

NTUB Regulations for Appointing Part-time Faculty Teachers

Approved by the 2nd Meeting of the Teachers' Review Committee, 2nd semester of Academic Year 2009, on June 3, 2010

Amended and approved by the 2nd Meeting of the Teachers' Review Committee, 1st semester of Academic Year 2012, on December 6, 2012

Amended and approved by the 2nd Extraordinary Meeting of the Teachers' Review Committee, 2nd semester of Academic Year 2013, on June 18, 2014

Amended and approved by the 2nd Extraordinary Meeting of the Teachers' Review Committee, 1st semester of Academic Year 2014, on January 8, 2015

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Points 1, 3 to 4, 6, 8 to 9, and 13 to 15 and 21 implemented from February 1, 2017

Amendments to Points 6, 12, and 21 approved by the 2nd Meeting of the Teachers' Review Committee, 1st semester of Academic Year 2017, on November 30, 2017 and implemented from February 1, 2018

Title and the full text of 21 points amended and approved by the 2nd Meeting of the Teachers' Review Committee, 2nd semester of Academic Year 2020, on June 25, 2021 and implemented from August 1, 2021 (former title: National Taipei University of Business Regulations for the Appointment of Part-time Faculty Members)

Amendments to Points 12 and 13 approved by the 3rd Meeting of the Teachers' Review Committee, 1st semester of Academic Year 2022, on December 1, 2022

Amendment to Point 13 approved by the 2nd Meeting of the Teachers' Review Committee, 1st semester of Academic Year 2023, on November 30, 2023

1. For the appointment of part-time faculty, National Taipei University of Business (hereinafter "the University") hereby formulates these Guidelines pursuant to the Regulations Governing the Employment of Part-Time Teachers in Tertiary Education Institutions (hereinafter "the Regulations"). The appointment of part-time faculty members at the University's Continuing Education School shall be governed by these Guidelines.
2. In selecting part-time faculty members, priority shall be given where the University has no full-time faculty in the relevant field of expertise, or where full-time faculty members in the same field have already reached their basic teaching load.
3. In principle, priority shall be given to candidates who hold teacher qualifications and possess a doctoral or master's degree, and the courses taught shall align with the candidate's academic specialization or research field. However, nursing instructors who hold teacher qualifications are not subject to the foregoing degree requirement.

Where a candidate does not hold a master's degree or higher, the candidate must have more than five years of practical experience, and the reasons shall first be stated and approved by the Faculty Review Committee of the department (or program/graduate institute; hereinafter collectively "FRC"), then reviewed and approved by the College FRC, and after submission via the Office of Academic Affairs and the Personnel Office to the President for approval, the appointment may proceed in accordance with standard procedures; the number of such appointees shall not exceed one-tenth (10%) of the total part-time faculty of the department.

For part-time faculty to be appointed by the General Education Center, the Physical Education Office, or the Military Training Office under the circumstances of the preceding paragraph, the appointment shall be reviewed and approved by the respective unit's FRC, and, after submission via the Office of Academic Affairs and the Personnel Office to the President for approval, processed in accordance with standard procedures; the number of such appointees shall not exceed one-tenth (10%) of the unit's total part-time faculty.
4. As a general principle, part-time faculty members may be appointed until they reach the age of seventy-five (75); where a faculty member reaches seventy-five during a semester, the appointment may continue until the end of that semester. Where an appointment beyond the age of seventy-five is proposed, the proposing unit shall state the reasons, assess whether the candidate's physical condition is suitable for teaching, and proceed with appointment only after the procedures under Point 6 of these Guidelines have been deliberated and approved. The same shall apply to reappointments.
5. Part-time faculty members who hold a teacher certificate issued by the Ministry of Education shall be appointed according to the rank indicated on the certificate. Those without a teacher certificate shall be appointed based on their academic degree: holders of a master's degree shall be appointed as Lecturer,

and holders of a doctoral degree as Assistant Professor.

6. The procedures for appointing part-time faculty are as follows:
 - (1) New appointment: For a candidate who has not been appointed as a part-time faculty member (professional and technical personnel) of the University and has taught at the University within the past three years, the proposing unit shall submit: a part-time faculty appointment proposal form, the faculty classification standards and scoring form, and a roster of newly appointed part-time faculty; it shall also verify and attach the highest academic degree certificate, teacher certificate (if any), relevant licenses/certificates, proof of employment (in-service) from the original institution, and the proposed course subjects and syllabi. Appointment may proceed only after approval by the Faculty Review Committee(s) at each level.
 - (2) Reappointment: For a candidate who has been appointed within the past three years as a part-time faculty member (professional and technical personnel) of the University and has taught at the University, upon preliminary review by the department (division), graduate institute, or degree program Faculty Review Committee, the matter shall be authorized to the College (Center/Office) Faculty Review Committee for deliberation and approval, after which the reappointment may proceed.
 - (3) Rank adjustment: Where, during the validity period of the appointment contract, a part-time faculty member is recognized by the Ministry of Education as having a higher teacher rank and is issued a certificate, or obtains a higher academic degree, the appointment shall be adjusted to the higher rank effective the semester following completion of the reappointment or new-appointment review procedures.

