

東海大學約聘外籍專案教師聘任辦法

110年4月14日第3次行政會議通過

111年8月31日第6次行政會議修正通過

第一條 本校為因應教學需求，特訂定「東海大學約聘外籍專案教師聘任辦法」（以下簡稱本辦法）。

第二條 本辦法所稱之外籍專案教師，係指以約聘方式進用具碩士學歷之外籍教師，其聘任應經三級教師評審委員會審議通過後予以聘任。

第三條 外籍專案教師之聘任，聘期為一學年，第二學期起聘者，其初聘為一學期。聘期屆滿如擬續聘，應由聘任單位之教師評審委員會評估通過後，經該單位所屬之學院、校二級教師評審委員會審議通過後予以續聘，聘期以三年為限。

第四條 外籍專案教師依教育人員任用條例之遴聘資格聘任者，比照編制內專任教師資格審查規定辦理審查教師資格並發給教師證書；符合升等條件者，得比照辦理升等審查。待遇比照專任教師支給，續聘時得予提敘。

第五條 外籍專案教師每週基本授課時數為14小時，上限為18小時，不得於校外兼課兼職，並應協助該院、系(學程、中心)相關活動及主管交辦業務。國際學院外籍專案教師得因專業課程安排，其授課時數以12小時為原則，並另安排課外學習輔導工作。

第六條 外籍專案教師聘約期間補助項目及權益事項如下：

- 一、住宿費：聘約期間配住校內宿舍，如於校外租屋者，每月補助住宿費新臺幣陸仟元整。
- 二、保險費：於聘期內依其薪資投保級距參加勞工保險及全民健康保險。
- 三、退休金：由學校依勞工退休金條例第七條第二項及第十四條第二項規定之退休金提繳率上限提繳退休金，未符該條例規定者，比照各機關學校聘僱人員離職給與辦法之規定辦理。
- 四、慰助金：聘期屆滿未獲再聘，且無「專科以上學校進用編制外專任教學人員實施原則」第六點及第七點所訂情事者，比照勞工退休金條例第十二條規定，按其於學校服務年資發給慰助金，每滿一年發給二分之一個月之平均薪酬，未滿一年者，以比例計給；最高以發給六個月平均薪酬為限。

第七條 外籍專案教師不得擔任聘任院、學系(學程、中心)教師評審委員會委員，但具擔任其聘任單位(院、系、學程、中心)之其他委員會委員資格。

第八條 外籍專案教師於聘約有效期間，有教師法所訂停聘、解聘及不續聘之情節者，本校應予以解聘。

第九條 本辦法經行政會議通過後實施。

THU Hiring Regulations for Overseas Project-based Faculty

Passed; the 3rd Executive Meeting on April 14, 2011
Amended; the 6th Executive Meeting on August 31, 2022

- Article 1. THU Hiring Regulations for Overseas Project-based Faculty (hereafter referred to as “the Hiring Regulations”) are established as follows to meet the needs of English teaching at Tunghai University.
- Article 2. “Overseas Project-based Faculty” refers to overseas teaching fellows on short-term, project-based appointments. The hiring qualifications shall be in accordance with the qualifications for other THU lecturers who hold a Master’s degree and teachers will be appointed after the approval of the Department/Center, College, and University Faculty Affairs Committees.
- Article 3. The length of appointment is one year or one semester if starting from the second semester. A renewal of the yearly contract is feasible for up to three years at most if the overseas lecturer passes the Department/Center’s yearly evaluation and is approved by the College and University Faculty Affairs Committees.
- Article 4. The University will review the teaching qualifications of overseas project-based faculty members in accordance with the employment regulations governing University faculty before issuing them MOE teaching certificates. In addition, those who are qualified for promotion shall follow the same procedures as for regular full-time faculty members. There will be a pay raise upon renewal of the appointment.
- Article 5. Overseas project-based faculty will teach at least 14 hours per week with a maximum weekly teaching load of 18 hours and may not teach/work part-time at other schools/companies. They are required to organize and host activities outside of class hours and complete other tasks as assigned by the Department Chair (Center Director).
- Overseas project-based faculty at the International College teach 12 hours with additional engagements in outside-class counseling.
- Article 6. The subsidies, rights, and privileges of overseas project-based faculty members during the contract period are as follows:
- Housing: THU will provide on-campus housing for each fellow during their appointment. For off-campus rental, the monthly subsidy is NT\$ 6,000.
 - Insurance: THU will offer each overseas project-based teaching fellow Labor Insurance and National Health Insurance according to the faculty’s salary level.
 - Pension: The University shall pay the pension pursuant to the upper limit of the pension contribution rate stipulated in Article 7, Paragraph 2 and Article 14, Paragraph 2 of the Labor Pension Act. Payments for employees who do not qualify for the Labor Pension Act shall be handled in accordance with the school regulations.

- d. End of Contract Gratuity: Teachers whose appointment is not renewed and who are not in violation of Points 6 and 7 of the regulations for the recruitment of full-time faculty members shall receive an end of contract gratuity, based on their term of service under Article 12 of the Labor Pension Act. Those who work a full year shall be issued one half of a month's average salary; those who work less than one year shall be paid in proportional terms. The maximum amount is limited to a total sum equaling a six-month salary.

Article 7. Overseas project-based faculty will be eligible to serve on any departmental committees except the Faculty Affairs Committee.

Article 8. THU may terminate the contract during the appointment if the teacher has committed a serious offense leading to a dismissal or discontinuation of the contract as stated in the Teacher's Act

Article 9. The Regulations are in effect after passing the Executive Meeting.