

# 長榮大學副教授暨助理教授進修研究辦法

## Chang Jung Christian University Associate Professor and Assistant Professor Further Studies and Research Regulation

- 94.06.16. 第六屆第三次董事會修正通過  
Revised and approved on June 16, 2005, by the 3rd Meeting of the Sixth Board of Directors.
- 100.01.05 九十九學年度第一學期期末校務會議修正通過  
Revised and approved on January 5, 2011, by the End-of-Semester Institutional Affairs Meeting of Academic Year 2010 Semester 1.
- 100.01.20 第七屆第 16 次董事會議修正通過  
Revised and approved on January 20, 2011, by the 16th Meeting of the Seventh Board of Directors.
- 102.05.02 101 學年度第二學期第 3 次行政會議修正通過  
Revised and approved on May 2, 2013, by the 3rd Administrative Meeting of Academic Year 2012 Semester 2.
- 102.06.05 101 學年度第二學期期末校務會議修正通過  
Revised and approved on June 5, 2013, by the End-of-Semester Institutional Affairs Meeting of Academic Year 2012 Semester 2.
- 102.12.05 102 學年度第一學期第 4 次行政會議修正通過  
Revised and approved on December 5, 2013, by the 4th Administrative Meeting of Academic Year 2013 Semester 1.
- 103.01.08 102 學年度第一學期期末校務會議修正通過  
Revised and approved on January 8, 2014, by the End-of-Semester Institutional Affairs Meeting of Academic Year 2013 Semester 1.
- 103.01.14 第八屆第 15 次董事會議修正通過  
Revised and approved on January 14, 2014, by the 15th Meeting of the Eighth Board of Directors.
- 104.04.09 103 學年度第二學期第 2 次行政會議修正通過  
~~Revised~~ and approved on April 9, 2015, by the 2nd Administrative Meeting of Academic Year 2014 Semester 2.
- 104.06.17 103 學年度第二學期期末校務會議修正通過  
~~Revised~~ and approved on June 17, 2015, by the End-of-Semester Institutional Affairs Meeting of Academic Year 2014 Semester 2.
- 104.07.02 第八屆第 23 次董事會議修正通過  
~~Revised~~ and approved on July 2, 2015, by the 23rd Meeting of the Eighth Board of Directors.
- 107.04.20 104 學年度第一學期第 2 次行政會議決議通過更名(104.10.01)  
Name change (October 1, 2015) approved on April 20, 2018, by the 2nd Administrative Meeting of Academic Year 2015 Semester 1.

第一條 本校為鼓勵副教授暨助理教授升等，提昇學術水準，充實師資陣容，依據教育部頒布「教師進修研究獎勵辦法」，訂定「長榮大學副教授暨助理教授進修研究辦法」(以下簡稱本辦法)。

Article I To encourage the promotion of associate professors and assistant professors so as to improve the teaching standards and enrich faculty profile, Chang Jung Christian University has formulated the Chang Jung Christian University Associate Professor and Assistant Professor Further Studies and Research Regulation (hereinafter referred to as the Regulations) in accordance with the Ministry of Education's Teacher Further Education and Research Rewards Act.

第二條 本辦法所稱之副教授暨助理教授，係指獲得教育部審定合格之現職專任副教授暨助理教授。其他客座、及屆滿退休年齡前三年之副教授暨助理教授，均不適用本辦法。

Article II The terms “associate professors” and “assistant professors” mentioned in this Regulations refer to the current full-time associate professors and assistant professors certified by the Ministry of Education. This Regulations is not applicable to other visiting professors or to associate professors and assistant professors who will be reaching their retirement age in three years.

第三條 副教授暨助理教授進修研究之年資起計：

Article III The seniority of associate professors and assistant professors for further studies and research shall be based on the following:

一、由本校報請教育部審定之副教授暨助理教授，以教育部所頒證書上之記載為準。如起資年月在學期中者，為教學方便，應自次學期初起計。

1. For those who have obtained their associate professor or assistant professor certificate from the Ministry of Education through CJCU, the date of their associate or assistant professorship shall be based on the date indicated on the certificate issued by the Ministry of Education. For those whose certification date is in the middle of the semester, the calculation for their seniority shall begin in the following semester for the convenience of teaching.

二、應聘為本校副教授暨助理教授之前，已取得教育部副教授暨助理教授證書者，自本校聘約生效之日起計。

2. For those who have obtained their associate professorship or assistant professorship certificate from the Ministry of Education prior to their appointment at CJCU, their professorship seniority shall begin on the date of their appointment contract with CJCU.

第四條 副教授暨助理教授在本校連續任教滿七年（含）以上，得申請留職留薪進修研究一學年，從事學校核准之進修及學術研究。

前項規定，如副教授暨助理教授基於需要，在任教滿三年半（含）以上時，得申請進修一學期。

Article IV Associate professors and assistant professors who have been teaching at CJCU for seven consecutive years or more may apply for paid leave of absence for further studies and

research for one academic year to engage in further studies and academic research and approved by CJCU.

According to the above regulations, if needed, associate professors and assistant professors who have been teaching for three and a half years or more may apply for one semester of further studies.

第五條 本辦法所稱進修研究，係指教師在國外大學或國內、外研究機構從事與職務有關之專題研究計畫活動。

Article V The term “further studies and research” as mentioned in the Regulations refers to special research project activities engaged by the teachers in foreign universities or domestic and foreign research institutions that are relevant to their job position.

第六條 本校為維持整體之正常教學與研究，各系、所、中心依本辦法申請進修研究之教師，全校每年至多四位，各系(所、中心)每年以一位為限。

Article VI To maintain CJCU’s normal teaching and research, the number of Teachers applying for further studies and research in accordance with this Regulations shall be limited to a maximum of four per year for the entire school and limited to one per year for each department (institute, center).

