亞洲大學教師授課時數暨鐘點費核計要點

90.10.11 第 3 次行政會議通過
90.12.11 第 3 次教務會議修訂通過
91.1.17 第 4 次行政會議修訂通過
92.1.20 第 3 次行政會議修訂通過
94.1.12 93 學年度第 3 次行政會議修訂通過
94.6.1 93 學年度第 4 次行政會議通過修正第 2、3、6、14、17 點條文
94.6.24 健管秘字第 9402659 號函發布
95.1.18 94 學年度第 6 次行政會議修正規章體例、文字及項次變更
95.2.15 亞洲秘字第 9500585 號函發布
95.11.15 95 學年度第 2 次行政會議通過修正 5、8、9、11、15 點條文
95.12.13 亞洲秘字第 0950006326 號函發布
96.5.9 95 學年度第 5 次行政會議通過修正第 3、5、10、11 點
96.05.28 亞洲秘字第 0960003165 號函發布
97.10.29 97 學年度第 3 次行政會議通過修正第 3、5 點條文
97.11.07 亞洲秘字第 0970008316 號函發布
98.5.15 97 學年度第 9 次行政會議通過修正第 7 點條文
98.6.1 亞洲秘字第 0980004807 號函發布
98.12.9 98 學年度第 5 次行政會議通過修正第 5 點條文；增訂第 6 點條文；原第 6、7、8、9、10、11、12、13、14、15、16、17、18 點條次變更
99.1.12 亞洲秘字第 0990000300 號函發布
99.5.19 98 學年度第 10 次行政會議通過修正第 14 點條文
99.6.7 亞洲秘字第 0990005508 號函發布
99.9.15 99 學年度第 2 次行政會議通過
99.10.12 亞洲秘字第 0990010156 號函發布
100.6.22 99 學年度第 12 次行政會議通過修正第 14 點條文
100.7.1 亞洲秘字第 1000008317 號函發布
100.7.27 99 學年度第 13 次行政會議通過修正第 5 點條文
100.8.19 亞洲秘字第 1000009711 號函發布
102.03.20101 學年度第 8 次行政會議通過修正第 5 點條文
102.04.01 亞洲秘字第 1020003380 號函發布
102.10.30 102 學年度第 3 次行政會議通過修正第 1、19、20 點條文
102.11.20 亞洲秘字第 1020013054 號函發布
103.06.18 102 學年度第 11 次行政會議通過修訂第 14 點條文
103.07.08 亞洲秘字第 1030008791 號函發布
103.07.30 102 學年度第 12 次行政會議通過修訂第 14 點條文
103.08.26 亞洲秘字第 1030010460 號函發布
103.10.22 103 學年度第 3 次行政會議通過修訂第 8、9 點條文
103.11.06 亞洲秘字第 1030013898 號函發布
104.08.26 104 學年度第 1 次行政會議通過修正第 3 點條文
104.09.10 亞洲秘字第 1040011281 號函發布
104.12.23 104 學年第 5 次行政會議通過修正第 18 點條文
104.12.30 亞洲秘字第 1040016711 號函發布
105.07.20 104 學年度第 12 次行政會議通過新增第 20 點，修正第 3、8 點條文，原第 20 點條次修正
105.08.05 亞洲秘字第 1050010366 號函發布
105.08.17 105 學年度第 1 次行政會議通過修正第 5 點條文
105.09.23 亞洲秘字第 1050012242 號函發布
105.12.28 105 學年度第 5 次行政會議通過修正第 3、5、6、11 點條文

