

Taipei Medical University Faculty Member Appointments Regulations

Taipei Medical University, 2018.04.20 Modified

- Article 1. For regulating the university's full-time and part-time teachers, based on TMU organization clause Article. 32, and the related Education Laws, here is Taipei Medical University Faculty Member Appointments Regulations (hereafter the Regulations).
- Article 2. Teachers referred by the Regulations refer to professors, deputy professors, assistant professors, and instructors. The department employs teachers via the approvals of the college and the department committees, and finally the Principal employs the teachers. For the Department of Medicine, it shall be approved by the committees of department, the college, and the School.
- Article 3. The University, based on teaching or profession guidance, employs clinical experts or specialists, ranking from professors, deputy professors, assistant professors, to instructors. All are employed by the Principal.
- Article 4. Full-time teachers are annually employed (starting from August 1 to July 31 in the following year). If the teacher is employed from the middle of this period, the appointment date starts from that day till July 31 of the academic year. Re-appointment should be completed before the due of this period. Full-time teachers are evaluated by Faculty Evaluation System (FES), and can only be re-employed after the approval of FES.
- Article 5. Full-time instructors or assistant professors will be dismissed from the appointment if they fail to get promotion within 6 years of the appointment. Deputy Professors will be dismissed from the appointment if they fail to get promotion within 8 years of the appointment. When significant changes happen during the period, including childbirth or child-caring, the teachers can provide valid certificate to apply for extension of promotion due, but the extension is no more than 2 years. Faculty members who are within 3 years of retirement are excused from the FES and can continue their appointment. One academic year ahead of the above regulations, he/she shall get approval signatures from their immediate supervisor and Principal finally sending to the faculty evaluation committees to get their waiver.
- Article 6. Depending on the need of the University, when the contracts are due, the University decides whether to re-employ the part-time teacher or not.

- Article 7. Full-time teachers' payment is of 12 months; part-time teachers are paid on hourly basis, and are of 9 months in each academic year (4.5 months in each academic semester).
- Article 8. Newly employed teachers are paid starting from the arrival day of the appointment; if the teachers terminate employment before the end of the contract the payment is calculated till the dismissal of the teaching day.
- Article 9. Full-time professors teach 7 hours per week, deputy and assistant professors 8 hours, instructors 9 hours. However, if the university is otherwise regulated, it shall observe the regulations.
- Article 10. Full-time teachers, based on 「Teachers Continual Education Execution Rules」 have to attend the continual education seminars or courses, which are held or recognized by the Teacher's Development center.
- Article 11. In principle, teachers of medicine related departments teach courses of 4 credits each academic year. Co-employed teachers teach courses of 4 to 8 credits each academic year.
- Article 12. Teachers who teach more than 10 credits per week are paid as part-time teacher's hour pay on the exceeding credits (each credit is considered as one hour). Still, each cannot exceed more than 4 credits per week; if it is more than 4 credits, it will be considered as 4 credits. The calculation of course credits is based on the regulations of teachers' hour payment.
- Article 13. Teachers who are responsible for administrative duties can reduce their teaching credits:
1. Deputy Principal and Dean of TMUH: 6 credits.
 2. Office chair: 3-5 credits.
- When the teachers help teach at other courses more than 10 credits, the pay of the exceeding credits are of part-time hourly payment, and their original teaching load can be reduced up to 4 credits. It will be approved by the Principal annually.
- Article 14. The teacher should return the certificate of appointment to the University if she/he declines the appointment; otherwise, it is viewed as agreeing to be employed.
- Article 15. Teachers are responsible for the reputation of the university and for the safety behavior during the appointment. Any violation will cause dismissal after the approval of the committees.

- Article 16. Teachers who intend to resign from the service during the appointment should apply for it one month earlier.
- Article 17. Full-time faculty members are obligated to teaching, research, service, and accept the entrusted issues from the university.
- Article 18. All full-time and part-time teachers, in addition to teaching, are obligated to evaluate student learning performance, and supervise students research.
- Article 19. Full-time teachers (newly employed instructors and assistant professors have to be employed at least 2 years) are eligible to part-time job outside of the university, no more than 4 hours, under the agreement of the University. If it is part-time job in profit organizations, it also has to meet the 「 Faculty Member Part-time Job or Transfer to Profit Organizations. 」
- Article 20. Teachers need to follow the university's regulations on taking leaves. If no excuse and are absent for more than one week, the University can terminate the appointment.
- Article 21. Based on Teachers Law or the university's Faculty Member Petition Committee and Main Points, teachers can file a petition when they have questions on the dismissal, suspension, or other administrative punishment.
- Article 22. The University's faculty member appointments and promotions are regulated elsewhere.
- Article 23. The Regulations will be announced after administrative meetings, so is the modification.