

長榮大學教師授課鐘點規定

Chang Jung Christian University Regulations for Faculty Teaching Hours

93.03.11	九十二學年度第二學期第 2 次行政會議修正通過
102.10.03	102 學年度第一學期第 2 次行政會議修正通過
103.04.10	102 學年度第二學期第 2 次行政會議修正通過
103.07.03	102 學年度第二學期第 5 次行政會議修正通過
103.08.19	103 學年度第一學期第 1 次行政會議修正通過
104.06.04	103 學年度第二學期第 4 次行政會議修正通過
104.11.05	104 學年度第一學期第 3 次行政會議修正通過
105.04.07	104-2-2 次行政會議修正通過
105.09.22	105-1-2 次行政會議修正通過
107.05.31	106-2-4 次行政會議修正通過

Revised and approved on March 11, 2004 by the 2nd Administrative Meeting of Academic Year 2003 Semester 2.

Revised and approved on October 3, 2013 by the 2nd Administrative Meeting of Academic Year 2013 Semester 1.

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一、專任教師兼任行政職務減授鐘點基準表

I. Teaching hours reduction standard for full-time faculty with concurrent administrative responsibilities.

職稱 Position	減授鐘點 Teaching Hour Reduction
副校長、秘書長、教務長、學生事務長、總務長、 研發長、人力資源長、國際事務長、圖書資訊長、 入學服務長 Vice-President, Secretary-general, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of R&D, Director of Human Resources Office, Dean of International Student Affairs, Director of Computer and Network Center, Director of Office of Admissions	5
院長、部主任、行政中心(室)主任、組長、秘書 College dean, department director, administrative center(office) director, section chief, secretary.	4
系主任、執行長、所長、教學中心主任、研究中 心主任、實習電台台長、執行秘書	3

Chair of department, chief executive officer, institute director, teaching center director, research center director, Star Radio station director, executive secretary.	
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二、其他相關規定(下列所稱小時均以週計算)：

II. Other relevant regulations (the hours referred to below are based on per week):

1. 教師基本授課鐘點：教授 8 小時；副(助理)教授 9 小時；講師 10 小時。
1. Basic teaching hours for teachers: Professors, 8 hours; associate (assistant) professors, 9 hours; lecturers, 10 hours.
2. 專任教師依上表減授鐘點者，每週授課鐘點不得低於 3 小時為原則。但教師之基本授課鐘點原為 3 小時，若再兼行政者得以專簽陳校長核定後酌予減授鐘點。
2. Teaching hour reduction for full-time teacher shall be in accordance with the Table above. Teaching hours shall generally be no less than 3 hours per week. However, if teachers whose basic teaching hours are 3 hours assume concurrent administrative responsibilities, they shall apply for special approval by the University President to be granted discretionary teaching hour reduction.
3. 各學院院長基本授課鐘點標準：若該學院所屬系所超過 10 個(含)系所(系所合一視為一單元)，基本授課鐘點得再減 1 小時。
3. Basic teaching hours for college deans: Deans of colleges with ten or more departments and institutes (departments and institutes are regarded as one unit) shall be granted one hour of reduction in basic teaching hours.
4. 系、所主管基本授課鐘點標準：若該系所學生班級數超過 11 班(含)者，基本授課鐘點得減 1 小時，超過 16 班(含)者，基本授課鐘點得再減 2 小時。
4. Basic teaching hour standards for department and institute directors: Chairs of departments and institutes with 11 or more classes shall be granted one hour of reduction in basic teaching hours. Those with 16 or more classes shall be granted an additional 2 hours of reduction in basic teaching hours.
5. 專任教師超授鐘點，以支援學位學程或華語教學師資學分學程為優先，每週不得逾 4 小時。
5. Full-time teachers supporting degree courses or Chinese language teacher resource credit courses shall be given priority for over-time teaching. Over-time shall not exceed 4 hours per week.

計算方式如下：

The calculation is as follows:

(1) 兼行政者：(基本授課鐘點-減授鐘點)+4 小時=校內外合併最高授課上限。

(1) Concurrent administrator: (basic teaching hours - reduced hour) + 4 hours = Maximum total teaching hours for University and outside classes.

