

Regulations for the Calculation of Teaching Hours and Hourly Pay

Rates for Faculty Members at I-Shou University

Amendments to the Regulations promulgated with the consent from the President dated May 8, 2000

Amendments adopted by the Executive Board Meeting on August 18, 2004

Amendments adopted by the Executive Board Meeting on February 22, 2006

Amendments adopted on March 4, 2009, at the second meeting of the University Administration Council in the second semester of the academic year 2008

Amendments to the Regulations promulgated with the consent from the President dated March 3, 2012

Amendments to the Regulations promulgated with the consent from the President dated April 16, 2013

Amendments to the Regulations promulgated with the consent from the President dated September 2, 2014

Amendments to Articles 3-6 and 13 promulgated with the consent from the President dated November 23, 2016

Amendments to Articles 4, 5, 7, and 12 promulgated with the consent from the President dated March 21, 2018

Amendments to Articles 2-15 adopted by the University Administration Council on June 20, 2018, and promulgated with the consent from the President dated June 25, 2018

Amendments to Article 4 adopted by the University Administration Council on November 21, 2018, and promulgated with the consent from the President dated December 4, 2018

Amendments to Articles 2, 3, 4, 6, and 12 adopted by the University Administration Council on July 17, 2019, and promulgated with the consent from the President dated August 7, 2019

Amendments to Articles 2, 3, 7, 8, 10-12, and 14 adopted by

the University Administration Council on July 21, 2021, and promulgated with the consent from the President dated August 4, 2021

Amendments to Articles 1, 2, 4-6, 11, and 12 adopted at the ad hoc meeting of the University Administration Council on January 4, 2023, and promulgated with the consent from the President dated February 13, 2023

Amendments to Articles 2, 4, and 13 adopted by the University Administration Council on July 17, 2024, and promulgated with the consent from the President dated August 12, 2024

Article 1 The Regulations for the Calculation of Teaching Hours and Hourly Pay Rates for Faculty Members at I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) pursuant to Article 18 of the Enforcement Rules of the University Act to standardize the calculation of the faculty’s teaching hours and hourly pay rates every semester.

Article 2 Basic weekly teaching hours for full-time faculty members and project faculty members (hereinafter collectively referred to as “full-time faculty members”) at the level of professor is 8, 9 hours for those at the level of associate professor or assistant professor, and 10 hours for those at the level of lecturer. As for full-time faculty members who take part in the Teaching Enhancement Project, extra teaching hours shall be added in accordance with the Regulations for Implementation of Teaching Enhancement Project at I-Shou University.

The teaching hours as referred to in the preceding paragraph may include those at evening programs. Notwithstanding the foregoing, the teaching hours at daytime undergraduate and graduate programs shall not be less than one-third of the total teaching hours.

The calculation of teaching hours for doctors and non-doctors of the hospitals affiliated with E United Group employed by the University as clinical teachers and basic science teachers, respectively, and for preceptors employed by the Department of Nursing is subject to the applicable guidelines made separately.

Article 3 A reduction in basic weekly teaching hours is subject to the following rules:

1. Faculty members holding an administrative post:
 - a. First-level (deputy/associate) heads of administrative/academic units: four

hours. If a unit has two or more deputy (associate) heads, each of them will be entitled to a reduction of three hours only.

- b. Second-level administrative heads: two hours.
 - c. Institute (program) directors, department chairs, and associate department chairs (program directors): two hours.
 - d. Faculty members who concurrently hold two or more administrative posts are eligible for a reduction of two more hours.
 - e. Faculty members who undertake a special task or have a special reason are eligible for a reduction in teaching hours with formal consent from the University.
2. As for others who are eligible for a reduction in basic weekly teaching hours, the units responsible for handling reductions in basic weekly teaching hours shall complete the due administrative process within the first week of the first day of school, and then deliver a list of reductions in basic weekly teaching hours and a photocopy of the approved petition to the Curriculum Section of the Office of Academic Affairs for further processing.
 3. Faculty members shall offer at least one course after the approved reduction in basic weekly teaching hours, and the reduced teaching hours shall not be used to apply for overtime pay.

