

國立勤益科技大學專任教師校外兼職兼課處理要點

National Chin-Yi University of Technology Directive for Handling Full-Time Faculty Member Lectures or Holding Concurrent Positions Outside the University

96.5.31.95 學年度第 2 學期第 1 次臨時校務會議修正通過

Amended and passed by the first ad hoc University Affairs Faculty Meeting in the spring semester of the 2006 academic year on May 31, 2007.

101.5.10.100 學年度第 2 學期第 1 次臨時校務會議通過修正第 7 點、第 8 點

Article 7 and 8 amended and passed by the first ad hoc University Affairs Faculty Meeting in the spring semester of the 2011 academic year on May 10, 2012.

104.12.31.104 學年度第 1 學期第 1 次臨時校務會議通過修正第 3 點、第 4 點、第 5 點、第 6 點

Article 3, 4, 5, 6 amended and passed by the first ad hoc University Affairs Faculty Meeting in the fall semester of the 2015 academic year on December 31, 2015.

107.9.12.107 學年度第 1 學期第 1 次校務會議通過修正法規名稱，及第 1 點、第 3 點、第 6 點、第 7 點

The Regulation title, and Articles 1, 3, 6, 7 amended and passed by the first University Affairs Faculty Meeting in the fall semester of the 2018 academic year on September 12, 2018.

107.12.20.107 學年度第 1 學期第 1 次臨時校務會議通過修正第 4 點、第 6 點

Article 4, 6 amended and passed by the first ad hoc University Affairs Faculty Meeting in the fall semester of the 2018 academic year on December 20, 2018.

108.6.6.107 學年度第 2 學期第 1 次臨時校務會議通過修正第 3 點

Article 3 amended and passed by the first ad hoc University Affairs Faculty Meeting in the spring semester of the 2018 academic year on June 6, 2019.

112.6.14.111 學年度第 2 學期第 2 次臨時校務會議通過全文修正

Full text amended and passed by the second ad hoc University Affairs Faculty Meeting in the spring semester of the 2022 academic year on June 14, 2023.

一、為使本校編制內專任教師（以下簡稱教師）專心致力於教學、研究工作，並兼顧校外兼職兼課適法妥當，依公立各級學校專任教師兼職處理原則（以下簡稱兼職原則）、國立各級學校兼任行政職務教師兼職處理辦法（以下簡稱兼職辦法）等規定訂定本要點。

1. To ensure that full-time faculty members in the system (hereinafter referred to as "faculty") at the National Chin-Yi University of Technology can dedicate themselves to teaching and research while appropriately engaging in off-campus concurrent jobs and teaching, this Directive has been established in accordance with the Principles for Handling Part-Time Positions for Full-Time Teachers in Public Schools (hereinafter referred to as the "Part-Time Principles") and the Regulations Governing the Employment of Teachers as Adjunct Administrative Personnel in National Schools (hereinafter referred to as the "Part-Time Regulations").

二、教師在本校以外之機關（構）、學校、法人、事業或團體兼職兼課，依兼職原則及本要點規定辦理。

兼任行政職務之教師，在本校以外之機關（構）、學校、法人、事業或團體兼職兼課，依公務員服務法、兼職辦法及本要點規定辦理。

2. Faculty engaging in external employment or teaching at government agencies (institutions), schools, public bodies, enterprises, or groups outside the university must comply with the Part-Time Principles and this Directive. Faculty holding concurrent administrative positions must also follow the Public Functionary Service Act, the Part-Time Regulations, and this Directive.

三、教師不得專、兼任校外任何職務。教師兼職除相關法令規定隨職務異動或當然兼職者外，或符合兼職原則第十點第三項規定或兼職辦法第十一條第三項規定或教育部相關函釋規定得免經報核程序外，應事先填具「校外兼職(課)報核表」(如附件一、附件二)，由所屬教學單位評估確實符合基本授課時數，且不影響本職工作，循行政程序(兼任行政職務者並經該行政單位主管同意)報經本校書面核准後始得前往兼職或兼課。

3. Faculty may not hold any positions full time or concurrently outside the university. Except for cases where job changes or natural part-time work comply with relevant laws, meet the criteria specified in Article 10, Paragraph 3 of the Part-Time Principles or Article 11, Paragraph 3 of the Part-Time Regulations, or comply with relevant interpretations issued by the Ministry of Education, faculty must fill out the "Application Form for Part-time Work (Teaching) Outside the University" in advance (Attachment 1, Attachment 2). The form shall be evaluated by the teaching unit to ensure that it meets basic teaching hours and does not affect the applicant's primary duties. After obtaining written consent from the university through administrative procedures (with the consent of the administrative unit for those holding concurrent administrative positions), faculty may engage in part-time work or teaching.