106.01.23 亞洲秘字第 1060000992 號函發布
106.04.19 105 學年度第 9 次行政會議通過修正第 14 點條文
106.05.15 亞洲秘字第 1060006702 號函發布
107.01.24 106 學年度第 6 次行政會議通過修正第 5、8 點條文
107.02.13 亞洲秘字第 1070002050 號函發布
107.09.19 107 學年度第 2 次行政會議通過修正第 3 點條文
107.10.11 亞洲秘字第 1070013935 號函發布
108.07.19 107 學年度第 12 次行政會議通過修正第 18 點條文
108.08.06 亞洲秘字第 1080011041 號函發布
110.04.28 109 學年度第 7 次行政會議通過修正第 16、18 點條文
110.05.18 亞洲秘字第 1100006619 號函發布
111.04.06 110 學年度第 7 次行政會議通過修正第 11 點條文，刪除原第 11 點，原第 13-21 點點次變更
111.04.18 亞洲秘字第 1110005026 號函發布
111.05.18 110 學年度第 8 次行政會議通過修正第 17 點條文
111.05.30 亞洲秘字第 1110007263 號函發布
112.07.24 111 學年度第 8 次行政會議通過修正第 5、6、8 點條文
112.08.01 亞洲秘字第 1120011400 號函發布
113.05.15 112 學年度第 9 次行政會議通過修正第 8 、 17 點條文
113.05.30 亞洲秘字第 1130008890 號 函發布
113.09.16 113 學年度第 1 次行政會議通過新增第 20 點，修正第 8、13 點條文，原第 21 條條次變更
113.10.09 亞洲秘字第 1130016203 號函發布

一、本校為核計教師鐘點、兼顧教師教學服務及學校未來發展需要，特訂定本要點。

本要點所稱之授課教師係指:「專任教師」、「兼任教師」及「專案教師」;專案教師基本授課時數及鐘點計算原則，適用本要點之專任教師規定辦理。

1. In order to meet the needs of the school for hourly-rate teachers, part-time teachers, teaching services, and future development, these guidelines are hereby established.

The term "teaching faculty" referred to in these guidelines includes "full-time teachers," "part-time teachers," and "project teachers."

The basic teaching hours and hourly rate calculation principles for project teachers shall be applicable to the provisions for full-time teachers outlined in these guidelines.

二、專任教師除於聘任時與本校另有約定外，每週基本授課時數為教授八小時，副教授九小時，助理教授九小時至十小時，講師十小時。

2. "Unless otherwise specified in the employment contract with the school, full-time teachers are required to teach a minimum of eight hours per week for professors, nine hours for associate professors, nine to ten hours for assistant professors, and ten hours for lecturers."

各職級專任教師，除於進修學位或借調期間不得支領超支鐘點費外，超過基本授課時數者，得支領超支鐘點費，惟助理教授授課十小時以上始得支領超支鐘點費。

各系(組)、所、學程、中心所開設之推廣教育學分班課程，不併入基本授課時數計算。

"For each rank of full-time teachers, except during periods of pursuing advanced degrees or temporary transfers when they are not eligible for overtime hourly fees, they may receive such fees for hours taught beyond the basic teaching hours. However, assistant professors are eligible

to receive overtime hourly fees only when teaching for more than ten hours.

The credit-bearing courses offered by departments (groups), institutes, programs, and centers for continuing education are not included in the calculation of basic teaching hours."

三、兼任行政職務者，依下列規定減少授課時數：

3. administrators shall have their teaching hours reduced in accordance with the following provisions:"

（一）本校下設各處、院、館、部、室、附屬機構之一級單位主管或同等級編制內行政職務，每週授課時數得減授四小時。

"(1) The head of a primary unit such as departments, colleges, halls, sections, offices, or affiliated institutions at the university, or an administrative position of equivalent rank, may have their weekly teaching hours reduced by four hours."

（二）系(組)所、學程等主管、兼行政職務講師、中心主任或同等級編制內行政職務，每週授課時數得減授三小時。

"(2) Heads of departments (groups), programs, and the like, part-time lecturers with administrative responsibilities, center directors, or administrative positions of equivalent rank may have their weekly teaching hours reduced by three hours."

（三）本校下設各處、院、館、部、室、附屬機構、中心之二級主管或同等級編制內行政職務，每週授課時數得減授二小時。

"(3) Second-level administrators at the university, such as heads of offices, colleges, halls, sections, offices, affiliated institutions, and centers, or administrative positions of equivalent rank, may have their weekly teaching hours reduced by two hours."

