

# Taipei Medical University Part-time Teachers Appointment and Management Guidelines

Taipei Medical University, 2017.06.21 Modified

- Article 1 In order to recruit excellent personnel to assist the teaching, the University established Taipei Medical University Part-time Teachers Appointment and Management Guidelines (hereinafter referred to as the Guidelines) in accordance with the relevant provisions of the Education Act and the rules for teachers' appointment.
- Article 2 The part-time teachers are divided into four levels: professors, associate professors, assistant professors, and lecturers. The appointment of teachers at all levels is passed by the college and the school two levels of committees; teachers for the medical department are reviewed by the department, the college, and the school three levels of committees. After the approvals of the evaluations, the Principal will approve the appointment.
- Article 3 The conditions for appointing a part-time teacher are as follows:
1. The number of hours taught by full-time teachers has reached the basic number of hours.
  2. To meet the need of internship or experimental courses.
  3. Scholars and experts with special expertise
  4. Strategic alliances or academic exchanges, approved by projects.
- Article 4 The principle of part-time teaching is at least one to two credits per semester (ie, eighteen to thirty-six hours per semester) and cannot exceed four credits (except the clinical subjects).
- Article 5 The appointment of a part-time teacher shall be of semester basis (from August 1 of the current year to January 31 of the following year, or from February 1 of the current year to July 31 of the current year). A mid-term appointee starts from the date of approval of the appointment to the end of the semester.

After the appointment of a part-time teacher, if the number of students enrolled for the course does not meet the standard for offering a course, and thus there is no need for the appointment, the term of employment may be terminated with stated reasons before the expiration of the employment term.

Article 6 The part-time teacher's new appointments, promotion, termination of appointments, and suspension of appointments shall be handled in accordance with the implementation rules of the teachers, as well as those regarding the appointment and promotion of teachers.

Article 7 When a degree program needs to employ a teacher from the other school, and if the school in concern requires an official letter from the University, a letter from the department's degree program will be signed to the Human Resources Department to co-process the letter.

Article 8 A part-time teacher's leave should be filled out with the school's related leave application form for the verification procedure, and the hourly fee will be paid according to the regulations.

If the teacher fails to comply with the regulations and has absenteeism, the appointment can be terminated.

Article 9 Other uncovered matters are regulated by the relevant regulations of the Ministry of Education and the University.

Article 10 The Guidelines shall be promulgated and implemented after the approvals of the School committees; the same shall apply to the amendments.