

Chang Jung Christian University Hiring Regulations for Part-time Teachers

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- Article I The Regulations are formulated in accordance with the Ministry of Education's Measures for Appointment of Part-time Educators in Higher Education to standardize the teaching duties, rights and obligations of part-time teachers.
- Article II The "part-time teachers" referred to in the Regulations are defined as those engaged in teaching duties part-time in various department or institutes (centers) in the University, and who are qualified in accordance with the teacher classification and educator appointment regulations of the University Act and the University's regulations for hiring part-time teachers.
- Article III Except for part-time teachers with continuous lectures in both semesters of the academic year, Employment Contract is on a per semester basis. Employment term begins on the first day of each semester (February 1 or August 1) and ends on the last day of the semester (January 31 or July 31). However, upon hiring, if enrollment number for a course fails to meet criteria for the semester, the Employment Contract may be terminated in writing before the expiration of the employment term.
- Article IV The Employment Contract of part-time teachers with any one of the following shall be terminated during the effective period of the contract and couldn't be employed as a part-time teacher for life:
1. Those who found guilty of civil unrest, offenses against the external security of the state or economic crime in post Period of Mobilization for the Suppression.
 2. Found guilty of corruption in previous public duty
 3. Found guilty of offense defined in Article 2 Paragraph 1 of the Sexual Assault Crime Prevention Act.
 4. Found guilty of sexual assault by the University's Gender Equity Education Committee or relevant judicial committees.
 5. Those who found by the CJCUC Gender Equality Education Committee or relevant regulatory committees to have committed sexual harassment or sexual bullying shall have their employment terminated and shall not ever be employed as a part-time teacher.
 6. Those found by the CJCUC Gender Equality Education Committee or relevant regulatory committees to have been sentenced under the provisions of the Child and Youth Sexual Exploitation Prevention Act, or under the provisions of Article 20 or

Article 25 of the Sexual Harassment Prevention Act shall have their employment terminated and shall not ever be employed as a part-time teacher.

7. Those found by the Gender Equality Education Committee to have been charged by the various levels of social affairs authorities and sentenced under the provisions of the Article 97 of The Protection of Children and Youths Welfare and Rights Act, shall have their employment contract terminated and shall not ever be employed as a part-time teacher.
8. Knowledge of suspected campus sexual assault in school of employment but failed to report as required by the Gender Equity Education Act, resulting in repeat offense; or found guilty of forging, tampering, destroying or concealing evidence of sexual assault by CJCUC.
9. Found guilty of forging, tampering or destroying evidence of campus drug abuse by CJCUC.
10. Corporal punishment or bullying of students, resulting in serious physical and emotional trauma to the students.
11. Those found by CJCUC to have violated relevant laws and regulations shall have their employment terminated and shall not ever be employed as a part-time teacher.

Part-time teachers found in any of the circumstances specified in Subparagraphs 1 to 6 of the preceding paragraph shall have their employment terminated without requiring the deliberation of the Faculty Evaluation Committee.

Part-time teachers found in any of the circumstances specified in Subparagraph 7 or 10 of Paragraph 1 shall have their employment terminated upon the deliberation of the Faculty Evaluation Committee Meeting (where two-thirds or more of its members are present and one-half or more of those present approve of the termination.) Those found in any of the circumstances specified in Subparagraph 8,9 or 11 of Paragraph 1 shall have their employment terminated upon the deliberation of the Faculty Evaluation Committee Meeting where (two-thirds or more of its members are present and two-thirds or more of those present approve of the termination.)

Article V Part-time teachers found in any one of the following circumstances shall have their employment terminated, and shall not be employed as a part-time teacher for one to four years:

1. Those found by the CJCUC Gender Equality Education Committee or relevant regulatory committees to have committed sexual harassment or sexual bullying shall have their employment terminated.
2. Those found by the CJCUC Gender Equality Education Committee or relevant

regulatory committees to have been sentenced under the provisions of the Child and Youth Sexual Exploitation Prevention Act, or under the provisions of Article 20 or Article 25 of the Sexual Harassment Prevention Act shall have their employment terminated.