（四）兼行政職務且在職進修之講師，每週離校一天者，其每週授課時數得減授一小時；每週離校二天者，不得減授；惟無需離校修讀學分者，每週授課時數仍得減授三小時。

"(4) Lecturers who hold administrative positions and are pursuing in-service education, with one day off-campus per week, may have their weekly teaching hours reduced by one hour. Those with two days off-campus may not have their hours reduced. However, if there is no need to leave campus for credit-bearing courses, their weekly teaching hours may still be reduced by three hours."

（五）兼任非編制內行政職務者，每週授課時數得專案簽請核減，但以不逾二小時為限。

"(5) Part-time administrators without official positions may have their weekly teaching hours reduced by submitting a special request, but the reduction is limited to a maximum of two hours."

四、專任教師兼任二項（含）以上行政職務者，其每週減免時數擇一辦理之。

"4. Full-time teachers who concurrently hold two or more administrative positions shall choose to reduce their weekly hours for one of the positions."

五、專任教師每週授課之超鐘時數，日間部及進修部合計以六小時為限。

"5. Full-time teachers are limited to a total of six overtime teaching hours per week for both day and continuing education departments combined."

專任教師及兼任行政職務教師未經同意在校外兼課經發覺者，由校教師評審委員會審議後不予晉敘薪級。

"Full-time teachers and part-time teachers with administrative responsibilities who engage in teaching outside the university without prior approval, if discovered, will not be eligible for salary promotion, as determined by the Faculty Evaluation Committee."

兼任教師每週授課時數最多以六小時為原則。

"The maximum weekly teaching hours for part-time teachers are typically limited to six hours."

專任教師兼任行政職務或經核准減授基本授課時數者，每學期超鐘時數以二小時為限(含申請全學年保留之時數)，當學年度全年合計不得超授三小時。

"For full-time teachers who concurrently hold administrative positions or have been approved to reduce their basic teaching hours, the maximum overtime teaching hours per semester are limited to two hours (including any hours applied for the entire academic year), and the total annual limit for the academic year shall not exceed three hours."

六、專任教師擔任「課後輔導班」(含證照班及課業輔導班)、零學分「進修英語」課程、招生處「推廣教育學分班」及「非學分班」等課程時數，不列入基本授課時數及超鐘點，惟未達基本授課時數者，得以前述授課時數折抵之。

"6. Full-time teachers who are involved in activities such as "afterschool tutoring classes" (including certificate programs and academic support classes), zero-credit "English for Further Studies" courses, the Admissions Office's "credit-bearing" and "non-credit" continuing education courses, shall not have these hours counted towards their basic teaching hours or overtime hours. However, for those who have not met their basic teaching hours, these teaching hours mentioned above may be used to offset the deficit."

七、具有特殊造詣之兼任教師，得視旅程遠近，由聘請之學系(組)所、學程主管於開學前，簽請校長核准，依規定核支交通費。

"7. Part-time teachers with special expertise may, depending on the distance traveled, submit a request to the department (group) or program head that hired them for approval by the university president before the start of the semester, and, in accordance with regulations, receive transportation expenses."

八、專任教師超授鐘點費核發方式，教師可選擇每學期發給或全學年併計發給，選擇全學年

發給者，需每一學年上學期開學二週內提出線上申請，未提出者以按每學期核算超授鐘點費論。

"8. The method of disbursing overtime hourly fees for full-time teachers allows them to choose between receiving payments every semester or having them consolidated for the entire academic year. Those who choose the annual payment option must submit their online application within the first two weeks of the beginning of the academic year. Failure to do so will result in the calculation of overtime hourly fees on a per-semester basis."

教師選擇按學年發給者，上學期如有超授鐘點費，則保留與下學期併計或折抵基本授課時數;上學期未有超授鐘點費，且下學期基本授課時數不足者，除新設學系(含籌備期間)另予規範外，其不足鐘點應於次學期補足之或得專簽呈核採計暑修課程之鐘點補足。另教師每學期至少應教授一門課程。

"If a teacher chooses to receive payments on an annual basis, any overtime hourly fees earned during the first semester may either be retained and combined with the second semester's payment or offset against the basic teaching hours. If there are no overtime hourly fees earned during the first semester, and if the basic teaching hours are not met during the second semester, except for newly established departments (including their preparatory periods) subject to different regulations, the deficit in hours must be made up during the subsequent semester, to obtain approval for the supplementary hours for the summer course. Additionally, each teacher is required to teach at least one course per semester."

