

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

Approved at the 7th meeting of the Administrative Meeting of the 2nd semester of Academic Year 2014 on May 7, 2015
Amended and approved Articles 2, 3, 7, 9 and 10 at the 7th meeting of the Administrative Meeting of the 1st semester of Academic Year 2017 on

November 30, 2017

Amended and approved the title and Articles 2, 3, 5, 6, 7, 8 and 11 at the 1st meeting of the Administrative Meeting of the 2nd semester of Academic
Year 2020 on March 11, 2021, and implemented from August 1, 2021 (original title: Part-time Teacher Employment Contract)

Amended and approved Article 9 at the 5th meeting of the Administrative Meeting of the 2nd semester of Academic Year 2021 on May 12, 2022
Amended and approved Article 5 at the 5th meeting of the Administrative Meeting of the 1st semester of Academic Year 2024 on November 14, 2024

1. The courses taught by the teacher and the weekly teaching hours shall be prescribed separately, and the teacher shall comply with laws and regulations governing educational personnel as well as the relevant regulations of the University.
2. Hourly pay for part-time teachers shall be paid on a monthly basis in accordance with the relevant government regulations.
Where a part-time teacher is a retired teacher of the University, the total amount of hourly pay received each month (including pay for courses taught in the Division of Continuing Education of the University and its affiliated schools) shall comply with the relevant laws and regulations of the government.
If, a suspension of work and classes occurs due to natural disasters, or due to national holidays, no actual teaching is provided, hourly pay shall still be granted. Matters concerning labor insurance, National Health Insurance and labor pension contributions for part-time teachers during the effective period of the employment contract shall be handled in accordance with the relevant laws and regulations.
3. During the term of appointment, teachers shall comply with the University's Code of Teaching Ethics for Faculty Members and have the obligation to personally conduct teaching, invigilation of examinations, grading, and guidance of students' learning. If a teacher is unable to teach as scheduled for any reason, the teacher shall apply for leave from the appointing unit in advance in accordance with the relevant regulations, notify the academic affairs unit, and handle make-up or rescheduled classes in accordance with the University's principles for handling teachers' leave, make-up classes and rescheduled classes.
Leave for part-time teachers shall be handled in accordance with Article 17 of the Regulations Governing the Appointment of Part-time Teachers at Junior Colleges and Institutions of Higher Education.
4. In addition to undertaking teaching, the teacher shall at all times assume responsibility for counseling students in respect of their psychological well-being, character, daily life and conduct, and shall attend relevant meetings.
5. 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, 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 the teacher-student relationship may violate the aforementioned professional ethics, the teacher shall voluntarily recuse themselves and 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 sex or gender.

6. During the term of appointment, teachers shall not resign before the end of the term without the consent of the University. Teachers who resign or whose appointment is terminated during the term of appointment shall state the reasons and submit an application two weeks in advance (including holidays). They may leave their position and return the letter of appointment only after obtaining the University's consent.

Where, due to the number of students enrolled in a course not reaching the threshold for offering the course, there is no longer any need for the appointment, the employment contract may be terminated before the expiry of the appointment term. The appointing unit shall notify the teacher in writing, stating the reasons for terminating the contract, and the teacher shall return the letter of appointment to the Personnel Office within two weeks (including holidays).

7. If, during the effective period of the employment contract, any of the circumstances specified in Articles 5, 6, 7, 8, 10 and 11 of the Regulations Governing the Appointment of Part-time Teachers at Junior Colleges and Institutions of Higher Education that require termination of the employment contract or suspension of the execution of the employment contract arises in respect of a part-time teacher, the matter shall be handled in accordance with those Regulations and Point 18 of the University's Guidelines for the Appointment of Part-time Teachers.
8. Where a part-time teacher falls under any of the circumstances specified in Point 19 of the University's Guidelines for the Appointment of Part-time Teachers, the teacher shall not be reappointed.
9. If a part-time teacher considers that, with respect to an application for recognition of teacher qualifications, the review result, or any measures taken by the University concerning the termination or suspension of the execution of the employment contract, remuneration or leave, the University has acted illegally or improperly, thereby infringing upon the teacher's rights and interests, the teacher may file an appeal by applying mutatis mutandis the provisions of the University's Directions for the Organization and Review of the Faculty Appeals and Review Committee.
10. Matters not specified herein shall be handled in accordance with laws and

regulations governing educational personnel and the relevant regulations of the University.

11. This Employment Contract shall be implemented after approval by the Administrative Meeting and ratification by the President of the University. The same shall apply to any amendments.