四、教師兼職於領有酬勞時，應依照行政院限制所屬公務人員借調及兼職要點、兼職原則、兼職辦法、專科以上學校產學合作實施辦法、生技醫藥產業發展條例、從事研究人員兼職與技術作價投資事業管理辦法、研究人員兼職與技術作價投資新創之生技醫藥公司管理辦法等相關規定辦理，其審核程序須事先經該用人單位教師評審委員會審議通過(兼任行政職務者並經該行政單位主管同意)，會核研究發展處、人事室等相關單位報經核准後始得為之。

4. Faculty receiving remuneration for external employment must adhere to the relevant regulations, including the Executive Yuan's Restrictions on Temporary Transfers and Part-Time Employment for Public Officials, the Part-Time Principles, the Part-Time Regulations, the Regulations for Industry-University Collaboration, the Act for the Development of the Biotech and Pharmaceutical Industry, the Regulations on Researchers Holding Concurrent Positions and Engaging in Investment with Technology Contributions, and the Regulations Governing the Management of Biotech and Pharmaceutical Startup Companies Regarding Part-time Employment of Researchers and Shareholder Contribution by Technological Assets. The approval process requires prior review and consent by the faculty evaluation committee of the employing unit (including consent from the relevant administrative supervisor for those holding administrative positions), followed by approval from the Research and Development Office, Personnel Office, and other relevant units.

五、未兼行政職務之教師至營利事業機構或團體（含新創公司）兼職數目，以不超過四個為限。

教師如兼任行政職務時，其奉准代表官股於公、民營事業機構任董、監事，財團法人董、監事或其他實際執行業務之重要職務，合計以不超過二個為限。

5. Faculty without concurrent administrative positions may hold part-time positions at no more than four profit-seeking organizations or groups (including startup companies). Faculty holding concurrent administrative positions are limited to no more than two positions, such as representing government shares as Directors, **Supervisors** in public or private enterprises, or holding positions such as directors or supervisors in foundations or other important executive roles.

六、教師兼職如須經兼職營利事業機構或團體提名選任之前置作業程序，教師於應邀提名選任該等職務時，應依第三點或第四點規定辦理。如至非營利事業機構或團體兼職，得比照前開規定辦理；未獲選任該等職務時，教師應通知本校。

6. **If nomination and selection procedures are required for part-time positions at profit-seeking organizations or entities, faculty must follow the procedures outlined in Article 3 or 4. The same procedures apply to part-time positions at non-profit-seeking organizations or entities. If not selected for the position, faculty must notify the university.**

七、教師至校外兼職、兼課，其兼職內容應以能配合校務發展者為宜；兼課之任教科目應與所具專長領域相關。凡有兼職原則第五點或兼職辦法第六條規定之職務，不得兼任。教師有兼職原則第十一點第一項各款或兼職辦法第十二條第一項各款或下列各款情形之一者，應不予核准其兼職、兼課或於兼職、兼課期間廢止其核准：

7. The nature of external employment or teaching by faculty should align with the development of university affairs. The subjects taught should relate to the faculty member's area of expertise. **Positions specified in Article 5 of the Part-Time Principles or Article 6 of the Part-Time Regulations are prohibited.**

Faculty under the conditions outlined in Article 11, Paragraph 1 of the Part-Time Principles, Article 12, Paragraph 1 of the Part-Time Regulations, or any of the following situations, will not be approved for external employment or teaching, and will have their approval revoked if already involved in such work:

(一) 兼職內容或兼課之任教科目核與所具專長領域不同者。

(1) The nature of the external employment or subjects taught do not align with the faculty member's area of expertise.

(二) 兼課學校為高中、職（含）以下者。但為投入大學能量，與高級中等學校合作開課，並以教育部補助款支應教師授課鐘點費者，不在此限。

(2) The teaching assignment is at a high school, vocational high school, or lower level.

However, this does not apply to collaborative courses with senior high schools supported by Ministry of Education funding to enhance university engagement.

(三) 校內基本授課時數不足者。

(3) The faculty member does not meet the basic teaching hours required by the university.