Article 4 For full-time faculty members, the maximum number of overtime teaching hours is four per week, and for those holding an administrative post, the maximum number of overtime teaching hours is as follows:

1. For those granted a reduction of two or three teaching hours, the maximum number of overtime teaching hours is three.
2. For those granted a reduction of four teaching hours, the maximum number of overtime teaching hours is two.
3. For those granted a reduction of five teaching hours or more due to an administrative post or other special tasks, no overtime teaching hour is allowed. Notwithstanding the foregoing, if they need overtime teaching hours to compensate for their basic weekly teaching hours, they may apply for reserving overtime teaching hours with prior consent to offset the basic weekly teaching hours in the following semester.

If full-time faculty members offer courses under external projects or to special programs (including programs for exchange students, military personnel, and industry-university collaboration), the total teaching hours per week shall not exceed fifteen for

those without an administrative post and twelve for those holding an administrative post.

As for weekend programs and special programs, the teaching hours of courses offered on weekends or during summer/winter vacations will not include the teaching hours mentioned in Paragraph 1 but shall be included in the teaching hours mentioned in Paragraph 2, unless otherwise approved by the University in writing.

The overtime pay to full-time faculty members shall be calculated and given in accordance with Articles 2-6. As for courses offered under external projects or to special programs, the hourly pay should be handled by the course-offering units with prior consent from the University.

Article 5 Every semester full-time faculty members may apply for having up to three overtime teaching hours offset basic weekly teaching hours for the following semester.

For those whose overtime teaching hours exceed a specific limit mentioned in Paragraph 1 of the preceding article due to special reasons, they shall apply for special consent from the University.

For those who take part in the Teaching Enhancement Project, all overtime teaching hours shall be used to offset basic weekly teaching hours for the following semester; however, the number of overtime teaching hours used for offsetting shall not exceed three per semester.

Article 6 Full-time faculty members are limited to teaching a maximum of four hours per week outside the University (including evening and weekend classes). The combined total of excess teaching hours within the University and part-time teaching hours is also limited to four hours per week.

Article 7 All academic units shall help full-time faculty members with course arrangements in order to meet the requirement for basic weekly teaching hours. Departments (institutes/programs) shall give an explanation in writing if any of their full-time faculty members fail to meet the requirement, and the full-time faculty member failing to meet the requirement shall make up the difference with no hourly pay in the following semester or during the following summer vacation. As for full-time faculty members of a newly established department, they shall make up the difference in the following semester or within four years of the establishment of the department.

If a full-time faculty member fails to meet the requirement for two consecutive semesters or fails to make up the difference before leaving the University, and either of the situations is attributable to the faculty member him/herself, the hourly pay of teaching hours not fulfilled shall be deducted from his/her bonus for academic research.

- Article 8 For faculty members offering required experiment or practicum courses on campus, the hourly pay shall be calculated on an hourly basis. In principle, each experiment or practicum course shall last no more than three hours per week. Faculty members who offer experiment or practicum courses for more than three hours per week shall obtain prior consent from the University or adjust their teaching hours.
- For faculty members who offer elective experiment or practicum courses on campus, the hourly pay shall be halved. Notwithstanding the foregoing, in order to follow the University's policies, the aforesaid rule does not apply to faculty members who have obtained prior consent from the University.
- Article 9 Off-campus practicum (observation) courses shall be applied for and scheduled before course arrangement every semester. Faculty members shall apply to offer such courses and select one of the methods for receiving the hourly pay as stated in the attached Hourly Pay Calculation Table of Off-campus Practicum (Observation) Courses.
- Article 10 The teaching hours of a jointly offered course shall be distributed among participating faculty members through negotiation, and one of them shall be selected as the instructor-in-charge. Academic units shall complete and upload data on jointly offered courses to the Information System.
- Article 11 For faculty members who offer modular courses, the total teaching hours of such courses shall be no more than eighteen hours and be included in basic weekly teaching hours. One teaching hour of a modular course shall be counted as 1/18 of one regular teaching hour (rounded off to the tenth).
- The hourly pay to faculty members offering modular courses shall be calculated based on their academic ranks, and a receipt of hourly pay shall be filled out and submitted.
- Article 12 When the course enrollment is 70 or higher, the hourly pay of a faculty member will be calculated according to the following formulas:
1. When the course enrollment is between 70 and 79: Hourly pay x [1+(number of students - 69) x 0.012]
 2. When the course enrollment is between 80 and 89: Hourly pay x [1+(number of students - 69) x 0.013]
 3. When the course enrollment is between 90 and 99: Hourly pay x [1+(number of students - 69) x 0.014]
 4. When the course enrollment is 100 or higher: Hourly pay x [1+(number of students - 69) x 0.015]
- Regarding practicum or seminar courses, the aforesaid increases are applicable only when the courses last for at least eighteen weeks.