第七條 副教授暨助理教授申請進修研究，應於每年三月二十日及九月二十日前提出具體且詳盡之升等研究計畫，並經系、所、中心、院教評會完成審查程序，送人資處提校教師評審委員會審議通過，報請校長核定。逾期不予受理。

Article VII Associate professors and assistant professors applying for further studies and research shall submit a specific and detailed research plan before March 20 or September 20 each year for review by the department, institute, center, and college-level faculty review committees. The application shall then be submitted to the Office of Human Resources Development to be reviewed by the university-level faculty review committee, and upon approval, submitted to the University President for approval. Overdue applications shall not be accepted.

第八條 副教授暨助理教授進修研究期間，未經單位主管邀請列席，不得參與學校各項行政工作(含各項會議及擔任委員等)，且不得校外兼職(課)，其薪資由學校繼續發給，但不包括職務加給及任何教學津貼。其年終獎金，比照專任教師辦理。

Article VIII During their further studies and research period, associate professors and assistant professors shall not be allowed to participate in CJCU's administrative work (including various meetings or serving as committee members) without the invitation of their unit director. In addition, they shall not be allowed to hold other part-time positions (classes) outside of CJCU. They shall continue to receive a salary from the school, however, the salary shall not include bonuses or other teaching allowances. Their year-end bonuses shall be handled in the same way as for full-time faculties.

第九條 副教授暨助理教授進修研究期滿返校服務，應於返校一年內，向學校提出所從事之學術研究成果之書面報告，並經系、所、中心、院教師評審委員會審核後，送人資處提校教師評審委員會審核後備查。  
前項研究成果，應於返校一年內，依據學校教師升等評審辦法提出著作升等。但因發表刊物延誤者，以該刊物論文發表接受函為限。

Article IX Associate professors and assistant professors returning to school at the end of their further studies and research shall submit a written achievement report on their academic research to CJCU within one year of returning to school. The report shall be reviewed by the department, institute, center, college-level faculty review committees and submitted to the Office of Human Resources Development to be reviewed by the university-level faculty review committee and be recorded. The publication of the abovementioned research outcome shall be submitted within one year of returning to school for promotion evaluation in accordance with the CJCU Faculty Promotion Evaluation Regulations. However, those whose publication is delayed may submit the acceptance letter of their paper publication.

第十條 副教授暨助理教授進修期滿後，應繼續於本校服務達進修年數叁倍之年數。

Article X At the end of their further study period, associate professors and assistant professors shall continue to serve in CJCU for three times the number of years taken for their further studies.

第十一條 依本辦法進修研究之教師，應與本校簽訂進修研究契約。其有違反前二條所定情形之一者、契約條款或未獲續聘者，應加倍返還進修研究期間所支領全部之薪資。  
前項進修研究契約之格式另訂之。

Article XI Teachers who apply for further studies and research in accordance with this Regulations shall sign a further study and research contract with CJCUC. Those who violate any one of the terms in the preceding two articles, the terms of the contract, or who failed to obtain renewal for their employment contract shall repay double the amount of all salary received during their further study and research period.

The format of the abovementioned further study and research contract in the preceding paragraph shall be separately stipulated.

第十二條 依本辦法申請進修研究之教師，與本校簽訂進修研究契約時，應同時由本校認可資格者為連帶保證人，於進修研究教師不履行前條規定之加倍返還薪資義務時，保證人應負連帶返還責任。進修研究教師於服務義務年限內未獲續聘者，不履行前條規定之加倍返還薪資及費用義務時，保證人亦應負連帶返還責任。

Article XII Teachers who apply for further studies and research in accordance with this Regulations shall at the time of signing the further study and research contract with CJCUC, provide a qualified guarantor approved by CJCUC. If the teacher fails to fulfill the repayment terms of the further study and research as outlined in the preceding article, the guarantor shall bear the liability for repayment. If the teacher fails to obtain renewal for his or her employment contract during the obligated service period after the further study and research and fails to fulfill the terms of the salary and expense repayment as stipulated in the preceding article, the guarantor shall also bear the liability for repayment.

第十三條 進修研究計畫經核定後，非經報准，不得變更(包括變更進修研究主題、提前終止進修研究等)。

Article XIII After the further studies and research plan has been approved, it shall not be changed without approval (including changing the topic of the further studies and research, early termination of the further studies and research).

第十四條 副教授暨助理教授兼任各級主管者，於任職期間奉准進修研究時，應辭去主管兼職。

Article XIV Associate professors and assistant professors who concurrently serve as supervisors at any level shall resign from their concurrent supervisor position upon the approval of their further studies and research application.

第十五條 副教授暨助理教授之進修研究，應配合系、所、中心教學

或業務發展之需要，不得影響教學。其原擔任之課程，由所屬單位相關教師分任，或另聘兼任教師代課，不得因此增加聘任專任教師之員額。

Article XV The further studies and research of associate professors and assistant professors shall align with the teaching or business development needs of their department, institute, or center, and shall not undermine teaching. The courses originally taught by them shall be assigned to relevant teachers in their respective units, or other part-time teachers may be hired to teach their courses. No additional full-time teacher shall be hired to teach their courses.

第十六條 本辦法未規定事項，悉依本校其他相關規定辦理。

Article XVI Any matters that are not covered in this Regulations shall be handled in accordance with other relevant CJCU regulations.

第十七條 本辦法經行政會議、校務會議通過，送請董事會核備後公布施行，修正時亦同。

Article XVII This Regulations will be announced and implemented upon the approval of the Administrative Meeting, the Institutional Affairs Meeting, and the Board of Directors Meeting, and the same shall apply for all amendments of the regulations.