(四) **有本校組織規程第三十七條第三項第四款規定者。**

(4) **The faculty member violates Article 37, Paragraph 3, Subparagraph 4 of the university's Charter.**

(五) **承接專題計畫如涉嫌詐領研究費遭檢調單位起訴，或辦理採購案件疏失遭審計單位調查屬實者。**

(5) **The faculty member is prosecuted by the authorities for suspected fraud in research project funding or for procurement negligence verified by auditing authorities.**

(六) **違反本校產學合作暨政府科研補助或委託辦理之收入收支管理要點第十三點規定，私自承接主持研究計畫，利用校內設備或人力進行研究或技術服務事項，經產學合作委員會會議討論，提出建議後，送請教師評審委員會審議且確定議處者。**

(6) **The faculty member violates Article 13 of the university's income and expenditure Management Directives for Academia-Industry Collaboration and Government-Funded Scientific Research by privately undertaking research projects or using university resources for research or technical services without approval. Following review and recommendation by the Academia-Industry Collaboration Committee, such cases must be submitted to the Faculty Evaluation Committee for final decision.**

(七) **經核准兼任各專業學會職務，其以學會名義接受委辦計畫，而未經本校行政作業許可程序，經查證屬實者。**

(7) **While approved to hold positions in professional societies, the faculty member undertakes projects in the society's name without following the university's administrative procedures.**

各系、所、中心、學位學程應就已核准兼職期間超過一年之教師，於每學年度結束時，填寫「校外兼職評估表」(附件三)，進行評估檢討，評估時如有月兼職費超過薪給總額之情形，應提送用人單位教師評審委員會審議，循行政程序陳核經校長核定，作為是否同意教師繼續兼職之依據。

Faculty members in departments, institutes, centers, and degree programs must fill out an "External Employment Evaluation Form" (Attachment 3) for approved external employment that exceeds one year at the end of each academic year. If the monthly external employment income exceeds the total salary, it must be submitted to the Faculty Evaluation Committee of the employing unit for review, followed by administrative approval and the president's decision to determine whether the faculty member may continue their external employment.

第一項有關兼職原則第十一點第一項第二款及兼職辦法第十二條第一項第二款中所稱教師評鑑未符合學校標準，係指依本校教師定期成效評估實施準則之規定辦理評估未符合標準者。

The conditions mentioned in Paragraph 1, specifically Article 11, Paragraph 1, Subparagraph 2 of the Part-Time Principles and Article 12, Paragraph 1, Subparagraph 2 of the Part-Time Regulations, "Faculty members' evaluations that do not meet university standards," refer to evaluations conducted under the university's Guidelines for Periodic Performance Evaluations of Faculty Members."

- 八、教師應以本校授課為優先，於正規學制時間之超支鐘點加計校外兼課鐘點之時數限制不得超過本校專（兼）任教師基本授課時數編配計算要點第八點所規定之時數。

教師校外兼職以執行經常性業務為主者，其兼職時數每週合計不得超過八小時。但寒暑假期間經簽奉校長核准者，每周兼職時數合計最高以二十四小時為限。

8. Faculty members must prioritize teaching at the university. The total hours of overtime teaching during regular academic periods, combined with hours spent teaching externally, must not exceed the limit specified in Article 8 of the university's Directive for the Basic Teaching Hours Allocation for Full-Time and Part-Time Faculty Members.

The total hours of employment for faculty members primarily engaged in regular external employment duties should not exceed eight hours per week. During the winter and summer vacations, with the president's approval, the total weekly hours of external employment can be increased to up to 24 hours.

- 九、教師未依本要點規定事先報核，即在校外兼職或兼課，經查證屬實違反規定者，應由所屬教學單位檢具事實，提送單位教師評審委員會為不同意該兼職、兼課之決議，並視情節經各級教師評審委員會審議，依本校組織規程第三十七條之規定，或依相關法令規定議定適當處分或處置。

教師兼職違反本要點規定期間所支領之兼職費，應納入校務基金運用，並由本校列入聘約規範予以追繳。

9. Faculty members who engage in external employment or teaching without prior approval as stipulated in this Directive will be subject to assessment. If found in violation, the relevant teaching unit shall document the facts and submit them to the Faculty Evaluation Committee of the unit, which will decide whether the external employment or teaching is unauthorized. Depending on the severity of the violation, the case will be reviewed by the Faculty Evaluation Committees at various levels and handled according to Article 37 of the university's Charter or other relevant laws.

