

## 國立勤益科技大學 學年度第 學期教師校外兼職報核表

附件 2  
Attachment 2The National Chin-Yi University of Technology Fall/Spring Semester of the \_\_ Academic Year  
Application Form for External Employment Outside the University

教學單位名稱 Teaching Unit Name		職稱 Position	選擇一個項目。 Select one item.	姓名 Name	
校內兼任行政職務 Holds a Concurrent Administrative Position at NCUT	<input type="checkbox"/> 否 <input type="checkbox"/> No <input type="checkbox"/> 是(填單位及職稱) <input type="checkbox"/> Yes (Please specify the unit and position.)	校外兼職機關(構) External Employment Agency (Institution)		校外兼任職務 External Employment Position	
兼職機構性質 Nature of the External Employment Organization	<input type="checkbox"/> 國內 Domestic <input type="checkbox"/> 國外、香港及澳門 Foreign country, including Hong Kong and Macau	<input type="checkbox"/> 政府機關(構) <input type="checkbox"/> 公立學校 <input type="checkbox"/> 私立學校 <input type="checkbox"/> 行政法人 <input type="checkbox"/> 非以營利為目的之事業或團體 <input type="checkbox"/> 營利事業機構或團體 <input type="checkbox"/> 新創之生技醫藥公司 <input type="checkbox"/> 從事研究人員兼職與技術作價投資事業管理辦法所定企業、機構、團體或新創公司 <input type="checkbox"/> 其他 ( ) <input type="checkbox"/> Government Agency (Institution) <input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Non-Departmental Public Body <input type="checkbox"/> Non-profit-seeking Organization or Entity <input type="checkbox"/> Profit-making Business Organization or Group <input type="checkbox"/> Biotech and Pharmaceutical Startup <input type="checkbox"/> Enterprise, Organization, Entity, or Startup as defined in the Regulations on Researchers Holding Concurrent Positions and Engaging in Investment with Technology Contributions		兼職期間 Employment Period	自 年 月 日起 至 年 月 日止 共 年 月 From yy/mm/dd to yy/mm/dd, the total of __ year(s) and __ month(s)
				兼職時數 Hours of External Employment	<input type="checkbox"/> 每週 小時 <input type="checkbox"/> __ hours per week <input type="checkbox"/> 其他： <input type="checkbox"/> Other:



	<input type="checkbox"/> 其他意見： <input type="checkbox"/> The applicant's part-time position does not affect their primary teaching and research duties. <input type="checkbox"/> The applicant's teaching hours meet the university's basic teaching hours and work requirements. <input type="checkbox"/> The applicant receives remuneration for their part-time position. Approval date by the employing unit's faculty evaluation committee: The __ meeting in the (fall/spring) semester of academic year __ on __ [date] (attach meeting minutes). <input type="checkbox"/> Other comments: [Specify]
<b>學院院長 College Dean</b>	<input type="checkbox"/> 同意本兼職案 <input type="checkbox"/> 不同意本兼職案 <input type="checkbox"/> Approves this part-time employment case. <input type="checkbox"/> Does not approve this part-time employment case.
<b>教務處 Office of Academic Affairs</b>	<input type="checkbox"/> 申請人授課時數符合校內基本授課時數 <input type="checkbox"/> 申請人授課時數不符合校內基本授課時數 <input type="checkbox"/> The applicant's teaching hours meet the university's basic teaching hours. <input type="checkbox"/> The applicant's teaching hours do not meet the university's basic teaching hours.
<b>進修部 Office of Extension Education</b>	<input type="checkbox"/> 申請人授課時數符合校內基本授課時數 <input type="checkbox"/> 申請人授課時數不符合校內基本授課時數 <input type="checkbox"/> The applicant's teaching hours meet the university's basic teaching hours. <input type="checkbox"/> The applicant's teaching hours do not meet the university's basic teaching hours.
<b>研發處 Office of Research and Development</b>	<input type="checkbox"/> 與本校有產學合作關係 <input type="checkbox"/> 與本校目前尚無產學合作關係 (非兼營利事業機構或團體職務者免會研發處意見) <input type="checkbox"/> There is an academia-industry collaboration relationship with the university. <input type="checkbox"/> There is currently no academia-industry collaboration relationship with the university (not applicable for positions that do not involve a profit-seeking organization or entity).
<b>人事室 Office of Personnel</b>	<input type="checkbox"/> 經核與本校兼職規定相符，奉核後本報核表掃描檔乙份請寄本室承辦人信箱 <input type="checkbox"/> 經核與本校兼職規定不符 <input type="checkbox"/> Verified to comply with the university's Part-time Employment Regulations. After approval, please send a scanned copy of this form to the responsible person in the Personnel Office via email. <input type="checkbox"/> Verified not to comply with the university's Part-time Employment Regulations.
<b>校長 President</b>	