(2) 未兼行政者：基本授課鐘點+4 小時=校內外合併最高授課上限。

(2) Non-concurrent administrator: Basic teaching hours + 4 hours =Maximum total teaching hours for University and outside classes

6. 非外語課程以英語授課者，得依實際授課時數折半採計其外加之時數。
6. Teachers teaching non-foreign language courses in English shall have additional hours calculated according to half of their actual teaching hours .
7. 研究中心主任得減授鐘點，但需計列該研究中心成本。
7. Directors of research centers shall have reduced teaching hours. However, the cost of the research center shall be taken into account.
8. 本校與本校衍生企業或校外機構合聘教師得以下列事項之一減授鐘點，惟減授鐘點後教授基本時數不得低於 3 小時，副教授及助理教授基本時數不得低於 4 小時。
8. Teachers employed by the University and its derivative enterprises or jointly appointed with outside organizations shall have teaching hour reduction under one of the following conditions. However, the basic teaching hours after reduction shall not be less than 3 hours for professors, and shall not be less than 4 hours for associate and assistant professors.
 - (1) 每週提供專業服務者：1 小時抵減 1 小時，2 小時抵減 2 小時。
 - (1) Those providing weekly professional services: Reduction of 1 hour for 1 hour; and 2 hours for 2 hours.
 - (2) 以第一作者或通訊作者發表 SCI 或 SSCI 期刊(影響係數 1 以上)學術論文者：1 篇抵減 1 小時，2 篇抵減 2 小時。
 - (2) Those publishing on SCI or SSCI journals (with impact factor of 1 or above) as first author or correspondent author: One hour reduction for 1 article; 2 hour reduction for 2 articles.
 - (3) 主持本校研究發展處登錄有案之產學合作案：金額達新台幣 15 萬元者，抵減 1 小時，30 萬元者抵減 2 小時。
 - (3) Those presiding over an industry-university cooperation project registered with the University's Office of Research and Development: One hour reduction for project amount reaching NT\$150,000; 2 hour reduction for amount reaching NT\$ 300,000.
 - (4) 基於學校發展與學生實習之需求，與醫療機構簽訂之合約中關於授課基本時數另有約定者，從其約定。
 - (4) In the agreements with medical institutions for meeting the needs of University development and student internship, basic teaching hours shall be in accordance with the contract provisions on basic teaching hours, if any.
 - (5) 基於學校發展與衍生企業推動之需求，與衍生企業簽訂之合約中關於授課基本時數另有約定者，從其約定。
 - (5) In the agreements with derivative enterprises for meeting the needs of University development and promotion of derivative enterprises, basic teaching hours shall be in accordance with the contract provisions on basic teaching hours, if any.
9. 專任教師應以本校授課為優先，不得於校外兼課；但在不影響本職工作，且符合所規定之校內職級基本授課鐘點者，並於事前簽請校長同

意，方得於校外兼課，惟僅以策略聯盟學校或其他特殊事由為限，每週不得超過 4 小時，且併入本校最高授課鐘點計算。

9. Full-time teachers shall give priority to University teaching and shall not teach part-time outside the University. However, those who satisfy the stipulated basic teaching hours for their position level in the University may teach part-time outside upon advanced approval by the University President and under the condition that their full-time responsibilities are not compromised. The part-time teaching shall be limited to strategic alliance schools or other special cases, and shall not exceed 4 hours per week. The part-time hours shall be incorporated into the University's maximum teaching hours.
10. 職員不得在校外兼課，在本校授課鐘點上限 4 小時，並須於非上班時間始得為之，但基於學校需要兼服務教育及長榮精神課程者，得於上班時間公假兼課。
10. Staff members shall not teach part-time outside the University, and shall not exceed four hours of teaching at the University. Teaching shall be during non-working hours. However, to meet the University's need for service education and University and Holistic Pastoral Education courses, official leave may be taken to teach part-time during working hours.
11. 本校兼任教授最高授課鐘點每週以 7 小時為上限，其餘兼任教師最高授課鐘點每週以 8 小時為上限。
11. The University's maximum teaching hours is 7 hours per week for professors, and 8 hours per week for other part-time teachers.
12. 日夜鐘點費之支給標準，依據本校「教師授課鐘點費核算辦法」辦理。
12. Pay standard for day and night hours shall be handled in accordance with the University's Regulations for Calculating Teacher's Hourly Teaching Pay
13. 教師連續二學期合計未達基本授課鐘點者，其不足之鐘點依鐘點費標準扣減薪資。
13. Teachers who fail to meet their basic teaching hours for two consecutive semesters shall have their salary deducted for the missing hours in accordance with the hourly pay standard.
14. 若有特殊，簽請校長核定。
14. Any special case shall be submitted to the University President for approval.

三、本規定經行政會議通過，陳請校長核定後公布實施，修正時亦同。

III. The Regulations are issued and implemented upon approval by the Administrative Meeting and subsequent approval by the University President; the same procedures shall be applied to any amendment.