

# 銘傳大學新進助理教授減授鐘點輔導辦法

## Ming Chuan University Course Reduction Hours Procedures for Newly Employed Assistant Professors

中華民國 99 年 7 月 15 日行政會議通過

中華民國 103 年 5 月 5 日行政會議修正通過

Passed at the Administrative Council Meeting on July 15, 2010

Revised and Passed at the Administrative Council Meeting on May 5, 2014

- 第一條 為減輕新進助理教授之授課負擔，以增進其研究質量，訂定本辦法。
- Article 1 These procedures were established to lighten the teaching workload of newly employed assistant professors and to increase their research quality and quantity.
- 第二條 本辦法所稱新進助理教授，指獲得國內外博士學位三年內，經本校初聘為專任助理教授者。每學期申請減授鐘點二至三小時。教師申請減授鐘點，以學期為基準。申請教師須填具減授鐘點申請書，經系（所）、院同意後，並提請人力資源處複審通過，呈報校長核定後實施。
- Article 2 Herein the newly employed assistant professors are individuals who obtained their doctorate degree either domestically or abroad within the recent three years are employed for the first time by the University as full-time assistant professors. Individuals may apply for reduction of two to three teaching hours each semester. This is only available to the individuals whose course reduction application is approved by the department and the School, which in turn is reviewed and approved by the Human Resources Division, then by the president.
- 第三條 申請本辦法之助理教授在減授鐘點期間，不得支領超鐘點費，亦不得在校外兼課（職）。申請者應於減授期間每年申請科技部專題研究計畫補助，並於減授期滿一年內向 SCI、SSCI、A&HCI、EI、TSSCI 及特殊學門對等學術期刊投稿，並提供投稿之佐證資料，送交研究發展處備查。
- 前項特殊學門對等期刊應經研究發展處送請相關學門審核確認。
- Article 3 During the period assistant professors enjoy course reduction, they cannot receive extra hours payment or take part-time contracts at other institutions.
- During the period of course reduction, the assistant professors should apply annually for Ministry of Science and Technology Grant Proposals. Also, within one year of the application, the faculty member should submit a paper to an SCI, SSCI, A&HCI, EI, TSSCI or an equivalent academic journal and provide relevant documents to the Research and Development Division for reference.
- Any equivalent academic journal, in line with the paragraph above should be approved by the relevant discipline through the Research and Development Division.
- 第四條 申請本辦法之新進助理教授，減授鐘點期間及減授鐘點期間結束後二年內不得申請離職。
- Article 4 During and after the period of course reduction, these assistant professors cannot resign from their position for at least two years.
- 第五條 違反第三、四條規定者，應賠償減授鐘點二倍之鐘點費。
- Article 5 Individuals who violate Article 3 or Article 4 should compensate the University at the rate of two times the hourly teaching pay in accord with the number of reduced course hours.

第六條 所有新進教師入校後皆配給電腦及印表機配備。

Article 6 All newly employed faculty members will be allotted with a computer and a printer.

第七條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Article 7 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***