新設立學系(含籌備期間)之專任教師，其不足之授課時數，得於學系設立起四學年內補足(本要點溯自 113 學年設立之「長期照護學系」為適用)

"Full-time teachers in newly established departments (including their preparatory periods) may have their deficit in teaching hours made up within four academic years from the establishment of the department (These guidelines are applicable to the establishment of the 'Department of Long-Term Care' in the 113nd academic year)."

新進教師已依規定核准減授時數者，宜精進教學準備，如再因教學致超授鐘點者，保留納入次學期併計或折抵基本授課時數。

"Newly hired teachers who have already been approved for a reduction in teaching hours as per regulations should focus on improving their teaching preparation. If they exceed their allocated teaching hours due to teaching-related reasons again, these excess hours may be retained and either combined with the following semester's payment or offset against the basic teaching hours."

九、實驗、實習或屬實習性質之專題課程(如初級會計學專題、中級會計學專題、社區服務···等)，按授課時數折半計算鐘點數，但每一課程每週以不超過三小時為限。

實質為實驗、實習或屬實習性質之專題，而非以實驗、實習或專題稱之之課程，其鐘點

數之計算同前項規定。

"9. For experimental, internship, or project-based courses (such as introductory accounting projects, intermediate accounting projects, community service, etc.), clock hours are calculated at half the rate, with a maximum of three hours per week for each course.

For courses that involve substantial experimentation, internship, or have a project-based nature but are not explicitly labeled as such, the calculation of clock hours follows the same rules as mentioned in the previous paragraph."

醫事、護理等相關學系擔任實驗、實習課程授課教師或分組指導學生實驗(作)、實習課程者，其鐘點費核計規定，另訂之。

"For medical, nursing, and related departments that provide instruction in laboratory or internship courses, or offer guidance to students in experimental projects or internships, a separate set of guidelines is established for the calculation of clock hours and fees."

十、校內專兼任老師授課及擔任組合課程教師(即共同授課之課程)應依其授課時數及職別核支鐘點費，不適用演講費支給規定，但兼任教師因情形特殊或屬開課單位自籌經費支應擬以演講費支給者，應於學期開學前檢陳課程設計內容及其邀請之教師(含學經歷背景)，經專案簽請校長核准者，不在此限。

"10. Full-time and part-time teachers on campus who teach courses and serve as instructors for combined courses (i.e., courses taught jointly) shall receive clock hour fees based on their teaching hours and positions. The regulations for lecture fees do not apply. However, if part-time teachers have special circumstances or if the offering unit is self-funding and wishes to provide lecture fees, they must submit course design content and the invited instructor's details (including their educational and professional background) for review before the start of the semester. Approval by the university president through a special request exempts them from this requirement."

組合課程依鐘點費標準支給之專任教師，其鐘點數平均計入每週基本時數計算，如因此超支鐘點，依本要點第五點第一項規定辦理；未經審聘兼任教師之鐘點費，依人事室認定之職別核發。

"For full-time teachers receiving clock hour fees based on the standard for combined courses, the clock hours are averaged and included in the calculation of the weekly basic hours. If this results in exceeding the clock hours, the provisions of Article 5, Paragraph 1 of these guidelines shall apply. Clock hour fees for part-time teachers who have not undergone the hiring process are issued based on their position as determined by the Personnel Office."

十一、非以上課方式且分組進行，並分由多位教師指導之課程(如畢業專題研究、專題研究、獨立研究…等)，其指導教師按指導學生數，每指導一位學生發給 500 元整，最多每位老師以指導 10 位學生為限，若有多位教師參與指導同一位學生時，平分專題指導費，於每位學生該課程成績通過後申請核給。

"11. For courses conducted in ways other than those mentioned above, and when conducted in groups with multiple instructors (such as graduation projects, special research projects, independent studies, etc.), instructors are compensated based on the number of students they guide. An amount of 500 yuan is granted for each student guided, with a maximum limit of 10 students per instructor. If multiple teachers participate in guiding the same student, the project guidance fee is evenly distributed. Application for payment is made after the student has successfully completed the course."

