

NTUB Code of Teaching Ethics for Faculty Members

Reviewed and approved at the 2nd Teacher Evaluation Committee Meeting of the 1st Semester,
Academic Year 2012, on December 6, 2012

Reviewed and approved at the 2nd University Affairs Meeting of the 1st Semester, Academic
Year 2012, on December 13, 2012

Approved at the 2nd University Affairs Meeting of the 2nd Semester, Academic Year 2013, on
June 5, 2014, for the University's name change

Reviewed and approved at the 1st University Affairs Meeting of the 1st Semester, Academic Year
2020, on December 17, 2020

Reviewed and approved at the 1st University Affairs Meeting of the 2nd Semester, Academic
Year 2021, on June 16, 2022

Chapter I Basic Beliefs

- Article 1 For the purpose of enhancing teaching quality, cultivating talent, promoting culture, and serving society, National Taipei University of Business (hereinafter referred to as “the University”), in accordance with the spirit of the University Act and the Teachers’ Act, hereby establishes the Code of Teacher Ethics of the University (hereinafter referred to as “this Code”).
- Article 2 This Code shall apply to all full-time faculty members at the University holding the rank of Lecturer or above (including teaching assistants with faculty status).
- Article 3 In teaching, research, and service, the faculty members of the University shall uphold the following basic beliefs:
1. Pursuit of Knowledge and Truth: Regard the pursuit of knowledge and truth as a professional calling.
 2. Academic Freedom: Abide by conscience in scholarship and instruction, and strive to safeguard academic freedom.
 3. Fairness and Objectivity: Maintain fairness and objectivity to promote the full development of scholarship and education.
 4. Integrity and Honesty: Conduct scholarship and daily affairs with integrity and honesty, fostering an atmosphere of openness and uprightness.
 5. Harmony and Purity: Preserve a harmonious and pure campus, creating a sound university environment.
 6. Mutual Respect and Cooperation: Practice self-respect, mutual respect, tolerance, and cooperation, thereby promoting harmony, integration, and development of the University.
 7. Professional Dedication and Diligence: Strive for continuous improvement and excellence.
 8. Sincere Service: Serve society sincerely with knowledge and elevate society with moral virtue.
- Article 4 Any ethical and moral norms related to the professional self-discipline of university faculty members that are not covered by general laws and regulations shall be handled in accordance with the provisions of this

Code.

Chapter II Teaching Ethics

- Article 5 Faculty members shall conduct classes in accordance with the course schedule and syllabus.
- Article 6 Faculty members shall assign appropriate teaching materials, homework, or reports to enhance teaching and learning effectiveness.
- Article 7 Faculty members shall value two-way communication between teachers and students, and take into consideration the results of teaching evaluations to improve teaching materials and methods in a timely manner.
- Article 8 Faculty members shall assess students' academic performance with fairness and appropriate standards.
- Article 9 Faculty members shall adopt appropriate manners in interacting with students in order to achieve the goals of teacher-student ethics and leading by example.
- Article 10 Faculty members shall avoid expressing personal religious or political views during class in a manner that may affect students' independent judgment.
- Article 11 Faculty members shall fulfill their responsibility in guiding students in thesis writing or graduation projects, ensuring compliance with academic ethical standards, alignment with the attributes of the department or division and professional research fields, and preventing plagiarism, misappropriation of others' works, or pursuing topics inconsistent with the relevant field.

Chapter III Academic Ethics

- Article 12 Faculty members shall devote themselves to research, strive to enhance academic standards, and take responsibility for their published works.
- Article 13 Faculty members shall conduct research with integrity and conscience. The research process and conclusions shall not be influenced by political pressure or temptations of interest.
- Article 14 Faculty members shall not fabricate or falsify research data, nor plagiarize or misappropriate the works of others.
- Article 15 When serving as a reviewer of academic works, faculty members shall not allow arbitrary subjectivity, academic factional bias, or personal relationships to influence the results of the review.

Chapter IV Campus Ethics

- Article 16 Faculty members shall adhere to the fundamental principle of mutual

respect in their interactions with colleagues.

Article 17 Faculty members shall respect the independent personality of students, as well as the professional authority and functions of staff members.

Article 18 Faculty members shall not engage in acts of coercion, public insult, or false accusation.

Article 19 Faculty members shall not bully, harass, or engage in improper discriminatory treatment toward colleagues or students.

Article 20 Faculty members shall not make improper personal evaluations of colleagues or damage relationships between colleagues.

Article 21 Faculty members shall be mindful of their own behavior and manner in dealing with others, striving to serve as role models for students.

