

# 長榮大學專任教師借調服務辦法

## Chang Jung Christian University Full-Time Faculty Secondment Regulations

97.01.03 九十六學年度第一學期第 6 次行政會議訂定

Formulated on January 3, 2008, by the 6th Administrative Meeting of Academic Year 2007 Semester 1.

99.04.01 九十八學年度第二學期第 2 次行政會議修訂通過

Revised and approved on April 1, 2010, by the 2nd Administrative Meeting of Academic Year 2009 Semester 2.

103.04.10 一〇二學年度第二學期第 2 次行政會議修訂通過

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第一條 為規範本校專任教師應聘擔任校外專任職務，並保障教師合法權益，依據教育部頒布之「教師借調處理原則」暨相關規定，特訂定「長榮大學教師借調服務辦法」（以下簡稱本辦法）。

Article I The Chang Jung Christian University Full-Time Faculty Secondment Regulations (hereinafter referred to as the Regulations) is formulated in accordance with the Ministry of Education's Regulations on Teachers secondment, in order to regulate the secondment of CJCUC full-time faculty to teach off-campus and protect legitimate rights and interests of the teachers.

第二條 本校專任教師借調應以與其專長或所授課程相關者為限；經所屬各級教評會審議通過及學校同意後，始得辦理。延長借調服務期限時，亦同。

Article II The temporary transfer secondment of CJCUC full-time CJCUC faculty shall be limited to the relevant expertise or courses taught by the teachers. Approval by the faculty evaluation committees of all levels and the school must be obtained before the secondment proceed the same shall apply to the extension application of the secondment service period.

第三條 本校教師得借調出任政府機關、公私立大學校院、學術或醫療衛生機構、財團法人機構、社團法人機構、營利事業機構或團體之專任職務。但不得擔任政黨專、兼任職務。

Article III CJCUC teachers may have secondment to full-time positions in government agencies, public or private universities, academic or medical institutions, legal entities, associations, or profit institutions or organizations. However, they shall not be allowed to hold full or part-time positions in a political party.

第四條 教師借調至營利事業機構或團體，該借調機構或團體應捐贈本校回饋金，並應簽訂產學合作契約，借調期間每月回饋金不得少於借調之職務薪資總額百分之十，回饋金得逐案訂定。

前項產學合作契約由研究發展處與借調機構辦理簽約事宜，其合作契約應與借調申請表，先行簽請校長同意。

Article IV The profit institution or organization for which a teacher will do the secondment shall contribute to the feedback fund of the school and shall sign an industry-academia collaboration contract with the school. During

the period of the secondment service, the contribution to the feedback fund shall not be less than 10% of the total salary of the transfer position and may be determined on a case-by-case basis. The industry-academia collaboration contract mentioned in the preceding paragraph shall be signed by the Office of Research and Development and the organization receiving the transfer. The collaboration contract and the transfer application form shall first be approved by the University President.

第四條之一 借調教師應經三級三審通過報請校長核准後生效，延長時比照辦理。教師借調期間，如出任職務或借調單位異動時，應以書面經系所循行政程序向學校報備。

Article IV-1 The teacher secondment shall be approved by three of Level 3 reviews and the University President, and the same shall apply to the application for secondment extension. During the secondment period, if there are any changes in the secondment position or unit, the teachers shall submit a written notification to their department, which shall then report to the school in accordance with administrative procedure.

第五條 借調期間一次以四年為原則，借調機關如有需要，得申請延長借調，延長借調以一次為限。教師任教期間之借調總年數合計不得逾八年。借調教師應於借調服務生效前辦妥留職停薪手續，借調期滿後返校服務，應至少滿一年後方得申請休假研究。借調教師依本校續聘相關作業規定辦理續聘。如獲續聘，其借調期限繼續有效，如為不續聘、停聘或解聘，其借調案隨即中止。

Article V The secondment period shall generally be four years. If necessary, the organization where the teachers do the secondment may apply for an extension, and the extension is limited only once. The total secondment that a teacher may accept during his or her employment may not exceed eight years. Teachers who are on secondment shall complete the formalities for leave without pay before the secondment takes effect. Upon returning to the school at the end of their secondment period, teachers will not be eligible to apply for furlough research for at least one year.

Teachers who are on secondment shall apply to renew their employment contract with CJCUC in accordance with the relevant regulations of the school. If the employment contract is renewed, the secondment period shall remain valid. If the employment contract is not renewed or the teacher is suspended or dismissed, the secondment shall be terminated accordingly.

第六條 教師於借調期間，應於每學期返校義務授課至少二鐘點，但經校長核准者，不在此限。

借調期間如每學期返校義務授課者，其教學年資視為不中斷，於返校復職後合併計算。

Article VI During their secondment period, teachers shall return to the school to voluntarily teach for at least two hours each semester unless it is exempted by the University President.

During their secondment period, if teachers return to the school to voluntarily teach every semester, their teaching years at the school shall be regarded as uninterrupted and calculated into their seniority upon their resumption of employment at the school.

第七條 為免影響本校教學需要，在同一時間內借調人員以不超過所屬系、所、中心實際聘任專任教師人數之十分之一為原則。

Article VII To avoid affecting the teaching needs of the school, the number of teachers on secondment at any one time shall generally not exceed one-tenth of the actual number of full-time faculty employed by the department, institute, or center.

第七條之一 借調教師應於借調期滿前一個月申請復職並於借調期滿次日復職報到，逾期未申請復職或未依限復職報到者視同自動請辭。

Article VII-1 Teachers who are on secondment period shall apply to continue their employment one month before the end of their secondment period and shall report back to work the day after their secondment ends. Those who fail to apply for resumption or who fail to report back to work within the deadline shall be regarded as having voluntarily resigned.

第八條 借調教師在借調期間如發生違法失職情事，經法院判決確定者，本校得不予續聘並依相關規定處理。

Article VIII If teachers on secondment violate the law or are derelict in their duty and found as such by the court of law, CJCUC shall reserve the right to not renew their employment contract and handle matters in accordance with relevant regulations.

第八條之一 借調期間之年資，於辦理退休、撫卹、資遣時，其採計規定各依相關法令辦理。

Article VIII-1 Matters pertaining to seniority during the secondment period shall be calculated in accordance with the provisions of the various regulations on retirement, pension, and severance.

第九條 本辦法經行政會議通過，陳請校長核定後公布施行，修正時亦同。

Article IX This Regulations will be announced and implemented upon the approval of the Administrative Meeting and the University President, and the same shall apply for all amendments of the regulations.