

NATIONAL TAIWAN UNIVERSITY
Application for Full-time Faculty Members/Research Fellows to Extend
Part-time Work Hours During Summer and Winter Vacations

College (or Center)	Academic Program	Name	Job Title (Including adjunct administrative titles)
Name of Organization/School		Part-time Job Title	Duration
			From _____ (yyyy/mm/dd) To _____ (yyyy/mm/dd)
			From _____ (yyyy/mm/dd) To _____ (yyyy/mm/dd)
			From _____ (yyyy/mm/dd) To _____ (yyyy/mm/dd)
<p>1. Part-time work hours during summer and winter vacations: _____ hours per week.</p> <p>2. Reasons for undertaking part-time work:</p> <p>3. Benefits of undertaking part-time work:</p> <p>4. Other:</p>			
Applicant's Seal and Signature	Academic Program Comments	College (or Center) Comments	
	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected (Please check one) Academic Program Chair's Seal:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected (Please check one) College Dean/ Center Director's Seal:	
Approved by the Personnel Office			
Processing Clerk	Division Director	Senior Executive Officer	Director

Approved by

Vice President for Academic Affairs

Secretary-General

Executive Vice President

(In accordance with the principles of delegation of duties, the Executive Vice President is authorized to ratify the document.)

Notes: In accordance with Article 7 of the *Guidelines Regulating Part-time Work Undertaken by Full-time Teachers of All Levels of Public Schools*, “(Paragraph 1) when a faculty member’s part-time job primarily consists of regular duties, the total number of working hours shall not exceed 8 hours per week. (Paragraph 2) The number of part-time work hours allowed during summer and winter vacations for faculty members teaching at the junior college level or above may be determined at the discretion of the school, and is not subject to the restrictions of the preceding paragraph.” **In order to encourage NTU faculty members to conduct research, partake in social service, and initiate industry-academia collaboration projects, thereby decreasing the academic-practice gap, faculty members may apply to extend their part-time work hours during summer and winter vacations to up to 40 hours per week. (The same shall apply to research fellows).**