Chapter V Supplementary Provisions

Article 22 Faculty members of the University shall strictly abide by the provisions of this Code. Where there is suspicion of conduct in violation of this Code, unless otherwise subject to specific disciplinary regulations already in place within the University, the matter shall be handled in accordance with this Code.

Article 23 A complainant reporting a violation of this Code shall submit a written report with supporting evidence to the University under their real name and address. Reports filed under a pseudonym or anonymously, or other forms of reports without a specific subject and sufficient supporting evidence, shall not be accepted.

Article 24 Where a faculty member is suspected of violating this Code, an Investigation Team shall be established to ascertain the facts in accordance with the principles of fairness, objectivity, and efficiency. The Investigation Team shall consist of five to seven members, convened by the Vice President, and shall include the Dean of Academic Affairs, the Dean of Research and Development, the Dean of Student Affairs, and the Dean (or Center Director, or Director) of the college to which the reported faculty member belongs, together with impartial scholars from outside the University invited to participate.

Article 25 In the course of investigation and handling procedures, the Investigation Team shall take necessary protective measures regarding the complainant's real name, address, or other information sufficient to identify them. The Investigation Team shall treat reported cases as confidential during investigation.

Article 26 If a reported case is determined to be related to the disciplinary regulations of other authorities or relevant units of the University, it shall be referred to the appropriate authority (or unit) for handling.

Article 27 For the purpose of investigating reported cases, the Investigation Team shall notify the reported faculty member to provide a written defense.

Article 28 The Investigation Team may convene a meeting only when at least two-

thirds of its members are present, and any resolution regarding a reported case shall require the approval of more than two-thirds of the attending members.

When the Investigation Team convenes, the parties involved in the reported case or relevant units (or personnel) may be invited to attend and provide explanations if necessary.

Article 29 The Investigation Team shall, within one month from the date of accepting a written report, prepare written materials and submit them to the faculty member's unit for review by the three-level Teacher Evaluation Committee.

Each level of the Teacher Evaluation Committee shall, within one month, determine whether a violation of this Code has been established and render a specific resolution. Except for violations of teacher qualification review requirements, which shall be handled in accordance with the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education promulgated by the Ministry of Education, the Teacher Evaluation Committee shall, depending on the severity of the circumstances, render one of the following decisions regarding the reported faculty member:

1. Not established.
2. Dismissal, non-renewal, or suspension of employment.
3. No salary increase based on seniority or performance.
4. Prohibition, for a specified period, from being seconded or concurrently serving as an academic or administrative supervisor, or from holding concurrent positions or teaching outside the University.
5. Restriction, for a specified period, from participating in University committees or thesis/dissertation reviews (oral examinations).
6. Prohibition, for a specified period, from applying for promotion.
7. Prohibition, for a specified period, from applying for sabbatical leave for research.
8. Recording of a Demerit.
9. Issuance of a Warning.
10. Oral or written admonition.
11. Other appropriate disciplinary measures.

Decisions on dismissal, non-renewal, or suspension of employment as specified in the preceding paragraph shall be subject to the procedures stipulated in the Teachers' Act and submitted to the Ministry of Education for approval.

The term "specified period" referred to in the preceding paragraph shall be determined by the Teacher Evaluation Committee through deliberation based on the severity of the circumstances.

In handling violations of this Code, attention shall be paid to

appropriateness and fairness, and undue association shall be avoided.

If the case is complex or involves obstructive factors, the period for investigation and deliberation may be extended by two months; during winter or summer vacations, the schedule may be deferred accordingly, and the complainant and the reported faculty member shall be notified.

Where a decision of “not established” is reached, the case shall be closed after written notification to the complainant and the reported faculty member.

Article 30 Within ten days after deliberation by the Teacher Evaluation Committee, the University shall notify the reported faculty member in writing of the handling result and the reasons, with a copy to the complainant.

The written notice referred to in the preceding paragraph shall state the facts, deliberation result, disciplinary action, reasons, and legal basis; and shall specify that, if dissatisfied with the deliberation result, the reported faculty member may, within thirty days from the day following receipt of the notice, file an appeal with the University’s Teacher Appeals and Review Committee or lodge an administrative appeal with the Ministry of Education.

If, pursuant to Article 26, the case is determined to fall under the disciplinary regulations of relevant University units and is referred to those units for handling, the matter shall be processed in accordance with the preceding two paragraphs.

Article 31 If faculty, staff, or students of the University abuse the reporting mechanism in a manner that undermines campus harmony, the matter may be referred to the competent authority for deliberation and handling, depending on the severity of the circumstances.

Article 32 This Code shall be implemented after approval by the University Affairs Meeting, ratification by the President, and submission to the Ministry of Education for record. The same procedure shall apply to amendments.