

Full-time Teacher Employment Contract of National Taipei University of Business

Approved at the 1st University Affairs Meeting of the 1st semester of Academic Year 2014 on October 9, 2014, and at the 2nd University Affairs Meeting of the 2nd semester of Academic Year 2014 on June 11, 2015

Amended and approved Articles 10 and 17 at the 2nd University Affairs Meeting of the 1st semester of Academic Year 2017 on December 21, 2017, and implemented from February 1, 2018

Amended and approved the title and Articles 2, 5, 10, 14, 16 and 17 at the 1st University Affairs Meeting of the 1st semester of Academic Year 2020 on December 17, 2020, and implemented from February 1, 2021 (original title: Full-time Teacher Employment Contract)

Amended and approved Articles 11 to 18 at the 1st University Affairs Meeting of the 2nd semester of Academic Year 2021 on June 16, 2022

Amended and approved Articles 7 and 10 at the 1st University Affairs Meeting of the 1st semester of Academic Year 2022 on December 15, 2022

Amended and approved Article 12 at the 1st University Affairs Meeting of the 1st semester of Academic Year 2024 on December 19, 2024, and implemented from February 1, 2025

Amended and approved Articles 3 and 7 at the 1st University Affairs Meeting of the 2nd semester of Academic Year 2024 on June 12, 2025

1. The monthly remuneration for full-time teachers of the University (hereinafter referred to as “teachers”) shall be paid in accordance with the standards prescribed by the government.
2. Upon receipt of the letter of appointment, if a teacher does not intend to accept the appointment, the teacher shall personally return the letter of appointment by registered mail within two weeks.
3. Teaching hours for teachers shall be calculated in accordance with the University’s Directions for the Calculation of Teaching Hours for Faculty Members. Professors shall teach 8 hours per week, associate professors and assistant professors 9 hours per week, and lecturers 10 hours per week. Where teachers concurrently hold administrative positions or where there is an actual need and approval is granted by the University, their teaching hours may be reduced accordingly. Starting from the first semester of Academic Year 2025, newly appointed full-time teachers of the College of International Business and Marketing of the University shall, within six years from the commencement of their appointment, offer at least one course taught entirely in English each semester.
4. If a teacher is unable to come to the University to teach for any reason, the teacher shall apply for leave in advance and handle matters in accordance with the University’s regulations on substitute teaching by faculty members, so as not to affect students’ learning.
5. Teachers’ secondment and concurrent employment (including teaching) outside the University shall be handled in accordance with government regulations and the University’s regulations, and prior written consent of the University shall be obtained. Teaching outside the University shall be limited to a maximum of four hours per week. Any remuneration received for concurrent employment in violation of these regulations shall be incorporated into the University Fund or paid into the public treasury under the government budget, and the University shall recover such remuneration.
6. In addition to teaching and research, teachers shall not refuse, without just cause, to serve as advisors or to undertake other administrative duties of the University. Teachers shall assume responsibility for counseling students in respect of their psychological well-being, character, daily life and conduct, and shall set an example.
7. Where a teacher accepts a commission to handle the signing of contracts for industry–academia collaboration and research projects, the contract shall be signed in the teacher’s name only after the University or the academic unit within the University undertaking the commissioned research project has obtained approval through administrative procedures. Such matters shall be handled in accordance with the relevant regulations of the University, and the teacher shall not enter into contracts directly with any agencies without going through the University’s administrative procedures. Any violation shall be handled in accordance with Article 3 of the University’s Regulations for the Implementation of Industry–Academia Collaboration. Teachers shall, in accordance with the relevant regulations of the University, engage in industry-based internships or research. Where such requirements are not completed within the prescribed period, disposition shall be made in accordance with Point 8 of the University’s Directions for Faculty Members’ Industry Internships or Research.
8. During the period of employment at the University, for documents prepared by teachers for the University or for any colleges, departments (institutes, offices, centers, degree programs),

including but not limited to proposals, project plans and research reports, unless otherwise provided in the University's regulations, the moral rights and economic rights to such works shall belong to the University.

9. Teachers are obligated to undergo faculty evaluation and teaching evaluation, and the results shall be handled in accordance with the University's regulations on faculty evaluation and teaching evaluation.
10. Starting from the second semester of Academic Year 2002, newly appointed teachers of the University (including lecturers, assistant professors and associate professors) shall, in accordance with the Regulations Governing the Time Limit for Promotion of Newly Appointed Faculty Members and Supporting Measures, be promoted as follows: lecturers shall be promoted to assistant professors within eight years from taking office, assistant professors shall be promoted to associate professors within eight years from taking office, and associate professors shall be promoted to professors within ten years from taking office. Those who fail to be promoted within the prescribed period shall be regarded as "under observation" and shall undergo faculty evaluation within two years. Where the evaluation result is "good" or above, they shall undergo faculty evaluation every two years thereafter until they are successfully promoted. Where the evaluation result is "needs improvement", the case shall be handled in accordance with the deliberation procedures under the Teachers' Act. Upon resolution by the respective faculty evaluation committees at each level and approval by the Ministry of Education, the teacher shall not be reappointed.
11. Where a teacher has violated the eligibility requirements for submitting teacher qualifications for review or is involved in an academic ethics case, the matter shall be handled in accordance with the University's Directions for Handling Cases of Teachers' Violations of Eligibility Requirements for Submitting Teacher Qualifications for Review and Academic Ethics.
12. Teachers shall comply with the Gender Equity Education Act, the Act of Gender Equality in Employment, the Sexual Harassment Prevention Act, the Guidelines for the Prevention and Handling of Gender-related Incidents on Campus, the Guidelines for the Prevention of Bullying on Campus and other relevant laws and regulations, as well as the provisions of the Fundamental Education Act, and shall not violate Article 227 of the Criminal Code.

Teachers shall not develop relationships with students that violate professional ethics, such as those based on sexual behavior or romantic affection.

When a teacher is in a position of unequal power in terms of status, knowledge, age, physical strength, identity, ethnicity or resources in the course of teaching, guidance, training, evaluation, management, counseling of students or providing students with work opportunities, the teacher shall not, in interpersonal interactions with adult students, develop relationships that violate professional ethics, such as those based on sexual behavior or romantic affection.

If there is a risk that a teacher-student relationship may violate the aforementioned professional ethics, the teacher shall voluntarily recuse themselves or report the matter to the University or the competent authority of the University for handling.

Teachers shall respect the sexual and bodily autonomy of themselves and all others, avoid unwelcome pursuit, and shall not use coercive or violent means to handle conflicts related to gender.
13. Teachers shall not resign at will during the period of service. Where there are special circumstances requiring resignation, teachers shall submit a written request one month in advance and may resign only after approval by the President. However, teachers concurrently holding administrative positions at the University shall not be subject to the term of appointment for such positions and may be relieved of their concurrent positions or transferred.
14. Upon resignation, teachers shall complete the handover of duties and public property under their charge before receiving a certificate of separation.
15. Where a teacher seriously violates the provisions of this Employment Contract, the matter shall be handled in accordance with the relevant provisions of the Teachers' Act.
16. Teaching assistants under the former system shall report to the University on time and shall undertake academic research, teaching work, or administrative work related to academic affairs,

student affairs and other University affairs.

17. Matters not specified herein shall be handled in accordance with the relevant laws and regulations promulgated by the competent educational authority and the relevant regulations of the University.
18. This Employment Contract shall be implemented after having been approved by the Administrative Meeting and the University Affairs Meeting. The same procedure shall apply to any amendments.