

# 長榮大學專案教師聘任辦法

## Chang Jung Christian University Contract-Based Teacher Employment Regulations

98.05.07 九十七學年度第二學期第3次行政會議通過  
Approved on May 7, 2009 by the 3rd Administrative Meeting of Academic Year 2008 Semester 2.

98.06.10 九十七學年度第二學期期末校務會議訂定通過  
Approved on June 10, 2009 by the end-of-semester Institutional Affairs Meeting of Academic Year 2008 Semester 2.

105.08.24 105-1-1 次行政會議修訂通過  
Approved on August 24, 2016 by the 1st Administrative Meeting of Academic Year 2016 Semester 1.

105.10.03 105-1-1 次校務會議修訂通過  
Approved on October 3, 2016 by the 1st Institutional Affairs Meeting of Academic Year 2016 Semester 1.

106.12.07 106-1-4 次行政會議修正通過  
Approved on December 7, 2017 by the 4th Administrative Meeting of Academic Year 2017 Semester 1.

106.12.18 106-1 期末校務會議修正通過  
Approved on December 18, 2017 by the end-of-semester Institutional Affairs Meeting of Academic Year 2017 Semester 1.

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)  
Approved on April 20, 2018 by the 2nd Administrative Meeting of Academic Year 2015 Semester 1 for name change (October 1, 2015).

109.12.03 109-1-5 次行政會議修正通過  
Approved on December 3, 2010 by the 5th Administrative Meeting of Academic Year 2020 Semester 1.

110.01.04 109-1 期末校務會議修正通過  
Revised and approved on January 4, 2021 by the end-of-semester Institutional Affairs Meeting of Academic Year 2010 Semester 1.

第一條 本校為因應教學、研究、服務與輔導需要，訂定「專案教師聘任辦法」(以下簡稱本辦法)。

Article I The Chang Jung Christian University Contract-Based Teacher Employment Regulations (hereinafter referred to as the Regulations) is formulated to meet the teaching, research, service, and advising needs of CJCU.

第二條 本辦法所稱專案教師，係指本校以約聘方式專案進用之編制外教師及專業技術人員，其等級分為約聘專案教授、約聘專案副教授、約聘專案助理教授、約聘專案講師、約聘專案教授級專業技術人員、約聘專案副教授級專業技術人員、約聘專案助理教授級專業技術人員、約聘專案講師級專業技術人員；約聘專案助理教授及約聘專案助理教授級專業技術人員其類型分為培力型與教學型。  
培力型專案教師應從事教學、研究及行政服務工作，每週基本授課時數十四小時，得超授鐘點，參與行政服務工作者另依本校相關規定扣除行政職務減授鐘點，但每週授課總時數以十四小時為上限，惟因特殊需求以專簽陳校長核定者除外；教學型專案教師僅從事教學及其相關服務工作，每週基本授課時數十六小時。培力型專案教師聘期滿二年者，得轉任編制內教師；教學型專案教師不得轉任編制內教師。

Article II The term “Contract-Based Teacher” in this Regulations refers to contracted project professors, contracted project associate professors, contracted project assistant professors, contracted project lecturers, contracted professor-level project technicians, contracted associate professor-level project technicians, contracted assistant professor-level project technicians and contracted lecturer-level project technicians appointed on a contract basis

outside of the official faculty appointment of CJCUC. Contracted project assistant professors and contracted assistant professor-level project technicians are divided into the training-type category and the teaching-type category.

Training-type contract-based teacher shall engage in teaching, research, and administrative services. Their basic teaching hours shall be 14 hours per week, and teaching hours may exceed the basic hours. In accordance with the relevant regulations of CJCUC, the teaching hours of those participating in administrative work shall have reduced teaching hours based on their administrative duties. **Unless otherwise specially approved by the CJCUC President for special circumstances**, their teaching hours shall not exceed 14 hours per week. Teaching-type contract-based teacher shall only engage in teaching and related services. Their basic teaching hours shall be 16 hours per week. Training-type contract-based teacher who have been employed for at least two years may be formally hired as faculty. Teaching-type contract-based teacher may not be formally hired as faculty.

第三條 本校各教學單位因教學、研究、服務與輔導需要擬聘專案教師時，應在各該系、所、中心教師員額內申請，陳請校長核定後始得進行相關程序。

Article III Teaching units of CJCUC that wish to hire contract-based teacher to meet their teaching, research, service, and advising needs shall apply according to the teacher quota of their respective departments, institutes, and centers. Applications shall be approved by the CJCUC President before the relevant procedures may proceed.

第四條 依本辦法聘任之專案教師，其聘任程序比照本校專任教師，經各級教師評審委員會審議通過後，予以進用

Article IV The appointment procedure for contract-based teacher defined in this Regulations shall be the same as that for full-time teachers of CJCUC. Candidates shall be reviewed and approved by all levels of teacher review committees before they may be hired.

第五條 專案教師非屬本校編制內員額，其契約期間以一年為原則，續約以一年為限，其情形特殊者得陳請校長同意續約

Article V Contract-based teacher shall not be included in the formal employee quota of CJCUC. Their term of the contract shall generally be one year and may be renewed for a maximum of one year. Under special circumstances, approval shall be obtained from the CJCUC President for further contract renewal.

