

Chang Jung Christian University Part-Time Teacher Appointment

Approved on May 25, 2017 by the 4th Administrative Meeting of Academic Year 2016 Semester 2.

Approved on June 5, 2017 by the end-of-semester University Affairs Meeting of Academic Year 2016 Semester 2.

Revised and approved and on June 29, 2017 by the 5th Administrative Meeting of Academic Year 2016 Semester 2.

Revised and approved on October 2, 2017 by the beginning-of-semester University Affairs Meeting of Academic Year 2017 Semester 1.

Revised and approved and on September 10, 2020 by the 2nd Administrative Meeting of Academic Year 2020 Semester 1.

Revised and approved on September 28, 2020 by the beginning-of-semester University Affairs Meeting of Academic Year 2020 Semester 1.

Revised and approved and on March 3, 2022 by the 2nd Administrative Meeting of Academic Year 2021 Semester 2.

Revised and approved on March 7, 2022 by the beginning-of-semester University Affairs Meeting of Academic Year 2021 Semester 2.

Article I Relevant teaching activities, rights and obligations shall be handled by the part-time teacher in accordance with the terms of this Teacher Appointment.

Article II Except for the part-time teachers with continuous lectures in both semesters of the academic year, Teacher Appointment 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 the enrollment number for a course fails to meet criteria for the semester, the Teacher Appointment may be terminated in writing before the expiration of the employment term.

Article III The University may terminate the contract of part-time teachers found in violation of **Article 5, Paragraph 1, Article 6, Paragraph 1, Article 7, Paragraph 1 and Article 8, Paragraph 1** of the Ministry of Education's Measures for Appointment of Part-time Educators in Higher Education during the effective term of their Teacher Appointment.

Should part-time teachers be implicated in the violations of Paragraph 1 of Article 10 and 11 during the effective period of the Teacher Appointment, the University shall suspend the Teacher Appointment and in accordance with relevant University regulations.

Article IV 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 classes are cancelled due to natural disaster or public holidays, the University shall continue to pay part-time teachers their hourly fees.

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.

If the part-time teacher is suspended due to the implicated in the violations of Articles 10 and 11, the regulation of hourly pay shall be in accordance with Article 12 of the Ministry of Education's Measures for Appointment of Part-time Educators in Higher Education.

Article V 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.

Part-time teachers have the right to leave during the period of their employment.

The request for leaves shall be calculated in accordance with article 3 of the "Teachers Leave of Absence Regulations" and handled according to Article 9 of the "Employment Regulations for Part-time teachers at Junior Colleges and Institutions of Higher Education"

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 VI 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 validity 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.

for non-Part-time teachers 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.

For “non-part-time teacher” mentioned in the preceding paragraph is defined in accordance with Article 20, Paragraph 2 of the Measures for Appointment of Part-time Educators in Higher Education and the Article 16, Paragraph 2 of the University's Hiring Regulations for Part-time Teachers.

Article VII When teaching, advising, training, assessing, managing, counseling or providing students with work opportunities, part-time teachers shall not engage in relationships of sexual or gender related nature, and shall not develop relationships that violate professional ethics. Part-time teachers shall excuse themselves from teacher-student relationships with such concern and report to the University for handling.

Teachers shall respect the sexual or physical autonomy of self and others, avoid unwelcomed pursuits, and shall not resort to coercion or violence in dealing with sexual or gender-related conflicts.

Article VIII For the purpose of University affairs or human resource operations, the University shall collect and process the personal information of its part-time teachers, and use the information for official purposes. The information shall not be used for commercial gain.

Article IX The University is a smoke-free campus. Teachers are strictly prohibited from smoking on campus.

Article X Part-time teachers who believe that the University's measures for their termination or suspension of Teacher qualification appraisal and result, appointment, remuneration, leave and pension are illegal or inappropriate, and undermining of their rights and interests, may seek remedy in accordance with the grievance procedure of the Teachers' Act.

Article XI After carefully reading the Teacher Appointment, sign and mail or personally submit the contract to the University's Office of Human Resource Development within 1 week. Those who fail to do so shall be regarded as relinquishing the position. Those who relinquish the position shall return this Employment Contract and Letter of Appointment for cancellation.

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

Article XIII This contract has been approved upon the executive council and University Affairs council, and subsequent approval by the University President; the same procedures shall be applied to any amendment.