

National Yunlin University of Science and Technology Guidelines for the Appointment of Part-time Faculty Members

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Article 1: The National Yunlin University of Science and Technology (hereinafter referred to as YunTech) has established these guidelines (hereinafter referred to as the Guidelines) for the appointment (including new appointments and reappointments) of part-time faculty members in all departments, institutes, centers, and degree programs (hereinafter referred to as departments) in accordance with the "Regulations for the Appointment of Part-time Faculty in Junior Colleges and Institutes of Higher Education" (hereinafter referred to as the Part-time Faculty Appointment Regulations).

Article 2: To meet the standards of faculty quality, YunTech's departments may appoint part-time faculty members. However, the total number of part-time faculty members appointed by each college should not exceed one-third of the existing full-time faculty in that college, and each college should manage this on its own. Part-time faculty members should primarily teach elective courses. If they need to teach compulsory courses, they should co-teach with full-time faculty members and can only do so after obtaining approval by stating specific reasons.

Article 3: Prospective part-time faculty members at YunTech should possess the qualifications for appointment as stipulated in the Act Governing the Appointment of Educators. Those without a teacher's certificate should undergo an external review of their works or thesis. Only those who pass the external review can submit their applications to the college and university faculty evaluation committees for appointment review. After teaching for two academic years (four semesters), they can apply for a faculty qualification review with the consent of the appointing department. Doctoral students at YunTech who possess a teacher's certificate of the proposed level and have studied at YunTech for more than two years can be appointed as part-time faculty members. However, this does not apply to those who have taught at YunTech before enrollment. Those without a teacher's certificate must pass the qualification examination of the respective department (with supporting documents), and their works or thesis should pass an external review conducted by the department before they can be appointed as part-time faculty members at YunTech. Only after teaching for one semester can they apply for a faculty qualification review.

Part-time faculty members should be issued appointment letters, and they should be scheduled to teach at least one credit per semester and have actual teaching duties before they can undergo a faculty qualification review.

Part-time faculty members who undergo a faculty qualification review in accordance with the previous three paragraphs should coordinate with the schedule of the faculty evaluation committee meetings, submit their applications in writing along with relevant documents to the appointing department, and pass the review of the three-level faculty evaluation committees before submitting to the Ministry of Education for approval.

The Office of Academic Affairs handles the external review of specialized works (thesis). The review process and standards for the external review of specialized works (thesis) follow the relevant provisions of YunTech's Regulations for the Appointment and Promotion Review of Full-Time Faculty Members. The necessary fees are borne by the part-time faculty members themselves.

The term of appointment for part-time faculty members is one semester, and the term ends at the end of the semester when they reach the age of seventy. However, for courses that are rare specialties and talents are difficult to recruit temporarily, special cases can be approved by the President and submitted to the three-level faculty evaluation committees for review before proceeding with the appointment.

Article 4: For new appointments of part-time faculty members at YunTech, each department should, based on the needs of teaching and research, specify the number of positions, expertise, and qualification requirements for recruitment. After approval by the President, faculty recruitment can begin. After faculty recruitment, the department should submit the academic and work credentials and works of the prospective faculty members (this does not apply to full-time faculty members at YunTech who are reappointed as part-time faculty members due to retirement or resignation) to the department faculty evaluation committee for preliminary review based on their teaching, research, expertise, character, and proposed courses. After the review, the applications are sent to the college faculty evaluation committee for secondary review, and then to the university faculty evaluation committee for final review. Only after passing the final review and approval by the President can the appointment be made. The appointment process should be completed before May 30th each year for the first semester and before November 30th each year for the second

semester, and approved by the college teacher evaluation committee.

If the originally appointed faculty members is temporarily unable to teach, the department may manage the appointment as a special case, with the appointment date starting from the day after the university faculty evaluation committee's final review.

Article 5: If the term of appointment of a part-time faculty member at YunTech is about to expire and the department still intends to continue the appointment, the department should submit a list of part-time faculty members proposed for reappointment to the three-level faculty evaluation committees for review. Those who have been listed as "needs improvement" twice in the teaching opinion surveys in the most recent four semesters cannot be reappointed.

If a part-time faculty member at YunTech has not taught at YunTech (including different colleges and departments) for six consecutive semesters, the reappointment should follow the new appointment process.

If a part-time faculty member at YunTech teaches in different departments in the same semester (including new appointments and reappointments), the relevant departments should coordinate to designate one department as the main appointing department (for quota calculation inclusion), and the rest as secondary appointing departments (excluded for quota calculation). This should be noted in the new part-time faculty member appointment form or the list of part-time faculty members proposed for reappointment.

Article 6: After the appointment of a part-time faculty member, if the number of students selecting the course does not meet the course opening standards, resulting in no need to appoint the part-time faculty member, the Office of Academic Affairs can notify the departments of the result. After the department obtains the consent of the college and the university and states the reasons in writing, the contract with the part-time faculty member can be terminated before the end of the term.

During the validity period of the contract, if a part-time faculty member has situations where the contract should be terminated or the execution of the contract should be stopped as stipulated in the Part-time Faculty Appointment Regulations, the procedures should be managed in accordance with the relevant provisions of the Part-time Faculty Appointment Regulations.

Article 7: The regulations for leave and make-up classes during leave, and the payment of substitute teaching fees for part-time faculty members, should be managed in accordance with the Part-time Faculty Appointment Regulations. The arrangements for make-up and substitute classes for the classes missed due to leave by part-time faculty members should be managed in accordance with the regulations of YunTech's guidelines for handling faculty leave and substitute teaching, in the same way as full-time faculty members at YunTech.

Article 8: YunTech does not handle promotions for part-time lecturers. If a part-time faculty member obtains a higher-level teacher's certificate during the term of appointment, except in special circumstances, the lecturer should be reappointed through the new appointment process in the next semester.

Article 9: For matters not covered in these Guidelines, the Part-time Faculty Appointment Regulations and relevant regulations should be followed.

Article 10: These Guidelines shall be implemented after being reviewed by YunTech's Faculty Evaluation Committee, approved at the Administrative Meeting, and approved by the President. The same applies to amendments.