

Employment Contract

2019.05.29 amended and approved by the 2nd University
Council of the 2nd Semester of Academic Year 2018/19
2022.05.23 amended and approved by the 1st University
Council of the 2nd Semester of Academic Year 2021/22

- I. The remuneration of full-time faculty members shall be handled in accordance with the *Teacher Remuneration Act* and relevant regulations.
- II. The basic weekly teaching hours for full-time faculty members are as follows: Professor - 8 hours, Associate Professor - 9 hours, Assistant Professor - 9 hours, Lecturer - 10 hours. For those who concurrently hold administrative positions or other jobs, the teaching hours may be reduced accordingly as stipulated.
- III. During the period of overtime pay for full-time faculty members, the payment shall be based on the actual teaching period and limited to a maximum of 4 hours per week, as specified by the Ministry of Education. Hourly pay shall not be provided during the winter and summer vacations when classes are not taught.
- IV. Full-time faculty members have the responsibility to provide guidance on students' psychology, morals, life, and behavior. The general principle is to be present at school for a minimum of 4 days per week.
- V. Full-time faculty members have the obligation to engage in research, teaching, service, serve as class advisors, provide guidance to clubs, and participate in various committee meetings assigned by the University.
- VI. Faculty members must obtain prior consent from the University before taking part-time jobs or teaching outside the University. The maximum limit for part-time teaching is 4 hours per week.
- VII. In the event of full-time faculty members resigning during the contract period, they must submit a resignation notice one month in advance and obtain the University's approval before leaving the position. Those who do not wish to reapply upon the expiration of the contract should provide written notice to the University one month before the end of the contract.
- VIII. Full-time faculty members must undergo evaluation once every three years. The initial review and re-evaluation shall be conducted by the College Evaluation Committee and the University Evaluation Committee in sequential order.
- IX. Newly appointed Assistant Professors are exempt from evaluation within the first six years of employment. However, they must meet the basic promotion requirements of their department and submit their first promotion application within six years of employment. They are also required to be promoted to Associate Professor within eight years. Newly appointed Associate Professors must meet the basic promotion requirements of their department within eight years of employment and submit their first promotion application.

They must be promoted to Professor within ten years. However, this limitation does not apply to those who are promoted from Assistant Professor to Associate Professor. Failure to submit a promotion application within the specified timeframe or failure to pass the promotion evaluation will result in no salary increase from the following academic year, prohibition from engaging in part-time jobs or teaching inside or outside the school, and mandatory guidance and teacher evaluation from the department until the promotion is approved.

- X. The handling of cases where a promotion application is not submitted within the specified timeframe or the promotion evaluation is not passed is as follows:
1. Those who fail to submit a promotion application within the specified timeframe shall undergo the first evaluation based on their overall performance in the most recent three years, starting from the following academic year.
 2. Those who fail the promotion evaluation and have not been promoted within the eighth year of being a newly appointed Assistant Professor or within the tenth year of being a newly appointed Associate Professor shall undergo the first evaluation based on their overall performance in the most recent three years, starting from the following academic year.
 3. Those who pass the first evaluation shall undergo teacher evaluation every two years until the promotion is approved. If the previous evaluation does not meet the standards, they shall be re-evaluated based on their overall performance since the last evaluation within two years, with the passing standards adjusted according to the proportion of evaluated years.

If the standards are not met in the second evaluation, except for those eligible for retirement who may apply for retirement, the violations of the employment contract shall be reviewed by the Department, College, and University Evaluation Committees. With the attendance of at least two-thirds of the committee members and approval of at least two-thirds of the attending members, it shall be submitted to the competent educational administrative authority for approval, and the contract shall not be renewed. If dismissal is appropriate due to the severity of the situation, it shall be handled in accordance with the provisions of the *Teachers' Act*.

- XI. In the case of full-time faculty members failing to meet the evaluation standards, they shall not be promoted or receive a salary increase from the following year, and the following measures may be taken depending on the situation: adjustment of their basic teaching hours, prohibition from serving as committee members of any level of teacher evaluation committees, prohibition from engaging in part-time jobs or teaching inside or outside the University, prohibition from applying for research leave, prohibition from applying for official overseas lecturing, research, or further studies. Within two years, they should undergo evaluation again based on their overall performance in the past four to five years. If they still do not pass the evaluation, except for those eligible for retirement who may apply for retirement, the violations of the employment contract shall be reviewed by the

Department, College, and University Evaluation Committees. With the attendance of at least two-thirds of the committee members and approval of at least two-thirds of the attending members, it shall be submitted to the competent educational administrative authority for approval, and the contract shall not be renewed. If dismissal is appropriate due to the severity of the situation, it shall be handled in accordance with the provisions of the *Teachers' Act*.

- XII. The industry-university cooperation is based on the University as the contracting entity. Full-time faculty members are not allowed to enter into contracts directly with agencies without going through the University's administrative procedures for commissioned research. Contracts should be signed by the University with designated representatives.
- XIII. When engaging in teaching, mentoring, training, evaluation, management, counseling, or providing work opportunities to students, full-time faculty members must not develop relationships that violate professional ethics in interpersonal interactions related to sex or gender. If a teacher discovers a potential violation of professional ethics in the teacher-student relationship, they should proactively recuse themselves or report it to the University for handling.
- XIV. Full-time faculty members should respect the autonomy of others and themselves in terms of sex or physicality, avoid unwanted pursuit behaviors, and must not handle conflicts related to sex or gender using coercion or violence.
- XV. Full-time faculty members must not violate Article 227 of the *Criminal Code of the Republic of China*, which pertains to sexual intercourse or obscene acts with individuals under the age of 14 or between the ages of 14 and 16.
- XVI. If full-time faculty members violate the terms of the employment contract in a significant manner, the University may terminate, suspend, or not renew their contract in accordance with the relevant provisions of the *Teachers' Act*.
- XVII. For matters not specified herein, they shall be handled in accordance with the relevant provisions of the *Act Governing the Appointment of Educators* and its *Enforcement Rules*, the *Teachers' Act* and its *Enforcement Rules*, the *University Act* and its *Enforcement Rules*, as well as the *Regulations on Faculty Evaluation at National Dong Hwa University*.