3. Those who engaged in corporal punishment or bullying of students that resulted in physical and mental harm to the students shall have their employment terminated
4. Those found by the Faculty Evaluation Committee to have been charged by the various levels of social affairs authorities and sentenced under the provisions of Article 97 of The Protection of Children and Youths Welfare and Rights Act shall have their employment terminated.
5. Those found by CJCJ to have violated relevant laws and regulations in their conduct shall have their employment terminated.

Part-time teachers found in any of the circumstances specified in Subparagraphs 1 or Subparagraph 2 of the preceding paragraph shall have their employment terminated without requiring the deliberation of the Faculty Evaluation Committee.

Part-time teachers found in any of the circumstances specified in Subparagraph 3 or 4 of Paragraph 1 shall have their employment terminated upon the deliberation of the Faculty Evaluation Committee Meeting (where two-thirds or more of its members are present and one-half or more of those present approve of the termination.) Those found in any of the circumstances specified in Subparagraph 5 of Paragraph 1 shall have their employment terminated upon the deliberation of the Faculty Evaluation Committee Meeting (where two-thirds or more of its members are present and two-thirds or more of those present approve of the termination.)

Article VI After they have been appointed, part-time teachers found in any one of the following circumstances shall have their employment terminated upon the deliberation and approval of the Faculty Evaluation Committee Meeting:

1. Those found lacking diligence in their teaching or incompetent in their job.
2. Those found in serious violation of their contract.

Part-time teachers found in any of the circumstances specified in the preceding paragraphs shall undergo deliberation by the Faculty Evaluation Committee Meeting where two-thirds or more of its members are present and the consensus is reached by two-thirds or more of those present.

Article VII Those found in any one of the following circumstances shall not be appointed as part-time teachers and CJCJ shall terminate the employment of those who have already been appointed:

1. Those found in any of the following circumstances described in Paragraph 1 of Article IV.

2. Those found in any of the following circumstances described in Paragraph 1 of Article V shall not be appointed for one to four years according to the deliberation outcome.
3. Those found in any of the following circumstances described in the various subparagraphs of Article 14 Paragraph 1 and Article 19 Paragraph 1 Subparagraph 1 of the Teachers' Act.
4. Those found in any of the following circumstances described in the various subparagraphs of Article 15 Paragraph 1 and Article 19 Paragraph 1 Subparagraph 2 of the Teachers' Act shall not be appointed for one to four years according to deliberation outcome.
5. Those found in any of the following circumstances described in Paragraph 1 of Article 18 of the Teachers' Act shall not be appointed for six months to three years according to deliberation outcome.
6. Those found in any of the following circumstances described in Paragraph 1 Subparagraph 1 and the first part of Paragraph 3 of Article 27 of the Gender Equity Education Act.
7. Those found in any of the following circumstances described in Paragraph 1 Subparagraph 2 and the second part of Paragraph 3 of Article 27 of the Gender Equity Education Act shall not be appointed for one year to four years according to deliberation outcome.

Those found in any of the circumstances described in the various subparagraphs of the preceding paragraphs, and who have been reported to have violated the provisions of Article VIII, Article 20 Paragraph 1 of the Teachers' Act, or Article 27-1 Paragraph 4 of the Gender Equality Education Act shall not be appointed if they are not yet appointed.

Those who have already been appointed shall have their employment immediately terminated without requiring the deliberation of the Faculty Evaluation Committee, the Gender Equality Education Committee, or relevant regulatory committees. Those who have not violated the provisions of Article VIII, Article 20 Paragraph 1 of the Teachers' Act, or Article 27-1 Paragraph 4 of the Gender Equality Education Act shall be handled in accordance with the provisions of Article IV or Article V. Those who have not yet been hired shall not be appointed; those who have been appointed shall have their employment terminated.

