

# NATIONAL TAIWAN UNIVERSITY

## Application for Full-Time Faculty Members/Research Fellows Teaching Off-Campus Part-Time

108.09.09

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| College<br>(center)   |   | Academic<br>program  |  |
| Name  |   | Job title  |  |
| Name of part-time school and academic program                   | School name   | Part-time job title  |  |
|   | Academic program name   | Part-time work period  | From _____ (YYYY/MM/DD)<br>to _____ (YYYY/MM/DD)   |
| Part-time course title  |   | Part-time teaching hours   |  |
| Were you teaching part-time during your sabbatical?             | <input type="checkbox"/> Yes; my approved sabbatical was from _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)<br><input type="checkbox"/> No   |  |  |
| New faculty members only<br>(been at NTU for two years or less) | Onboard date  | Did you have a basic teaching hour requirement in the previous semester? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>Were you approved for a reduction in or exemption from basic teaching hours?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Signature of the applicant                                      | Date: _____ (YYYY/MM/DD)  |  |  |
| Opinion of the academic program                                 | <input type="checkbox"/> The applicant's off-campus part-time teaching does not compromise the teaching and research of our academic program.<br><input type="checkbox"/> The applicant's _____ hours of teaching hours (including thesis and academic advising) meet NTU's basic teaching hour requirements.<br><input type="checkbox"/> The applicant's part-time job application during their sabbatical was passed and approved by the academic program's _____ (ordinal number) Faculty Evaluation Committee on _____ (YYYY/MM/DD).<br><br>Approval stamp of reviewer of academic program teaching hours:<br><br>Approval stamp of the supervisor:<br><br><div style="text-align: right;">Date: _____ (YYYY/MM/DD)</div> |  |  |
| Opinion of College (center)                                     | <input type="checkbox"/> Part-time teaching approved.<br><input type="checkbox"/> The applicant's latest review failed to meet standards, and thus the applicant may not teach off-campus part-time. The original application will be returned to the applicant, and a photocopy of the application will be forwarded to the applicant's academic program for reference.<br>Approval stamp of the reviewing personnel:<br><br>Approval stamp of the supervisor:<br><br><div style="text-align: right;">Date: _____ (YYYY/MM/DD)</div>   |  |  |

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| Opinion of the Office of Academic Affairs<br>(Curriculum Division)  | <input type="checkbox"/> The applicant meets NTU's basic teaching hour requirements<br><input type="checkbox"/> The applicant does not meet NTU's basic teaching hour (including thesis and academic advising) requirements<br><br>Processing Clerk:<br><br>Division Director:   |
| Opinion of the Personnel Office   | <input type="checkbox"/> Checked and verified for compliance with part-time teaching regulations and submitted for approval.<br><input type="checkbox"/> Other:<br><br>Processing Clerk    Division Director<br><br>Senior Executive Officer    Director |
| Submitted to the following personnel for approval:<br>Vice President for Academic Affairs<br>Vice President for Research and Development<br>[This application shall be reviewed by all levels of responsible personnel with the final decision made by the Vice President for Academic Affairs if the applicant is a faculty member or the Vice President for Research and Development if the applicant is a research fellow] |  |
| <b>For important matters and related regulations, please see the next page.</b>   |  |

Notes

1. If a full-time faculty member (research fellow) wishes to hold a concurrent position off-campus, they must complete and submit this form seeking permission from National Taiwan University (NTU) if the school where they are teaching part-time has not sent an official letter requesting permission from NTU. This application form is not necessary if the school has already sent an official letter to NTU requesting permission.
2. For full-time faculty members teaching part-time off campus, the NTU *Directives Governing Full-Time Faculty Members Engagement in Off-Campus Part-Time Teaching* (“the Directives”) shall be in effect.
3. Full-time faculty members taking on part-time teaching off-campus shall do so **during daytime office hours and for no more than four hours per week**.
4. A faculty member's concurrent position part-time teaching shall not compromise the quality of their job at NTU. They shall continue to meet all NTU basic teaching hour and job requirements. Schools where faculty members intend to teach part-time shall first write a letter to NTU for approval. The basic teaching hour requirements as described in the preceding paragraph shall be calculated as **the number of teaching hours from the semester before** the faculty member in question is to teach off-campus on a part-time basis. If the faculty member fails to meet the basic weekly teaching hour requirements, the average teaching hours of the previous two semesters may apply. However, exceptions to this rule may be made under special circumstances with approval.
5. Faculty members **may not** engage in off-campus part-time teaching under any of the following circumstances:
  - (1) The nature of the off-campus course is inherently different from that taught at NTU.
  - (2) The school offering the course is an institution at a level equivalent to or below a junior college.
  - (3) The faculty member in question is a new faculty member who has not met the basic teaching hour requirements for the previous semester.
  - (4) The faculty member is an assistant professor who has been approved for a reduction in or exemption from basic teaching hours within two years upon their appointment.
  - (5) The faculty member failed the most recent evaluation.
  - (6) The faculty member has committed violations stipulated in the NTU *Directives for Handling Violations of Faculty Accreditation Review Regulations and Academic Integrity*, where the review results prohibit the faculty member from teaching part-time.
  - (7) There are other regulations in place prohibiting the faculty member from teaching part-time.
6. If NTU and another school have a collaborative relationship or if there is a special need, and the other school hiring the full-time faculty member to teach part-time notifies NTU in writing for prior approval, then the faculty member teaching part-time may not be subject to the regulations stipulated in Article 3 and Article 4, Subparagraphs 1-3 of the Directives.
7. The Directives shall apply mutatis mutandis to full-time specialists, contract faculty members appointed with the University Endowment Fund, and visiting faculty members. Except for the stipulations related to NTU’s basic teaching hour requirements, the Directives shall apply

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|                                       | <p>mutatis mutandis to quota-based research fellows and contract research fellows appointed with the University Endowment Fund.</p> <p>8. Article 13 of the <i>Directives Governing Sabbatical Leave for Professors and Associate Professors</i> stipulates the following: Faculty members on sabbatical leave shall conduct academic research approved by the University. Those who plan to engage in work unrelated to their research project may only do so with the prior permission given by the Faculty Evaluation Committee of their respective academic program.</p> |
| <p>Important relevant regulations</p> | <ol style="list-style-type: none"> <li>1. NTU <i>Directives Governing Full-Time Faculty Members Engagement in Off-Campus Part-Time Teaching</i></li> <li>2. NTU <i>Directives Governing Sabbatical Leave for Professors and Associate Professors</i></li> <li>3. <i>Full-Time Faculty Members/Research Fellows Appointments</i></li> </ol>   |