Any remuneration received during unauthorized external employment in violation of this Directive shall be paid into the university's Endowment Fund. The university will also pursue repayment as stipulated in the employment contract.

- 十、教師兼職期間超過半年，且有兼職原則十二點第一項各款或兼職辦法第十三條第一項各

款情形之一者，除法令另有規定外，本校應與教師兼職之營利事業機構或團體訂定契約，並依兼職態樣及實際情況訂定回饋機制，其實質回饋每年以不低於兼職教師一個月在本校支領之薪給總額為原則；其學術回饋金應納入校務基金運用。

10. The university shall establish a contract with the profit-seeking organization or entity employing faculty members engaged in external employment exceeding six months who fall under any of the conditions listed in Article 12, Paragraph 1 of the Part-Time Principles or Article 13, Paragraph 1 of the Part-Time Regulations, unless otherwise specified by law. The contract should include a feedback mechanism according to the nature of the employment and actual conditions, ensuring that annual substantive feedback funds are no less than the faculty member's one-month salary at the university. Academic feedback funds must be integrated into the university's Endowment Fund.

教師經選任為兼職原則第十二點第一項第一款或兼職辦法第十三條第一項第一款之獨立董事職務時，應請教師兼職之營利事業機構或團體於股東會後首次董事會作成自教師經選任為獨立董事之日起三個月內，與本校完成簽訂產學合作及學術回饋機制契約，溯自選任之日起生效之決議，並函知學校。屆期未完成者，該項兼職同意函自三個月期間屆滿之次日起不生效力。

When a faculty member is appointed as an independent director under Article 12, Paragraph 1, Subparagraph 1 of the Part-Time Principles or Article 13, Paragraph 1, Subparagraph 1 of the Part-Time Regulations, the employing profit-seeking organization or entity must finalize a contract with the university within three months from the faculty member's appointment as an independent director. This contract, which includes terms for academia-industry collaboration and academic feedback fund mechanisms, should take effect retroactively from the date of appointment and be communicated to the university. If the contract is not finalized within the specified period, approval for external employment will become void the day after the three-month period expires.

第一項訂立合作契約，收取學術回饋金之回饋要點由研究發展處另定，經校務會議審議通過，陳請校長核定後實施。

The specific points for establishing cooperation contracts and receiving academic feedback funds in Paragraph 1 will be separately defined by the Research and Development Office, approved by the University Affairs Faculty Meeting, and implemented upon the president's approval.

- 十一、 教師至兼職原則第四點第一項第四款第一目、第二目所定營利事業機構或團體及第二項第四款所定外國公司兼任董事、監察人或獨立董事時，本校應主動公開教師姓名、兼職機構、團體或外國公司名稱及兼任職務等資訊。
11. The university shall proactively disclose the faculty member's name, the name of the organization, entity, or foreign company, and the position held when faculty members are appointed as directors, supervisors, or independent directors at profit-seeking organizations or entities specified in Article 4, Paragraph 1, Subparagraph 4, Item 1 and Item 2, or foreign companies specified in Paragraph 4,

Subparagraph 4 of the Part-Time Principles.

教師至兼職原則第四點第一項第五款、第六款及第二項第五款所定之企業、機構或團體兼職時，其迴避、資訊揭露及申報之管理機制，依從事研究人員兼職與技術作價投資事業管理辦法第七條至第十二條及研究人員兼職與技術作價投資新創之生技醫藥公司管理辦法第六條至第十一條規定辦理。

The mechanisms for avoiding conflicts of interest, information disclosure, and reporting of faculty members engaging in part-time positions at enterprises, organizations, or entities as specified in Subparagraph 5 and 6 of Article 4, Paragraph 1, and Subparagraph 5 of Article 4, Paragraph 2 of the Part-Time Principles must comply with Articles 7 to 12 of the Regulations for Researchers Holding Concurrent Positions and Engaging in Investment with Technology Contributions and Articles 6 to 11 of the Regulations Governing the Management of Biotech and Pharmaceutical Startup Companies Regarding the Part-time Employment of Researchers and Shareholder Contribution by Technological Assets.

十二、 本要點經校務會議審議通過，陳請校長核定後實施。

12. This Directive shall be implemented upon deliberation and approval of the university Affairs Faculty Meeting and the president's authorization.