第六條 專案教師續約時應辦理績效評量，其結果送請各級教師評審委員會審議，作為續約案審議之參酌依據。

培力型專案教師之績效評量應包含專案教師自評、教學績效評量、行政服務績效評量及總體績效評量，並召開校級績效評量會議進行綜合評定。績效評量總分達七十五分者為通過推薦續約。

教學型專案教師之績效評量應包含專案教師自評、教學績效評量及教學相關服務績效評量，並召開校級績效評量會議進行綜合評定。績效評量總分達八十五分者為通

過推薦續約。

前二項之校級績效評量會議委員由校長、副校長、秘書長、教務長、人資長、專案教師所屬教學單位一二級主管、行政服務單位一二級主管擔任；主席由校長擔任，並主持會議。主席因故不能主持會議時，由其指定委員一人代理主席。

約聘專案教授、約聘專案教授級專業技術人員、約聘專案副教授、約聘專案副教授級專業技術人員之績效評量得依其聘任需求適用第二項至第四項之規定。

約聘專案講師及約聘專案講師級專業技術人員之績效評量由其所屬教學單位逕行辦理，不適用第二項至第四項之規定。

Article VI To renew the contract of contract-based teacher, the performance shall be evaluated, and the evaluation result submitted to all levels of teacher review committees as a reference for deliberating the contract renewal application.

The performance evaluation for training-type contract-based teacher shall include self-evaluation, teaching performance evaluation, administrative service performance evaluation and overall performance evaluation of the contract-based teacher. A university-level performance evaluation meeting shall also be convened for general evaluation. Those who score a total of 75 points or above in their performance evaluation shall be approved for contract renewal.

The performance evaluation for teaching-type contract-based teacher shall include the self-evaluation, teaching performance evaluation, teaching-related service performance evaluation, and overall performance evaluation of the contract-based teacher. A university-level performance evaluation meeting shall also be convened for general evaluation. Those who score a total of 85 points or above in their performance evaluation shall be approved for contract renewal.

The committee members for the university-level performance evaluation meeting in the two preceding paragraphs shall comprise the University President, Vice President, Secretary-General, Dean of Academic Affairs, Dean of Human Resources Development, Level 1 or 2 supervisor from the teaching unit of the contract-based teacher, and Level 1 or 2 supervisor from the administrative service unit of the contract-based teacher. The University President shall be the chair of the committee and shall preside over the meeting. If the chair is unable to preside over the meeting for some reason, he or she shall appoint a member of the committee as representative.

The performance evaluation for contracted project professors, contracted professor-level project technicians, contracted project associate professors, and contracted associate professor-level project technicians may be based on the requirements of Paragraph 2 to Paragraph 4 in accordance with appointment needs.

The performance evaluation for contracted project lecturers and contracted lecturer-level project technicians shall be independently handled by their respective teaching units, and shall not be within the scope of the provisions of Paragraph 2 to Paragraph 4

第七條

培力型專案教師於二年契約期滿時，教學、研究、服務與輔導表現優異有具體事證者，得由聘任單位提出申請，轉任編制內教師。聘任單位提出申請時，應檢附該專案教師表現優異具體事蹟，並由該專案教師檢附未來二年發展規劃，作為轉

任案審議之參酌依據。

培力型專案教師二年契約期滿，未獲所屬聘任單位提出申請轉任編制內教師，或經提出申請未通過轉任者，本校即行終止契約。本辦法修正前已聘任之專案教師不適用。

第一項轉任編制內教師之規定，約聘專案講師及約聘專案講師級專業技術人員不適用之。

Article VII For training-type contract-based teacher who demonstrated excellence in teaching, research, research, service, and advising performance, their hiring unit may apply for them to become official faculty members at the expiration of their two-year contract. In their application, hiring units shall include specific evidence of the excellent performance of the said contract-based teacher, and the contract-based teacher shall also attach a development plan for the next two years as a reference for deliberating the application.

For training-type contract-based teacher, if their hiring unit did not apply for them to become official faculty members at the expiration of their two-year contract, or if the application is not approved, CJCUC shall terminate the contract. This provision shall not apply to contract-based teacher hired prior to the revision of this Regulations.

The provisions of Paragraph 1 for transfer to become an official faculty member shall not be applicable to contracted project lecturers and contracted lecturer-level project technicians.

第八條 培力型專案教師 依前條規定 轉任 編制內專任教師時，應依新聘教師聘任程序辦理審查後，提交各級教師評審委員會審議。專案教師聘任期間之年資，於重新聘任後不予採計，其資格經送教育部審查通過頒授教師證書後之服務年資，得比照編制內專任教師年資計算辦理升等。

Article VIII When training type teachers are transferred to become official faculty members in accordance with the provisions of the preceding articles, they shall be reviewed in accordance with the appointment procedures for new faculty. The number of years taught during their appointment as contract-based teacher shall not be included in the calculation of their seniority after their re-appointment. Their qualifications shall be submitted to the Ministry of Education for review. Upon approval, they shall be issued a teacher's certificate. Thereafter, their number of years of service may be calculated as with the seniority calculation for the promotion of official full-time faculty.

第九條 專案教師之契約期間、授課時數、報酬標準、差假、福利、保險及其他權利義務等事項以契約另訂之。

Article IX The contract period, teaching hours, remuneration standard, leave, welfare, insurance, and other rights and obligations of contract-based teacher shall be separately stipulated in the contract.

第十條 專案教師於契約有效期間，如因教學、研究、服務與輔導不力或有其他不當行為或違反契約履行義務時，經本校指正而未改善，本校得終止契約，予以解約，若有損害並得追償違約之損害賠償

Article X During the effective period of their contract, if contract-based teacher fail to improve poor teaching, research, service or advising performance, or other improper conduct or breach of contract after being admonished by CJCUC, CJUC may terminate the contract and may seek compensation for any damage resulting from the contract termination.

第十一條 本辦法經行政會議、校務會議通過後實施，修正時亦同。

Article XI This Regulations is implemented upon the approval of the Administrative Meeting and Institutional Affairs Meeting; likewise, any amendments.