備註：

- 1、本校教師擬在校外兼職、兼課者，應事先報核，經本校同意後始得為之。
- 2、教師兼職有「公立各級學校專任教師兼職處理原則」第 11 點、「國立各級學校兼任行政職務教師兼職處理辦法」第 12 點、本校專任教師校外

兼職兼課處理要點第 7 點所列情形之一者，學校應不予核准或於兼職期間廢止其核准。

- 3、教師兼職符合公立各級學校專任教師兼職處理原則第 10 點第 3 項各款或國立各級學校兼任行政職務教師兼職處理辦法第 11 條第 3 項所規定之情事之一者，免經報核，其規定如下：
  - 1、非常態性應邀演講或授課，且分享或發表內容未具營利目的或商業宣傳行為。
  - 2、兼任政府機關（構）、學校、行政法人之任務編組職務或諮詢性職務，或擔任政府機關（構）、學校、行政法人會議之專家代表。
  - 3、所兼職務依法令規定應予保密。
  - 4、應政府機關（構）、學校、行政法人或非以營利為目的之事業或團體之邀請，兼任非決策或執行業務之職務，僅支領交通費或出席費，且無其他對價回饋。
  - 5、應政府機關（構）、學校、行政法人或非以營利為目的之事業或團體之邀請擔任非常態性之工作。
  - 6、擔任各級公私立學校學生家長會職務。
  - 7、依公寓大廈管理條例所定住戶身分擔任管理委員會職務或管理負責人。
- 4、兼職相關規定：依「本校專任教師校外兼職兼課處理要點」、「公立各級學校專任教師兼職處理原則」（兼任行政職務之教師，依「公務員服務法」、「國立各級學校兼任行政職務教師兼職處理辦法」）等規定辦理。

Notes:

1. Faculty members at the university who intend to hold part-time positions or teach externally must obtain prior approval from the university.
2. If a teacher's part-time position falls under any of the circumstances listed in Article 11 of the Principles for Handling Part-Time Positions for Full-Time Teachers in Public Schools, Article 12 of the Regulations Governing the Employment of Teachers as Adjunct Administrative Personnel in National Schools, or Article 7 of the university's Directive for Handling Full-Time Faculty Members Lecturing or Holding Concurrent Positions Outside the University, the university shall not approve or revoke approval during the employment period.
3. Faculty members whose part-time positions meet any of the circumstances specified in Article 10, Paragraph 3 of the Principles for Handling Part-Time Positions for Full-Time Teachers in Public Schools, or Article 12 or Article 11, Paragraph 3 of the Regulations Governing the Employment of Teachers as Adjunct Administrative Personnel in National Schools are exempt from requiring prior approval. These circumstances include:
  - (a) Faculty members who are not invited to give lectures or teach classes on a regular, frequent, or continuous basis, and the content is not shared or published for profit or commercial promotion purposes.
  - (b) Faculty members who take a task force or advisory position at a government agency (institution), school, or non-departmental public body, or serve as an expert representative in meetings of government agencies (institutions), schools, or non-departmental public bodies.
  - (c) Faculty members' duties in their concurrent positions must be kept confidential as stipulated by laws and regulations.
  - (d) Faculty members who are invited by government agencies (institutions), schools, non-departmental public bodies, or non-profit-seeking enterprises/entities to take non-decision-making or non-executive positions, where only one-off expenses such as transportation or attendance fees are received, and no other remuneration is involved.
  - (e) Faculty members who are invited by government agencies (institutions), schools, non-departmental public bodies, or non-profit-seeking enterprises or entities to serve in non-routine work.
  - (f) Faculty members serving in various positions in parent associations of public and private schools at any level.

- (g) Faculty members serving as members of a management committee or manager as an inhabitant as stipulated in the Condominium Administration Act of the Building Administration Division.
- 4. Part-time employment regulations: These are handled according to the Directive for Handling Full-Time Faculty Members Lecturing or Holding Concurrent Positions Outside the University, the Principles for Handling Part-Time Positions for Full-Time Teachers in Public Schools (faculty members with a concurrent administrative position are handled in accordance with the Public Functionary Service Act and Regulations Governing the Employment of Teachers as Adjunct Administrative Personnel in National Schools).