

# National Central University Regulations for Faculty Taking Leave, Making up Classes, Rescheduling Classes, and Employment of Substitute Teachers

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## Article 1

The National Central University (hereinafter referred to as NCU) Regulations for Faculty Taking Leave, Making up Classes, Rescheduling Classes, and Employment of Substitute Teachers (hereinafter referred to as the Regulations) are stipulated in accordance with the Letter Tai Ren (two) No. 0960005611C by the Ministry of Education on February 1, 2007, to deal with the curriculum-related issues accordingly as NCU faculty members are taking leave, official leave, or annual leave.

## Article 2

If NCU faculty members may not follow the course schedule due to personal leave (official leave and annual leave included) or sick leave, they should comply with the following provisions:

1. Faculty members should proceed to ask for leave in advance following the regulations for faculty taking leave.
2. If there is an unpredictable sick leave or an emergency, faculty members should contact in advance the colleagues at the same academic or administrative unit and ask for assistance in taking leave so that the unit can notify students of class suspension, reschedule the class, or look for substitute teachers.

## Article 3

Principles on making up canceled classes, rescheduling classes, and employing substitute teachers:

1. Faculty members should make up their classes if they take short-term personal leave (official leave and annual leave included).
2. If faculty members fail in arranging in advance making up canceled classes or rescheduling classes before taking leave, they should discuss and decide with their

students the date and time for making up classes and notify the course-offering units of the relevant information within a week after returning from leave.

3. Faculty members, if encountering one of the following situations, may request for other NCU faculty members or employ faculty from outside NCU to be substitute teachers:

- (1) taking 14 consecutive days or more of sick leave;
- (2) taking maternity or miscarriage leave;
- (3) taking 14 consecutive days of marriage leave;
- (4) taking 7 consecutive days or more of bereavement leave;
- (5) taking 14 consecutive days or more of official business trips (leave);
- (6) having an interim absence for some reason (including resigning without giving prior notice and failing in faculty employment qualification), leave without pay, or suspension pending investigation.

Regarding Item One to Six of the previous subparagraph, faculty members should complete relevant personnel procedures in advance.

#### Article 4

The hourly pay of substitute teachers should accord with the following provisions:

1. The NCU faculty members should be given priority for working as substitute teachers. However, upon approval of NCU, the course-offering unit may recruit faculty members with teacher qualifications from outside NCU due to the differences in the faculty members' specialties.
2. The standard hourly pay of substitute teachers should accord with the standard hourly pay of adjunct faculty at different ranks and should be given on the basis of the actual teaching hours.
3. The course-offering unit should present the official documents of payment and pay the hourly wage to substitute teachers.
4. As a faculty member is on leave and the hourly pay of a substitute teacher is paid by NCU, the overtime pay during his or her leave should be deducted accordingly.

#### Article 5

The Regulations do not apply to faculty members who ask for leave for more than one semester. The course-offering unit shall re-arrange the course. If there is no NCU faculty member in similar specialties capable of working as the instructor, the course-

offering unit may recruit adjunct faculty members per the NCU Regulations Governing the Adjunct Faculty Employment.

#### Article 6

Implementation details not specified herein should be subject to other relevant regulations of NCU and the Ministry of Education.

#### Article 7

The Regulations have been implemented upon approval by the Academic Affairs Meeting and the Faculty Evaluation Committee Meeting at NCU. Any future amendments should follow the same administrative procedures.