If full-time faculty members fail to meet the requirement for basic weekly teaching hours, they are not entitled to the aforesaid increases until they meet the requirement.

Article 13 The hourly pay rates for faculty members offering summer courses shall be subject to the standards of hourly pay rates that apply to evening programs.

Article 14 Under special circumstances, the calculation of teaching hours and hourly pay rates for faculty members may be subject to adjustment after formal consent has been obtained from the University.

Article 15 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

Hourly Pay Calculation Table of Off-campus Practicum (Observation) Courses

Payment	Instructional Methods	Meals, Transportation Allowances, and Incidentals
Hourly Pay A	<ol style="list-style-type: none"> 1. Faculty members lead and instruct students during the entire practicum (observation) period in person. 2. The hourly pay will be given with prior consent. 	Business trips to other cities/counties in Taiwan are subject to the Regulations for the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University.
Hourly Pay B	<ol style="list-style-type: none"> 1. The institution/organization offering practicum (observation) is in charge of the entire practicum (observation) period. 2. The hourly pay for one-credit-bearing courses should be calculated by 0.5 per week if the faculty member visits participating students for 18 hours or more in total. 3. The amount that a faculty member applies for should not exceed the total amount of hourly pay calculated based on course hours. 	Provided by the department (institute or program)
Hourly Pay & Supervision	<ol style="list-style-type: none"> 1. The institution/organization offering practicum (observation) 	Business trips to other cities/counties in Taiwan are subject to the Regulations for

<p>Allowances C</p>	<p>is in charge of the entire practicum (observation) period.</p> <p>2. Faculty members who teach electives in practicum classrooms on campus will only receive half of the hourly pay.</p> <p>3. The required number of times a faculty member visits participating students is decided by each department; the pay per visiting hour is NT\$250.</p> <p>4. The amount that a faculty member applies for should not exceed the total amount of hourly pay calculated based on course hours.</p>	<p>the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University.</p>
<p>Supervision Allowances D</p>	<p>1. The institution/organization offering practicum (observation) is in charge of the entire practicum (observation) period.</p> <p>2. The required number of times a faculty member visits participating students is decided by each department; the pay per visiting hour is NT\$250.</p> <p>3. The amount that a faculty member applies for should not exceed the total amount of hourly pay calculated based on course hours.</p>	<p>Business trips to other cities/counties in Taiwan are subject to the Regulations for the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University.</p>

Receiving None E	1. The institution/organization offering practicum (observation) is in charge of the entire practicum (observation) period. 2. Faculty members may supervise participating students occasionally in person, by phone, or via the Internet.	Business trips to any cities/counties in Taiwan are subject to the Regulations for the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University.
---------------------	---	--

Notes:

1. During the practicum (observation) period, faculty members are responsible for supervising participating students, solving students' problems, marking assignments, evaluating students' performance, etc.
2. For faculty members who apply for supervision allowances, each visit to participating students should last at least one hour, and the pay per visiting hour is NT\$250. At the end of the practicum (observation) period, faculty members should fill out a payment receipt, and deliver it together with a practicum (observation) report and supervision records to the Office of Accounting to apply for supervision allowances.
3. Supervision allowances may be converted into "hourly pay" and incorporated into the teaching hours of the current semester. The hourly pay should be deducted from the bonus for academic research in the following semester if a faculty member has not visited and supervised students as scheduled, and this situation will be recorded as an important reference to the faculty evaluation.