

# 國立中央大學教師授課鐘點核計規定

## National Central University Regulations on the Calculation of Faculty Members' Teaching Hours

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### Article 1

National Central University (hereinafter referred to as NCU) Regulations on the Calculation of Faculty Members' Teaching Hours (hereinafter referred to as these Regulations) are stipulated per Article 18 of the Enforcement Rules of the University Act.

### Article 2

Each academic unit may implement these Regulations provided that no additional funding or staffing (including part-time staff) is required, and the regular course scheduling is not affected.

### Article 3

The basic teaching hours of a faculty member in an academic year are listed as follows:

The basic teaching hours of a full-time (project) faculty member are 16 hours for a professor, 18 hours for an associate professor, 18 hours for an assistant professor, and 20 hours for a lecturer in principle.

However, the basic teaching hours of the following faculty members should be 24 hours in an academic year in principle:

1. Project faculty members and teaching-oriented full-time faculty members at the Office of Physical Education and the Language Center.
2. Teaching-oriented project faculty members at other academic units.

(Notes: The teaching hours “in an academic year” stipulated in these Regulations refer to the sum of the average teaching hours per week in the first semester and the average teaching hours per week in the second semester.)

Faculty members who have been dismissed, whose employment has been suspended, who have been permanently dismissed, or whose employment is discontinued are not allowed to teach during their temporary employment period before the Ministry of Education (hereinafter referred to as MOE) sanctions those punitive measures.

### Article 4

Full-time (project) faculty may transfer their overtime between the first and the second semesters, and the maximum overtime is limited to 8 hours per academic year. Special cases require approval obtained through a meeting of the primary hiring unit and authorized with the signature of the president of NCU.

The number of teaching hours of a retired faculty member reappointed as a project faculty member, if approved through a specialized authorization process, may be exempted from the requirements in

Article 3, and the calculation of the retired but reappointed project faculty member's teaching hours shall follow the calculation of an adjunct faculty member's teaching hours in Article 5. The hourly pay for retired but reappointed project faculty members shall be covered by self-raised funds from the course-offering unit. Retired but reappointed project faculty members shall not receive overtime pay, nor shall they have insufficient teaching hours.

#### Article 5

The teaching hours of an adjunct faculty member shall be limited to four hours per week in a semester. However, if there is any special case, an academic unit shall ask for approval in advance through a specialized authorization process.

#### Article 6

Faculty members with administrative positions may have their teaching hours reduced as follows (please refer to the attached chart).

1. Executive vice presidents and first-level supervisors of administrative or academic units may reduce four weekly teaching hours per semester, upon approval.
2. Second-level supervisors of administrative or academic units may reduce three weekly teaching hours per semester, upon approval.
3. Other established administrative supervisors may reduce two weekly teaching hours per semester, upon approval.
4. Deputy/associate supervisors appointed according to NCU Organizational Regulations may, upon approval, reduce their teaching hours, with the reduction being one hour fewer per week than that of the supervisors of their units.
5. Directors of non-independent graduate institutes may, upon approval, reduce their teaching hours, with the reduction being one hour fewer per week than that of their department heads.

6. Faculty members holding multiple established administrative positions may choose only one of the teaching-hour reduction options listed in the above provisions.
7. Faculty members holding non-established administrative positions may receive a teaching-hour reduction, subject to special approval.

Faculty members who reduce their teaching hours due to the above-mentioned administrative duties may receive overtime pay only if their teaching hours exceed the required basic teaching hours.

#### Article 7

Regular program courses and compulsory in-service program courses are not allowed to be merged. For other merged courses, if a faculty member has already received hourly pay from an in-service program, those hours shall not be counted towards the basic teaching hours stipulated in these Regulations.

#### Article 8

After the course withdrawal deadline, the minimum number of students required for each course will be handled per NCU's "Course Offering and Scheduling Guidelines." However, if undergraduate courses have fewer than 15 students or postgraduate courses have fewer than five students, the overtime generated by full-time (project) faculty in teaching those courses will not be calculated. For adjunct faculty, teaching hours already completed before course cancellation will still be paid for.

#### Article 9

When the number of students enrolled in a course exceeds 75, for every additional 10 students (or any number of additional students fewer than 10, which will be counted as 10), the teaching hours may be increased by 0.2 times, with a maximum increase of up to twice the actual teaching hours. However,

for adjunct faculty, the maximum payment is capped at 4 hours. The calculation formula is as follows:  
Additional teaching hours = [(number of enrolled students - 75) ÷ 10 (rounded up) \* 0.2 \* actual teaching hours].

#### Article 10

For lab courses, internship courses, and professional internship courses, two hours of teaching will be counted as one teaching hour.

#### Article 11

For courses such as Seminars, Special Topics, and Journal Studies that offer 0 credits, the maximum teaching time is two hours per week, and this teaching time cannot be counted as overtime.

#### Article 12

For courses in the MOOCs program led or co-organized by the Ministry of Education, faculty members may count 1 teaching hour for every 8 hours of recorded material in the first year of production (prorated if less than 8 hours), with a maximum of 3 hours. These teaching hours are included in the faculty member's required teaching hours. Each faculty member is limited to one MOOCs course application per academic year, and the teaching hours for such a course cannot be counted as overtime.

