National Changhua University of Education Adjunct Faculty Appointment Guidelines

1. National Changhua University of Education (hereinafter referred to as "the University") may appoint adjunct faculty to meet the teaching or graduate student supervision needs of various units. Unless otherwise stipulated by law, these appointments shall be handled in accordance with these guidelines

2. To meet the standards of faculty quality or in the absence of suitable teachers, the University's units may appoint adjunct faculty based on course needs. However, it is a principle that current faculty members should meet the required teaching hours.

3. Adjunct faculty are principally appointed to teach elective courses. If it is necessary for them to teach required courses, specific reasons must be provided.

4. The appointment of new adjunct faculty should be based on the teaching and research needs of each unit. The units must submit the appointment for the university president's approval, and then it must be reviewed by the university's three-tier faculty evaluation committee. The qualifications for the appointment must comply with the regulations set forth in the Act Governing the Appointment of Educators, and attention should be paid to the proportion of adjunct faculty to the total number of faculty members.

When full-time faculty members of the university retire or resign and are considered for reappointment as adjunct faculty, the appointment process may waive the requirement to submit a resume and academic/professional experience documentation. However, the results of the teaching evaluation surveys from the previous two semesters must be included.

5. The procedures for the appointment, promotion, and application for the certification of adjunct faculty shall be handled in accordance with the University's Guidelines for Faculty Appointment and Promotion Review. Full-time faculty members from other institutions who serve as adjunct faculty at this University may not apply for certification of teacher qualifications at this University.

The appointment of adjunct faculty may be exempt from the external review of publications. However, if an adjunct faculty member wishes to apply for the certification of teacher qualifications, the procedures outlined in Article 25 of the University's Guidelines for Faculty Appointment and Promotion Review must be followed, and the seniority requirements specified in Article 28 of the same guidelines must be met.

6. The appointment term for adjunct faculty is issued based on the actual course offerings, with the principle of appointing one semester at a time. If the number of students enrolled does not meet the required threshold, resulting in no need for the appointment, the University may terminate the contract in writing before the end of the appointment period.

If an adjunct faculty member has not taught any courses for two consecutive years (four semesters), the reappointment must follow the procedures for a new appointment.

7. The compensation for adjunct faculty should be based on the number of teaching hours, in accordance with the "Standards for Hourly Pay for Adjunct Faculty at Public Colleges and Universities.”

8. The leave of absence for adjunct faculty shall be handled in accordance with the "Regulations on Leave of Absence for Teachers" and the "Regulations on the Appointment of Adjunct Faculty in Colleges and Universities." The rescheduling, make-up classes, or substitute teaching for the missed classes due to leave shall be handled according to the University's relevant regulations.

9. Adjunct faculty who meet the eligibility criteria set by the Labor Insurance Act, Employment Insurance Act, or National Health Insurance Act will be enrolled by the University in labor insurance, employment insurance, and national health insurance during the term of their contract.

Adjunct faculty who meet the eligibility criteria of the Labor Pension Act will have their retirement contributions made monthly by the University according to the provisions of the Labor Pension Act during the term of their contract.

The payment and withholding of related expenses for labor pension, labor insurance, national health insurance, and income tax for adjunct faculty shall be handled according to the University's administrative procedures.

10. Any matters not covered in these guidelines shall be handled in accordance with the relevant regulations.

11. These guidelines shall be implemented after approval by the University Council and the President. The same procedure shall apply to any amendments.