Prior to appointing any part-time faculty member, the University shall check whether any of the disqualifying circumstances under Article 8, Paragraph 1 of the Regulations apply; for appointees already in service, such checks shall be conducted periodically.

When handling reappointments, the proposing unit shall submit a roster of reappointed faculty and the faculty classification standards and scoring form. Except where personal basic information that is subject to verification has been revised or updated (which must still be submitted for review), other documents need not be resubmitted.

After a candidate has passed the reappointment review procedures, the proposing unit shall follow administrative procedures to seek the President's approval and forward the case to the Personnel Office for issuance of the appointment letter.

7. Part-time faculty appointments are made on a semester basis. The first-semester appointment period runs from August 1 to January 31 of the following year; the second-semester appointment period runs from February 1 to July 31. The proposing unit shall complete all appointment procedures before the start of the semester.
8. Where a part-time faculty member is to be appointed or reappointed based on an academic degree, the individual must hold an official diploma conferring that degree.
9. Teaching hours for part-time faculty shall be handled in accordance with the University's Guidelines for Handling Overtime and Substitute Teaching Hourly Pay for Teachers and related provisions.
10. Where a part-time faculty candidate is a current member of the staff or faculty of another agency, school, or research institution, the proposing unit shall, prior to the start of classes, obtain that institution's written consent by official correspondence before the appointment may be finalized.
11. For part-time faculty who are foreign nationals, the proposing unit shall complete the appointment process before the commencement of the February and August appointment periods each year, and shall apply to the Ministry of Education for an employment permit in accordance with the Employment Service Act, the Act for the Recruitment and Employment of Foreign Professionals, and the Regulations on the Permission and Administration of the Employment of Foreign Teachers in Educational Institutions at All Levels. Where the employment permit of a foreign part-time faculty member is due to expire and continued employment is sought, the proposing unit shall apply to the Ministry of Education for a new permit during the sixty (60) days prior to the expiry date.
12. A part-time faculty member who has continuously taught at the University for two years may apply to

have their teacher qualifications reviewed based on their academic degree; the degree thesis or publications shall be reviewed by external scholars/experts.

For the part-time faculty member referred to in the preceding paragraph, at the time of applying for a teacher certificate and submitting materials to the Ministry of Education for qualification review, the faculty member must in that semester be actually teaching at the University, with at least one (1) credit taught in each semester.

13. When a part-time faculty member applies, pursuant to Point 12, to have teacher qualifications reviewed on the basis of an academic degree, the applicant shall complete the Qualification Review Application Form and submit it to the proposing unit for preliminary review together with the diploma, the University's appointment letter, the thesis (or publications), and other relevant materials. Where the degree was earned abroad, in addition to copies of the complete academic transcript (by year), records of entry and exit during the period of study, a summary table of the program of study for qualification review of foreign academic credentials, the highest-degree diploma, and a Chinese translation of the diploma, the applicant shall obtain authentication of the academic credentials from an R.O.C. (Taiwan) overseas mission or an authorized agency.

For the external review required under Point 12, Paragraph 1 for part-time faculty of departments (divisions), graduate institutes, and degree programs, the thesis (or publications) shall be sent to six external scholars/experts for review. The passing standard is a score of 70, with at least four reviewers each awarding a score of 70 or higher. In principle, reviewers shall be selected from a list of scholars/experts recommended by the Department/Institute/Program FRC in a number at least twice the required reviewers; where necessary, the College FRC may additionally recommend suitable candidates from the College's database of external reviewers. After the convener of the College FRC consults with two College FRC members to finalize the reviewer selections, the materials shall be submitted confidentially to the Office of Academic Affairs for processing. For the Continuing Education School, the materials shall be submitted confidentially to the Personnel Office (handled by the personnel staff) for processing. The external review results shall be transmitted confidentially to the convener of the College FRC, who shall convene the College FRC for a second-stage review; cases that pass the second-stage review shall be forwarded to the University FRC for final review.

For part-time faculty of the General Education Center, the Physical Education Office, and the Military Training Office, the external review under Point 12, Paragraph 1 shall be conducted *mutatis mutandis* in accordance with the preceding paragraph. After the Dean of Academic Affairs consults with two members of the Center/Office FRC to finalize the external reviewers, the materials shall be submitted confidentially to the Office of Academic Affairs for processing. The external review results shall be transmitted confidentially to the Center/Office FRC for a second-stage review; cases that pass the second-stage review shall be forwarded to the University FRC for final review.