Article VIII CJCUC shall report and shall gather, inquire, process and use the information of part-time teachers found in the circumstances described in Article IV Paragraph 1, Article V Paragraph 1, or the preceding article. Prior to hiring a teacher, an inquiry shall be made to determine if he or she has any of the circumstances described in the preceding article; and regular inquiry shall be conducted for those already appointed. The reporting, information gathering, inquiry, processing and use, and other relevant matters may be handled in

accordance with the provisions of the Regulations Governing the Reporting and Information Gathering, Inquiry, Processing and Utilization of Incompetent Education Personnel.

Article IX Part-time teachers found in any one of the circumstances described in the following subparagraphs shall have their employment temporarily suspended:

1. Those on an arrest warrant or detained in accordance with the criminal procedure.
2. Those sentenced to deprivation of citizens' rights in accordance with the Criminal Code.
3. Those sentenced to imprisonment and serving their sentence in a correctional facility in accordance with the Criminal Code.

Article X Within one month of receiving notification of the involvement of part-time teachers in any of the following situations during the period of their employment contract, CJCUC shall temporarily suspend their employment for six months or less upon the deliberation and approval of the Faculty Evaluation Committee Meeting to await investigation. If necessary, the suspension shall be extended twice for another duration upon the deliberation and approval of the Faculty Evaluation Committee Meeting. Each extension of the suspension shall not exceed three months. The suspension duration of the employment shall not exceed the effective date of the employment contract. Those found involved according to the investigation shall be handled in accordance with the provisions of Article IV or Article V:

1. Those found in the circumstances described in Paragraph 1 Subparagraphs 4-6 of Article IV.
2. Those found in the circumstances described in Paragraph 1 Subparagraph 1 or Subparagraph 2 of Article V.

For part-time teachers involved in any one of the circumstances in the following subparagraphs during the period of their employment contract, CJCUC shall temporarily suspend their employment for three months or less to conduct the necessary investigation upon the deliberation and approval of the Faculty Evaluation Committee Meeting. If necessary, the duration of the suspension shall be extended once upon the deliberation and approval of the Faculty Evaluation Committee Meeting. Each extension of the suspension shall not exceed three months. The suspension duration of the employment shall not exceed the effective date of the employment contract. Those found involved according to the investigation shall be handled in accordance with the provisions of Article IV or Article V:

1. Those found in the circumstances described in Paragraph 1 Subparagraphs 7-11 of Article IV.
2. Those found in the circumstances described in Paragraph 1 Subparagraphs 3-5 of

Article V.

The circumstances described in the preceding two paragraphs shall be determined by the deliberation of the Faculty Evaluation Committee Meeting where one-half or more of its members are present and the consensus is reached by one-half or more of those present.

Article XI Part-time teachers whose employment is suspended in accordance with the provisions of Subparagraph 2 and Subparagraph 3 of Article IX shall not be issued hourly fees during the period of their employment suspension.

Part-time teachers whose employment is suspended in accordance with the provisions of Subparagraph 1 of Article IX and Paragraph 1 of the preceding article shall not be issued hourly fees during the period of their employment suspension. Upon the dismissal of the reason for the suspension, those whose employment contract has not been terminated shall have their withheld hourly fees during the suspension repaid in full.

Part-time teachers whose employment is suspended in accordance with the provisions of Paragraph 2 of the preceding article shall be issued one-half of their hourly fees during the period of their employment suspension. Those whose employment contract has not been terminated following investigation shall have the other one-half of their withheld hourly fees during the suspension repaid.

Article XII CJCUC shall notify in writing those whose employment has been terminated in accordance with the provisions of Article III, Article IV Paragraph 1, Article V Paragraph 1, Article VI Paragraph 1 or Article VII Paragraph 1; or whose employment has been suspended in accordance with the provisions of Article IX or Paragraphs 1 or 2 of Article X. In addition, CJCUC shall also provide the reason for the action, and the method, period, and handling agency for appeal in case of objection.

Article XIII Remuneration for part-time teachers are based on hourly pay and remitted monthly by the University. The hourly pay is calculated according to the University's accounting method for hourly teaching fees for teachers.

If there is no lecture due to natural disasters stopping from going to work or school, or national holidays, the University will still pay hourly teaching fees for part-time teachers. The hourly fee in this provision refers to general remuneration for teaching activities such as designing and planning curriculum, preparing teaching material, lecturing, correcting student assignments and tests, and answering student course work questions.

