

National Chung Hsing University Regulations Governing Teachers' Application for Leave, Rescheduling of Class and Substitutes, and Verification of Teachers' Hourly Wage

Enacted in the 42nd Academic Affairs Meeting on Oct. 25th, 2001
Amended (Article 3) in the 50th Academic Affairs Meeting on Oct. 27th, 2005
Amended (Article 3) in the 57th Academic Affairs Meeting on Mar. 26th, 2009
Amended (Articles 3, 4 & 6) in the 70th Academic Affairs Meeting on Oct. 28th, 2015
Amended (Articles 1-6) in the 74th Academic Affairs Meeting on Oct. 25th, 2017

- Article 1 These Regulations are enacted in accordance with the relevant regulations as referred to in the official letter of the Ministry of Education under (87) Kao-(2)-Tze No. 87097756 dated September 1, 1998 [and the Regulations Governing the Adjunct Teacher Hiring at Institutions of Higher Education.](#)
- Article 2 All of the school's full-time teachers shall perform their obligation to teach pursuant to the Teachers' Act and the contract with the school. If a teacher applies for short-term leave, the teacher shall reschedule the class and specify the reasons for the rescheduling on the leave application form. Unless in the event of the circumstances referred to in Article 3 herein, the employment of substitute teachers shall not be extended.
- [Adjunct teachers shall receive hourly wage during their short term leave if the leave complies with relevant rules. If an adjunct teacher applying for short term leave reschedules the class, hourly wage should be paid for the rescheduled class from employment fund. Unless the event of the circumstances referred to Article 3 herein, the employment of substitute teachers shall not be extended.](#)
- Article 3 In any of the following circumstances, full-time teachers [or adjunct teachers shall apply for the school's full-time teachers to act as their substitute upon the school's approval or ask the school to hire qualified substitute teachers to teach on their behalf, but not adjunct teachers.](#) Substitute teachers may only teach 2 semesters in 5 years. For those who want to teach longer, they shall be hired according to the standard hiring procedure of the University. If the department, institute, program or center have particular requirements for the teachers, they can ask the president for approval.
1. Application for a leave for more than 21 days consecutively;
 2. Maternity leave: Application for maternity leave, miscarriage leave, or pre-maternity leave plus maternity leave for more than 21 days consecutively;
 3. Consecutive business trips (leave for business trips): for more than 21 days;
 4. Teachers who are absent temporarily because they have not completed the hiring procedure and there is an urgent need for teachers.
- [When the preceding substitute position is filled by a current full time teacher in the school, the substitute hours should be included into the calculation of the weekly](#)

teaching hours, and processed according to the school's Guideline to the Calculation of Teachers' Teaching hours and Over Time wage.

- Article 4 The hourly wage of substitute teachers shall be payable in the following manners:
1. The posts of Substitute teachers shall, as the first priority, be assumed by full-time teachers who fail to meet the basic teaching hour requirement in the school, and after inclusion of the substitute hours into the basic teaching hours, the overtime hours shall be no more than 4 hours per week.
 2. In cases of different academic expertise, the school shall agree to hire applicants who meet the requirements of the post of substitute teachers, with the said teachers working no more than 4 payable hours per week. Substitute teachers who do not have full-time job in the University shall only teach 6 hours per week.
 3. Number of students in classes opened by substitute teachers shall be in accordance with the standards in Article 13 of Standards for Class Planning and Opening.
 4. Substitute teachers' hourly wages shall refer to the standards governing hourly wages paid to part-time teachers.
- Article 5 The hourly wage of full-time teachers to substitute for extended appointment shall be disbursed from the school's personnel expenses for the given fiscal year.
The hourly wage of adjunct teachers to substitute for extended appointment shall be disbursed from the hiring budget.
- Article 6 These Regulations are enforced upon approval of the meeting of academic affairs.
The same shall apply to the amendments to these Regulations, if any.