十二、本校專、兼任教師上學期應領鐘點費之月份分別為九（下半）月、十月、十一月、十二月、翌年一月，計 4.5 個月；下學期應領鐘點費之月份為二（下半）月、三月、四月、五月、六月，計 4.5 個月，合計 9 個月。

"12. Full-time and part-time teachers at the university shall receive clock hour fees for the following months in the first semester: September (second half), October, November, December, and January of the following year, totaling 4.5 months. In the second semester, they shall receive clock hour fees for the following months: February (second half), March, April, May, and June, totaling 4.5 months, for a combined total of 9 months."

十三、每一課程選修學生人數達 71 人以上之鐘點數計算方式如下：

"13. The calculation method for clock hours when the enrollment in a course reaches 71 students or more is as follows:

（一）71 人至 80 人者加權 1.2 倍核計。

(1) For 71 to 80 students, the clock hours are calculated with a weighted factor of 1.2."

（二）81 人至 90 人者加權 1.3 倍核計。

"(2) For 81 to 90 students, the clock hours are calculated with a weighted factor of 1.3."

（三）91 人至 100 人者加權 1.4 倍核計。

"(3) For 91 to 100 students, the clock hours are calculated with a weighted factor of 1.4."

（四）101 人至 110 人者加權 1.5 倍核計。

"(4) For 101 to 110 students, the clock hours are calculated with a weighted factor of 1.5."

（五）111 人至 120 人者加權 1.6 倍核計。

"(5) For 111 to 120 students, the clock hours are calculated with a weighted factor of 1.6."

（六）121 人至 130 人者加權 1.7 倍核計。

"(6) For 121 to 130 students, the clock hours are calculated with a weighted factor of 1.7."

（七）131 人至 140 人者加權 1.8 倍核計。

"(7) For 131 to 140 students, the clock hours are calculated with a weighted factor of 1.8."

（八）141 人至 150 人者加權 1.9 倍核計。

"(8) For 141 to 150 students, the clock hours are calculated with a weighted factor of 1.9."

（九）151 人以上者加權 2 倍核計。

"(9) For 151 students or more, the clock hours are calculated with a weighted factor of 2."

學期進行中，若有學生申請休、退學或停修致每班人數減少者，其鐘點數應於次月起按減少後之學生人數核計。

"During the semester, if students apply for leave, withdraw, or suspend their studies, resulting in a decrease in the number of students in a class, the clock hours shall be calculated based on the reduced number of students starting from the following month."

經語文教學研究發展中心審核通過之全英語授課課程鐘點數，其授課教師由非英語系國籍教師擔任者，得以加權 1.2 倍核計。

“The courses taught entirely in English that have been approved by the Center for the Development of Language Teaching and Research’s review process shall be calculated with a weighted factor of 1.2."

教師開設「磨課師(MOOCs)」網路教學課程者，其授課鐘點數，以加權 2 倍核計，同一課程以 3 次為限，惟逐次按 1.5 倍、1.2 倍遞減。

"Teachers who offer "Massive Open Online Courses (MOOCs)" for online teaching shall have their teaching clock hours calculated with a weighted factor of 2. The same course can be taught up to three times, with each subsequent iteration decreasing by a factor of 1.5 and then 1.2."

實施「PBL 教學」之課程，應依課程需要，將導入「PBL 教學」週數、學生分組或跨域、共時教學等，提由各開課單位「PBL 審核小組」審定，註記於課程大綱，輸入於教師資訊系統後，依年度鐘點費預算辦理。

"For courses implementing Problem-Based Learning (PBL) teaching methods, the introduction of PBL teaching weeks, student grouping or interdisciplinary aspects, concurrent teaching, and other related adjustments shall be reviewed and approved by the 'PBL Review Committee' of each offering department. These modifications shall be noted in the course syllabus and entered into the teacher information system for clock hour fee budgeting on an annual basis."

