

建國科技大學專任教師聘書

Chienkuo Technology University

Full-time Faculty Letter of Appointment¹

() 建國聘字第○○○○○○號

() Chienkuoemploy No.

Date:

This letter of appointment (hereafter referred to as “the Appointment”) is entered by and between Chienkuo Technology University (hereafter referred to as “the University”) and name of professor (hereafter referred to as “the Appointee”) for the position of title.

The terms of this appointment are as follows:

1. The term of this appointment is from month day, year to month day, year. When the term has been completed, a new letter will be issued should there be a reappointment.
2. Teaching hours per week: eight hours for professors, nine hours for associate professors, ten hours for assistant professors, eleven hours for instructors. If the Appointee is assigned an administrative job as well as teaching, the teaching hours may be reduced or extra payment may be offered according to the University regulations. An Appointee with an administrative job should follow rules regarding working hours.
3. It is the responsibility of the Appointee to cultivate students with virtue, knowledge, physical fitness, team work, and aesthetics, and to teach courses based on applied scientific technologies, the liberal arts, and a well-rounded education so as to develop educated professionals. The Appointee should also engage in research in addition to teaching.
4. Full-time faculty members are not allowed to take part-time jobs in any organizations other than the University without prior approval by the President. According to the regulations of Ministry of Education, it is absolutely prohibited for full-time faculty members to be employed concurrently on any full-time position in organizations other than the University. The University may terminate the Appointment or change the full-time Appointment to a part-time Appointment should the Appointee violate this regulation.
5. The Appointee should follow all rules and regulations of the University, and is

¹ P. 162 of the Chinese Version

obligated to cooperate with the Office of Academic Affairs, the Office of Student Affairs, and other administrative units, and be available on the University campus for at least four working days per week.

6. Teaching is expected to be conducted earnestly and with appropriate teaching methodologies. Faculty members are obligated to strive to enhance the quality of teaching and to value feedback from students.
7. In addition to teaching, faculty members are obligated to take part actively in administrative work, academia-industry cooperation projects, extension education, laboratory management, internal publication editing, etc.
8. Faculty members are obligated to act as class advisors, student counselors, and/or student-association counselors; participate in on-campus workshops or seminars; and take part in community services, etc.
9. The Appointee is to comply with the rules stated on the Rights & Responsibilities of CTU Full-time Faculty, Regulations for Termination or Non-renewal of Appointment, as well as Job Descriptions.
10. The Appointee is to follow the policy and rules on the CTU Regulations for Annual Faculty Evaluation. If the University terminates the appointment, the remaining time of appointment will become invalid automatically.
11. If the Appointee fails to achieve “One faculty, One Project” (the requirement of each person performing one project per year) in two succeeding years, the matter will be handled according to Item 9 of Article 14 of the Teachers’ Act, and the University may terminate the appointment. If the University terminates the appointment, the remaining time of appointment will become invalid automatically.
12. Faculty members are obligated to follow the principles of gender equality regulated by Ministry of Education and the University regarding the prevention of sexual harassment and sexual assault.
13. The Appointee should sign the Agreement to the Letter of Appointment attached with the Appointment and return the agreement to the Office of Personnel within one week of receiving the Letter of Appointment. The Appointment is deemed refused if the agreement is not received by the Office of Personnel in time. Newly-appointed faculty members who fail to submit originals of diplomas or teaching certificates for review will be considered as having refused to accept the Appointment. If the documents submitted for review are not approved by Ministry of Education, or if those certificates are proved to be false, the

Appointment will be terminated immediately.

14. Termination of the Appointment by the Appointee within the period of the Appointment requires a written notification to the University, and it should be received and approved two months prior to the desired termination date. If the Appointee leaves without approval, the matter will be handled according to Item 9 of Article 14 of the Teachers' Act. The salary of the Appointee will be paid up to the date the termination becomes valid or the date the Appointee leaves the position without approval.
15. Should the Appointee does not desire renewed appointment after the expiration of the Appointment, the Appointee should submit written notification to the University two months prior to the expiration date.
16. All matters not included in the Appointment shall follow the regulations and rules of Ministry of Education and the University.
17. The local tribunal of Changhua will be the governing court of first instance should there be a dispute between the University and the Appointee.
18. The content of the Appointment has been reviewed and approved by the University Affairs Committee and further ratified by the President. Any modification to the content should follow the same procedure.

President