# 國立勤益科技大學教師聘約

# National Chin-Yi University of Technology Teacher Employment Agreement

101 年 9 月 5 日 101 學年度第 1 學期第 1 次校務會議修正通過第 16 點規定，101 年 11 月 21 日勤益科大人字第 1011700439 號函修正發布

Point 16 was amended and passed by the First University Affairs Faculty Meeting in the fall semester of the 2012 academic year on September 5, 2012, and promulgated by Official Letter No. 1011700439 of November 21, 2012.

108 年 6 月 6 日 107 學年度第 2 學期第 2 次臨時校務會議修正通過第 6 點、第 7 點、第 11 點規定，108 年 6 月 26 日勤益科大人字第 1081700230 號函修正發布

Points 6, 7, and 11 were amended and passed by the Second Ad Hoc University Affairs Faculty Meeting in the spring semester of the 2018 academic year on June 6, 2019, and promulgated by Official Letter No. 1081700230 of June 26, 2019.

113 年 12 月 18 日 113 學年度第 1 學期第 1 次臨時校務會議修正通過第 11 點、第 12 點規定，113 年 12 月 27 日勤益科大人字第 1131700642 號函修正發布

Points 11 and 12 were amended and passed by the First Ad Hoc University Affairs Faculty Meeting in the fall semester of the 2024 academic year on December 18, 2024, and promulgated by Official Letter No. 1131700642 of December 27, 2024.

115年 6 月 10 日 114 學年度第 2 學期第 2 次校務會議修正通過， 115 年 7 月 27 日勤益科大人字第 11517 00319 號函修正發布

Amended and passed by the Second University Affairs Faculty Meeting in the second semester of the 2025 academic year on June 10, 2026, and promulgated by Official Letter No. 1151700319 on July 27, 2026.

一、 本校教師應遵守國家教育宗旨及政府有關法令與本校各項規定，勤於學術研究，充實自我，勤於輔導學生、教好學生，以期辦好學校，達到教育目標。

Teachers at this University shall abide by the national educational mission, all relevant laws and regulations of the government, and the University's policies and regulations. They shall diligently pursue academic research, engage in continuous professional development, and devote themselves to student guidance and effective teaching, thereby contributing to the University's development and fulfillment of its educational objectives.

二、 教師每週授課基本時數依照「國立勤益科技大學專（兼）任教師基本授課時數編配計算要點」之規定辦理。教師有擔任行政工作之義務與接受學校委任交付及校長授權代理事項之責任； 兼任行政職務，得依規定酌減授課時數。

The basic weekly teaching hours of faculty members shall be managed in accordance with the "Guidelines for the Allocation and Calculation of Basic Teaching Hours for Full-time and Part-time Faculty Members" of National Chin-Yi University of Technology. Faculty members have the obligation to undertake administrative duties and accept assignments entrusted by the University or delegated by the President. Those concurrently holding administrative positions may have their teaching hours appropriately reduced in accordance with relevant regulations.

三、 教師每週至少排課三日，應有固定留校時間與地點，輔導學生課業，並於授課之餘，專心學術研究，或協助校務推行。因故不能授課，其請假、補課、代課，悉依政府及本校相關規定辦理。

Teachers shall schedule classes on at least three days per week and shall maintain fixed office hours and locations on campus to provide academic guidance to students. Outside of teaching duties, teachers shall devote themselves to academic research or assist in the implementation of university affairs. If a teacher is unable to teach due to any reason, leave, make-up classes, and substitute teaching shall be handled in

accordance with the relevant government regulations and the University's applicable regulations.

四、 教師於授課外，應出席有關會議，並有輔助訓育、擔任導師、指導研究工作、監考、閱卷及分擔學校臨時指派工作之義務。

In addition to teaching, teachers are required to attend relevant meetings, assist in student guidance, serve as advisors, supervise research, invigilate examinations, grade assignments and exams, and undertake temporary assignments as designated by the University.

五、 教師不得在校外兼課或兼職，但有特殊情形，其兼課或兼職不得影響本職工作，且須符合校　內基本授課時數及工作要求，並事先以書面商得本校同意。未兼行政職務之專任教師奉准至　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。兼任行政職務之教師奉　准至代表官股公、民營事業機構任董監，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。

Teachers shall not engage in concurrent teaching or employment outside the University. In exceptional circumstances, such concurrent positions may be permitted only if they do not interfere with the teacher's primary duties, provided the faculty member meets the University's minimum teaching-hour and work requirements, and obtains prior written approval from the University. With approval, full-time faculty members without administrative duties may concurrently hold no more than four positions in profit-seeking enterprises or organizations (including start-ups). With approval, faculty members in administrative positions may concurrently serve as directors or supervisors representing public shares in state-owned or private enterprises, as directors or supervisors of foundations, or in other key positions involving substantive business operations, provided that such positions do not exceed a total of two.

六、 本校專業科目或技術科目教師，應依本校教師進行產業研習或研究實施要點規定，進行與專業或技術有關之研習或研究，期間應至少半年。

Teachers of professional or technical subjects at the University shall, in accordance with the University's Guidelines for the Implementation of Industry-Based Study or Research for Teachers, engage in study or research related to their professional or technical fields for a period of no less than six months.