實施「Problem Base Learning」教學課程，得分組由「引導教師（tutor）」參與分組教學，每位「引導教師（tutor）」每小時核給 1 個鐘點。

"For courses implementing Problem-Based Learning (PBL) teaching methods, when conducted in groups with 'tutor' participation, each 'tutor' shall be granted 1 clock hour per hour of instruction."

十四、專、兼任教師於學生加退選後，因人數不足無法開課者，其加退選結束前已上課者，依實際上課時數核發鐘點費。

"14. Full-time and part-time teachers who are unable to conduct a course due to insufficient enrollment, and have already taught students before the add-drop period ends, shall receive clock hour fees based on the actual hours of instruction provided."

十五、專任教師有下列情形之一者，得經學校同意商請專任教師代課，或延聘具教師資格之校外人士代課：

"15. Full-time teachers who fall into one of the following situations may, with the school's

approval, arrange for full-time teachers to substitute or extend the employment of qualified individuals from outside the university to substitute for them:"

(一)病假：連續請病假逾 21 日者。

"(1) Medical leave: When requesting continuous sick leave for more than 21 days."

(二)婚假：連續請婚假 14 日者。

"(2) Marriage leave: When requesting continuous marriage leave for 14 days."

(三)娩假：請娩假及流產假者。

"(3) Maternity leave: When requesting maternity leave or miscarriage leave."

(四)喪假：連續請喪假逾 14 日者。

"(4) Bereavement leave: When requesting continuous bereavement leave for more than 14 days."

(五)事假：連續請事假逾 21 日者。

"(5) Personal leave: When requesting continuous personal leave for more than 21 days."

(六)連續公、差假：連續公、差假逾 21 日者。

"(6) Continuous public or official leave: When requesting continuous public or official leave for more than 21 days."

依前項奉准娩假及連續公、差假者外，其未授課之基本鐘點數，按本校人事室教師請假規定標準，進行薪資扣減。

"Except for those approved for maternity leave and continuous public or official leave as mentioned in the preceding paragraph, salary deductions for the untaught basic clock hours shall be carried out according to the leave regulations set by the university's Personnel Office."

代課教師核計代課時數後之每週最高鐘點數，仍應受本要點第五點規定限制。

"The maximum clock hours per week for substitute teachers, calculated after determining substitute teaching hours, shall still be subject to the limitations specified in Article 5 of these guidelines."

十六、專兼任教師應按排定時間上課，凡未於排定之時間上課或請假者，應擇期補課，若未補課經反應並查證屬實者，按其實際未補課時數扣鐘點費。

"16. Full-time and part-time teachers are required to teach at the scheduled times. Those who fail to teach at the scheduled time or take leave should make arrangements for makeup classes. If makeup classes are not conducted, and if such cases are reported and verified as true, clock hour fees shall be deducted based on the actual hours of missed makeup classes."

十七、兼任教師鐘點費自 113 年 2 月 1 日起按教育部調整後之教師鐘點費標準核計；專任教師則仍按 103 年 8 月 1 日前之鐘點費標準發給。各系(組)所、學程、中心及招生處所開設之推廣教育學分班、非學分班課程，其授課時數及鐘點費給付標準另訂之。

"17. Clock hour fees for part-time teachers shall be calculated based on the revised clock hour fee standards by the Ministry of Education, effective from February 1, 2024. Full-time teachers

shall continue to receive clock hour fees based on the standards in place before August 1, 2014. For credit-bearing and non-credit continuing education courses offered by departments (groups), programs, centers, and the Admissions Office, separate standards for teaching hours and clock hour fees apply."

十八、「語文教學研究發展中心」聘任之「專案英語教師」及「專案華語教師」其權利義務，依簽定之聘任契約書辦理，超鐘點之核算準用本要點規定辦理。

"18. The rights and obligations of 'Special English Teachers' and 'Special Chinese Teachers' appointed by the 'Center for Language Teaching and Research Development' shall be determined by the signed appointment contract, and the calculation of overtime hours shall be handled in accordance with the provisions of these guidelines."