#### Article 13

Starting from the second semester of the 104th academic year through the 112th academic year, newly appointed full-time (project) assistant professors or higher must offer at least two hours of English-taught courses per academic year. If the two-hour requirement is not met, the deficit hours will be deducted from the quota of deductible hours for the academic year. Beginning in the 113th academic

year, newly appointed full-time (project) assistant professors or higher must offer at least 2 hours of English-taught courses per academic year. If they are appointed in the second semester of an academic year, the calculation starts from the following academic year.

Exceptions to the two provisions stated above apply to departments recognized as special cases by the Office of Academic Affairs.

#### Article 14

Courses on supervising individual postgraduate thesis research must have a fixed class time and location to be counted toward teaching hours. Each faculty member is limited to offering one class of this sort of course.

#### Article 15

Full-time (project) faculty members who do not meet the required teaching hours may offset the deficit hours using the following methods, up to a maximum of nine hours per academic year (or 4.5 hours if they only teach one semester for any reason). These hours will not be counted as overtime:

1. Supervising postgraduate theses (excluding in-service program students) may count as one hour of teaching per semester per thesis. A master's thesis can be credited for up to two semesters, a direct-entry Ph.D. thesis for up to four semesters, and a Ph.D. thesis for up to four semesters, provided the faculty member does not offer a course specifically for individual postgraduate thesis supervision. Up to six teaching hours per academic year can be offset in this way.
2. Faculty members leading research projects or programs may offset teaching hours, limited to projects with a project number registered by the Research and Development Office where the fourth digit is 1 or 2, or Ministry of Education Teaching Practice Research Programs. If there is doubt, approval from the vice president of academic affairs is required. Each project/program may offset

one teaching hour per semester (prorated if less than a semester; for joint leadership of a project/program, offset hours are based on workload distribution). Important projects/programs approved by the project/program leaders' academic unit can offset up to 2 hours per semester. Multi-year projects/programs may offset hours only according to the approved year of the projects/programs. Extension of the project does not allow for additional offset. Special cases require prior approval gained through a specialized authorization process. Up to 4 hours per academic year can be offset in this way. Leading or participating in significant research projects/programs may qualify for an increase in offset hours, subject to approval from the president of NCU.

3. Internship mentors for education programs may offset teaching hours. Each faculty member is limited to supervising a maximum of 25 student teachers per semester, with a maximum of 1 to 4 hours per week per semester. The formula is:  $\text{number of students} \div 6 = \text{offset hours (rounded)}$ .
4. Faculty members involved in service or counseling work, with special approval from the president of NCU, may offset up to 2 teaching hours per week per semester.
5. Newly appointed assistant or associate professors within their first two years of service may offset up to 9 teaching hours per academic year with approval from their academic unit's meeting. They may not teach part-time outside NCU or in in-service programs. Special cases require approval by special request.
6. Any special cases approved by the president of NCU may also qualify for offsetting deficit hours.

#### Article 16

Full-time (project) faculty members must have a minimum of three actual teaching hours per week each semester. The following special circumstances may exempt them from this requirement, subject to approval by a meeting of their primary hiring unit and special approval from the president of NCU:

1. Faculty members holding administrative positions such as executive vice president, vice president

for academic affairs, vice president for student affairs, vice president for general affairs, vice president for research and development, or vice president for international affairs.

2. Faculty members who lead or participate in significant research projects.

#### Article 17

The teaching hours of jointly appointed faculty members at each academic unit shall be calculated by their primary hiring units.

#### Article 18

The required teaching hours of visiting teachers or visiting experts shall be calculated based on their actual teaching hours; there shall be no overtime or insufficient teaching hours.

#### Article 19

Faculty members jointly appointed with external institutions who receive a salary from NCU are classified as full-time (project) faculty. Faculty members jointly appointed with external institutions who do not receive a salary from NCU are classified as part-time faculty.

#### Article 20

If a faculty member fails to meet the required teaching hours, the Office of Academic Affairs will notify the faculty evaluation committees of the academic unit, the college, and NCU. The faculty member must make up the actual teaching hours, and any additional teaching hours cannot be counted toward overtime.

If a faculty member has a shortfall in teaching hours from the 107th academic year onward, it must be



compensated within three years.

If a faculty member has a shortfall in teaching hours that occurred before the 107th academic year, compensation must be completed by the end of the 110th academic year.

The list of faculty members with a shortfall in teaching hours will be submitted to the University Faculty Evaluation Committee of NCU each academic year. Faculty members who fail to compensate within the specified period will be placed under monitoring and evaluation by the committee, with no time limit on this monitoring until it is lifted.

#### Article 21

Full-time (project) faculty members' teaching in in-service programs or teaching part-time outside NCU shall be subject to the relevant regulations.

#### Article 22

Any matters not addressed in these Regulations shall be handled per relevant NCU regulations.

#### Article 23

These Regulations shall take effect upon approval by the NCU Academic Affairs Meeting. The same administrative procedures apply to any future amendments.