mistaken for spokesperson of the University.

第三十九條 教師於校外兼職、兼課時，應依規定事先向學校報備。

Article XXXIX Teachers shall report to the University in advance of their part-time position or teaching outside the University according to regulations.

第四十條 教師應保持品位、謹守師道，不得以言語或利用網路、黑函等方式指摘或傳述不實之訊息攻訐校內教職員或本校。

Article XL Teachers shall uphold their cultivation and abide by teacher ethics. They shall not impugn or spread false information against the University's faculty or the University itself verbally or through the Internet, poison pen or other means.

第七章 附則

Chapter VII Supplementary Code

第四十一條 教師應恪遵本守則之相關規定，若有違反行為或不當言行，經申訴、檢舉或經媒體公開報導，並經查證屬實，應由教師所屬單位，提請教師評審委員會審議，並得依情節輕重，予以口頭申誡、不晉薪、降薪、不發或減發年終工作獎金、不得超鐘點、停止升等申請、不得兼任行政主管、不得參與各級教師評審委員會及不得校外兼課兼職或其他適當之處置，以維護校園倫理。若情節重大、嚴重妨害校譽，得由各級教師評審委員會另依教師法、本校聘約等相關規定辦理。

Article XLI Teachers shall comply with the relevant provisions of this Code. Complaints of violations or improper speech and actions that are lodged, reported or made known through the media shall be investigated. If found verified, offenders shall be dealt with by their respective units and reviewed by teacher evaluation committees. Depending on the severity of the offense, teachers may be disciplined with verbal warning, no pay raise, pay reduction, withholding or reduction of year-end work bonus, no overtime, ineligibility for promotion application, ineligibility to be part-time administrative supervisor, no permission to participate in any level of teacher review committees, or no permission to assume part-time position or teaching outside the University in order to maintain campus ethics. If the offense is major or severely damages the reputation of the University, the matter shall be handled by all levels of teacher review committees in accordance with relevant provisions of the Teachers Act and the University's regulations for appointment.

第四十二條 本守則經行政會議、校務會議通過，陳請校長核定後實施。

Article XLII The Code is implemented upon approval by the Administrative Meeting and the University Affairs Meeting, and subsequent approval by the University President.