十九、「校院共聘」之兼任教師，悉按兼任鐘點費規定辦理；專任教師則依其擔任醫院職務性質，除基本授課時數外，需達下列時數以上，始發給超鐘點費，並以每週最高發給超鐘 6 小時為限辦理：

"19. For 'jointly-appointed' part-time teachers, clock hour fees shall be applied according to the part-time clock hour fee regulations. For full-time teachers with hospital duties, in addition to the basic teaching hours, they must meet the following minimum hours to receive overtime clock hour fees. The maximum overtime allowance per week is limited to six hours:"

(一)臨床工作人員-授課 2 小時。

"(1) Clinical staff - 2 hours of teaching."

(二)非臨床工作人員或研究人員-授課 4 小時。

"(2) Non-clinical or research staff - 4 hours of teaching."

「臨床」、「非臨床或研究人員」之認定，及「校院共聘」專任教師授課時數如屬本校「與校外機構合聘辦法」第 8 條「協議」情形者，則按人事室提供之授課時數名單辦理。

"The determination of 'clinical' and 'non-clinical or research staff,' as well as the teaching hours for 'jointly-appointed' full-time teachers under the 'Agreement' stipulated in Article 8 of the 'Regulations for the Joint Appointment with External Institutions' of the university, shall be processed according to the teaching hours list provided by the Personnel Office."

二十、各開課單位每學期應先排足專任教師基本授課時數後，才得以安排兼任教師授課。未符合前述規定者，應由開課單位主管提出原因及改善報告，並於次學期追蹤改善情形。

"20. “Each teaching unit should first ensure that the basic teaching hours for full-time faculty are adequately scheduled each semester before arranging classes for part-time instructors. If the aforementioned requirement is not met, the head of the teaching unit must provide reasons and an improvement report, which will be followed up in the next semester.”

專任教師任一學期未配合開課單位排足基本授課時數且未依本要點第八點提出全學年併計者，應由當事人教師提出改善報告送交開課單位主管審核並追蹤改善情形；

"If a full-time faculty member does not cooperate with the teaching unit to schedule the required basic teaching hours in any semester and fails to submit a cumulative report for the entire academic year as stipulated in Article 8 of these guidelines, the faculty member must submit an improvement report to the head of the teaching unit for review and follow-up."

全學年授課時數未達基本授課總時數 1/2 者，以及連續三學年累計二學年基本授課時數不足者，應由當事人教師提出改善報告送交聘任單位系級教評會，並送交所屬院級教評會討論，經評估仍未改善者，得簽請校長同意後，依本校「專任教師安置辦法」續處。

"If the total teaching hours for the entire academic year do not reach half of the required basic teaching hours, or if the faculty member accumulates insufficient basic teaching hours over two consecutive academic years, the faculty member must submit an improvement report to the departmental evaluation committee of the hiring unit, which will then be forwarded to the college-level evaluation committee for discussion. If improvements are still not evident after assessment, the case may be submitted to the president for approval, and actions will be taken in accordance with the university's "Regulations on the Placement of Full-Time Faculty."

二十一、本要點經行政會議通過，陳請校長核定後發布施行，修正時亦同。

"21. These guidelines shall be approved by the Administrative Council and implemented after being reviewed and approved by the university president. Any amendments shall follow the same process."

附件修正公立大專校院兼任教師鐘點費支給基準表(核定本)

"Revised Standard for Payment of Hourly Wages to Part-time Teachers in Public Colleges and Universities (Approved Version)"

自 113 年 2 月 1 日起生效"Effective from February 1, 2024."

類別 "Category"		兼任教授 "Adjunct Professor"	兼任副教授 "Adjunct Associate Professor"	兼任助理教授 "Adjunct Assistant Professor"	兼任講師 "Adjunct Lecturer"
支給基準 "Payment Standards"	日間 "Daytime"	1035 元	890 元	830 元	755 元
	夜間 "Nighttime"	1080 元	925 元	870 元	805 元