Article XIV Part-time teachers shall not be absent from class for no reason. Teachers unable to be present shall apply for leave of absence in advance, arrange for make-up class and notify the Office of Academic Affairs.

Number of leave days for part-time teachers are based on Article 3 of the Teachers Leave of Absence Regulations and handled according to the following regulations:

1. Menstrual leave: One calendar day of menstrual leave per month, and shall not applied in segments. The number of days is limited to no more than 3 calendar days per academic year, and is not included as part of sick leave. Additional leaves shall be calculated as part of sick days.
2. Pregnancy bed rest: Leave shall be given according to prescribed bed rest for preventing preterm labor. Teaching hours during the leave shall calculated as part of sick leave.
3. Maternity and miscarriage leave: The number of days is calculated as for full-time teachers, and shall be applied in its entirety.
4. Leave for bone marrow or organ donation leave is given according to need.
5. Number of days of ceremonial leave for indigenous teachers shall be given according to the announcement of the Council of Indigenous Peoples for various tribes.
6. The number of days for marriage leave, prenatal leave, paternity leave, personal leave, family care leave, sick leave and bereavement leave is calculated by dividing the average number of course hours per week by 40 hours, multiplied by the number of holidays, then multiplied by 8 hours. Segments less than one hour is counted as one hour. Leave may be applied in hourly segments.

The University shall continue to remunerate hourly pay to part-time teachers for leave based on the above regulations, and shall pay for make-up class and hourly fee for substitute teachers.

However, sick leave exceeding the number of hours specified in the first paragraph shall be offset by personal leave. Hourly fee shall not be remunerated for total hours of personal and family care leave exceeding the hours specified in the first paragraph. The categories and regulations of leave not specified in the second paragraph shall be in accordance with the University's leave of absence regulations for full-time teachers.

Re-arrangement, make up and substitute for missed classes due to the leave of absence of part-time teachers shall be in accordance with relevant University regulations.

Article XV Part-time teachers who meet the qualifications of the Labor Insurance Statutes, Employment Insurance Act or National Health Insurance Act shall be insured through the University for labor insurance, employment insurance and national health insurance during the effective period of their Employment Contract. Procedures for joining and withdrawing from the aforementioned insurances shall be handled in accordance with the procedures prescribed by the respective competent authority.

Article XVI Part-time teachers with no professional insurance and who meet the qualifications of the Labor Pension Statues shall be paid monthly pension in accordance with the Labor Pension Act during the effective period of their Employment Contract.
The "no professional insurance" mentioned in the preceding paragraph refers to part-

time teachers without any one of the following insurance identities:

1. Military insurance.
2. Civil servant and teacher insurance.
3. Farmer insurance.
4. Labor insurance from full-time employment:
 - (1) Insured through an organization or school: Full-time paid staff of an organization or school.
 - (2) Not insured through an organization or school:
 - (i) Employed full-time by a public or private business and organizations.
 - (ii) Business owner or self-employed.
 - (iii) Self-employed professional and technical personnel.
5. Those receiving lump (installment) payment of pension (employment, military) according to relevant pension (employment, military) regulations.

Article XVII During their term of employment, part-time teachers shall fulfill the following obligations:

1. Comply with the terms of the Employment Contract and uphold the reputation of the University.
2. Actively protect the rights and interests of students.
3. Implement teaching activities in accordance with relevant laws and regulations and the University curriculum.
4. Conscientiously abide by the ethics and professionalism of the teaching profession.
5. Unless stipulated by the law, the personal or family information of students shall not be disclosed.
6. Other obligations stipulated by laws and regulations.

The University is a Christian school. Part-time teachers shall agree to uphold the philosophy and spirit of the University, and uphold smoking ban on campus to achieve a Smoke-free Campus.

Article XVIII Any matters not addressed in the Regulations shall be handled in accordance with relevant provisions of the Ministry of Education and the University.

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

Article XX The Regulations are formulated and approved by the University Affairs Meeting on June 5, 2017, and effective on August 1, 2017.