七、 教師應依本校教師定期成效評估準則實施教師成效評估。民國 95 年 8 月 1 日起新聘之專任教師未能依本校教師聘任及升等審查辦法所定期限內升等或達成一定貢獻者，經各級教師評審委員會依規定程序審議確定後，自各該聘約屆滿日起將不續聘。

Teachers shall undergo performance evaluations in accordance with the National Chin-Yi University of Technology Regulations for the Implementation of Periodic Performance Evaluation Standards. Full-time faculty members newly appointed on or after August 1, 2006 who fail to obtain a promotion within the period prescribed by the National Chin-Yi University of Technology Regulations Governing the Review for the Appointment and Promotion of Teachers or fail to demonstrate sufficient contributions shall not be reappointed upon the expiration of their current

employment contract, subject to deliberation by the Faculty Evaluation Committees at all levels in accordance with prescribed procedures.

八、 教師接到聘書後，應於二週內應聘，否則以不應聘論。

Upon receiving a letter of appointment, teachers shall accept the appointment within two weeks, otherwise the appointment shall be deemed declined.

九、 教師不得中途離職，如有特殊情況者，應於一個月前提辭，並經學校同意後始准離職。

Teachers may not resign during their term of appointment. In exceptional circumstances, a resignation request may be submitted at least one month in advance and shall take effect only upon approval by the University.

十、 教師離職時，應將經辦事項及應辦手續交代完畢，取具證明後離職。

When leaving the University, teachers shall complete the handover of all duties and required procedures and may leave only after obtaining certification thereof.

十一、 教師有違學術倫理時，非屬違反教師資格審查規定案件由本校教師專業倫理委員會討論決議，認為有具體違反教師倫理事實者，陳請校長移送學校教師評審委員會辦理。

教師違反送審教師資格規定，應依本校教師聘任及升等審查辦法之相關規定處理，經審議確定者，將其認定情形及懲處事項，報請教育部備查。學校於接獲教育部備查之懲處決定後，應即對其執行懲處。

If a teacher engages in conduct that violates academic ethics but does not fall under cases governed by the University's Regulations Governing Teacher Qualification Review, the matter shall be reviewed by the University's Faculty Professional Ethics Committee. If the committee determines that there is a concrete violation of professional ethics, it shall submit the case to the President for referral to the Faculty Evaluation Committee.

If a teacher violates the provisions governing teacher qualification review, the case shall be handled in accordance with the relevant provisions of the University's Regulations Governing the Review for the Appointment and Promotion of Teachers. Upon review, the findings and disciplinary measures shall be reported to the Ministry of Education for reference. The University shall immediately enforce the penalty upon receipt of the Ministry's confirmation of the disciplinary decision.

十二、 教師應尊重性別平等，恪守師生及專業倫理，並應遵守「校園性別事件防治準則」第八條、第九條等相關規定，以維護學生受教權與人身安全。

Teachers shall respect gender equality, uphold teacher–student and professional ethics, and comply with Articles 8, 9, and other relevant provisions of the “Regulations Governing the Prevention of Gender-Related Incidents on Campuses” to protect students' right to education and personal safety.

十三、 教師不得有未經本校行政作業而逕與各機關（構）、團體訂約，接受委託研究或建教合作計畫之情事，而應由學校具名簽訂合約承接各類研究計畫；教師並應依法令覈實執行各類研究計畫所補助之經費，不得有詐領研究費之情事。

Teachers shall not, without going through the University's administrative procedures, independently enter into contracts with external agencies, organizations, or groups to undertake commissioned research or industry–academia collaboration projects. All such contracts shall be signed in the name of the University. Teachers shall also execute all research project funding in strict compliance with applicable laws and regulations, and under no circumstances shall they fraudulently obtain research funding.

十四、 教師如違反聘約、言行失檢、違背法令或借調服務期間有違法失職情事受借調機關懲處，經提教師評審委員會審議確定予以議處。其情節重大者，經教師評審委員會審議通過，並報請教育部核定後，以書面附理由通知停聘、解聘或不續聘。

If a teacher violates the terms of this Agreement, engages in misconduct, or violates any laws and regulations, or is disciplined by the borrowing institution for illegal conduct or dereliction of duty during the period of secondment, the case shall be submitted to the Faculty Evaluation Committee for review. In cases of serious circumstances and upon resolution of the Faculty Evaluation Committee and approval of the Ministry of Education, the teacher shall be given written notice, with reasons attached, of suspension, dismissal, or non-renewal of appointment.

十五、 本校專任專業技術人員適用本聘約。

These Terms of Appointment shall also apply to full-time professional technical personnel of the University.

十六、 其他未盡事項悉依政府有關法令及本校章則規定辦理。

All other matters not covered herein shall be handled in accordance with relevant government laws and regulations, as well as the statutes and bylaws of the University.

十七、 本聘約經本校校教師評審委員會及校務會議通過後實施，修正時亦同。

This Agreement shall be implemented after approval by the University Faculty Evaluation Committee and the University Affairs Faculty Meeting. The same procedure shall apply to any amendments.