Recusal of reviewers under this Point shall be handled in accordance with Article 6 of the University's Regulations for the Appointment of Faculty.

Matters not covered in the review procedures under this Point shall be handled in accordance with the University's Regulations Governing Faculty Promotion.

14. A part-time faculty member who holds a full-time teaching position at another institution may not apply to the University for teacher-qualification review based on an academic degree.
The review fee for the thesis (or publications) submitted to the Ministry of Education for a teacher qualification certificate shall be borne by the applicant.
15. When appointing part-time faculty, the proposing unit shall consider whether the instructor can attend and teach for the entire course. Where, for any reason, a part-time faculty member cannot continue teaching during the semester, they shall resign in accordance with Point 20 of these Guidelines, and the remaining classes shall be absorbed by faculty of the proposing unit. However, this restriction does not apply where special circumstances arise and approval is obtained.
16. After appointment, if the number of students enrolled does not meet the threshold for offering the course such that there is no longer a need to employ the part-time instructor, the appointment may be terminated before the end of the appointment period. The appointing unit shall follow due procedures

to obtain approval and notify the instructor in writing with reasons stated.

17. Participation of part-time faculty in Labor Insurance, Employment Insurance, National Health Insurance, retirement (pension) contributions, and leave entitlements shall be handled in accordance with the Regulations.

18. A candidate who falls under any of the circumstances set forth in Article 8, Paragraph 1 of the Regulations shall not be appointed as a part-time faculty member.

Where, during the term of the appointment contract, a part-time faculty member falls under any of the circumstances set forth in Article 5, Paragraph 1; Article 6, Paragraph 1; Article 7, Paragraph 1; or Article 8, Paragraph 1 of the Regulations, the appointment shall be terminated upon deliberation and approval by the Faculty Review Committee(s) (FRC) at each level, except where the Regulations provide that FRC deliberation is not required. For circumstances under Article 6, Paragraph 1, Subparagraphs 3 to 5 of the Regulations, the FRC(s) shall consider the severity of the case and resolve that the person be disqualified from part-time appointment for a period of one to four years.

Where, during the term of the appointment contract, a part-time faculty member falls under any of the circumstances set forth in Article 10 of the Regulations, the execution of the appointment shall be suspended ipso facto. If the matter involves any of the circumstances set forth in Article 5, Paragraph 1, Subparagraphs 4 to 6; or Article 6, Paragraph 1, Subparagraphs 1 or 2 of the Regulations, the unit responsible for handling gender equality cases shall, within five (5) days from becoming aware thereof, submit the case through procedures to the University FRC for deliberation; the University FRC shall convene within three (3) weeks and, upon approval, suspend execution of the appointment for up to six (6) months pending investigation. Where necessary, and upon FRC approval, the suspension period may be extended twice, each extension not exceeding three (3) months.

Where, during the term of the appointment contract, a part-time faculty member is involved in any of the circumstances set forth in Article 5, Paragraph 1, Subparagraphs 7 to 11, or Article 6, Paragraph 1, Subparagraphs 3 to 5 of the Regulations, and the relevant unit deems it necessary to suspend execution of the appointment pending investigation, the matter shall be submitted to the University FRC for deliberation; upon approval, execution of the appointment may be suspended for up to three (3) months. Where necessary, and upon FRC approval, the suspension may be extended once, not exceeding three (3) months.

With respect to termination of appointments and suspension of execution under the preceding three paragraphs, the quorum and voting thresholds for the FRC shall be handled in accordance with the relevant provisions of the Regulations.

19. A part-time faculty member shall not be reappointed under any of the following circumstances:
 - (1) The overall average teaching evaluation score in the most recent semester is lower than 3.5.
 - (2) The faculty member, for reasons attributable to themselves, is unable to continue teaching during the semester, and this has been deliberated and approved by the Faculty Review Committee(s) at each level.
 - (3) There are specific facts showing failure to fulfill appropriate obligations in accordance with University policies and the University's Faculty Teaching Ethics Code.
 - (4) Other circumstances under which the department (division), institute, degree program, center, or office Faculty Review Committee has deliberated not to reappoint.
20. Where a part-time faculty member wishes to resign during the appointment period, they shall submit a written application stating the reasons at least two weeks in advance. Only upon the University's consent may the faculty member separate from service and return the appointment letter.
21. Matters not provided for in these Guidelines shall be handled in accordance with the Regulations and other applicable provisions.

These Guidelines shall be implemented upon approval by the President after deliberation and approval by the University Faculty Review Committee; the same procedure shall apply to any amendments.