

Regulations for Faculty Teaching at I-Shou University

Promulgated with the consent from the President dated May 27, 2011

Amendments to Articles 3, 6, 7, 8, 9, and 11 promulgated with the consent from the President dated November 14, 2013

Amendments to Article 8 promulgated with the consent from the President dated January 16, 2014

Amendments to Articles 7, 8, 9, 10, 11, and 12 promulgated with the consent from the President dated November 2, 2015

- Article 1 The Regulations for Faculty Teaching at I-Shou University (hereinafter referred to as "the Regulations") are made to better manage faculty teaching at I-Shou University (hereinafter referred to as "the University"), safeguard students' right to education, and improve the quality of teaching.
- Article 2 The term "faculty teaching" herein mentioned shall include courses offered by all academic units, practicum courses, courses offered during summer and winter vacations, and make-up classes.
- Article 3 Faculty members shall give lectures as scheduled and shall not be late or leave earlier. Faculty members who are late for class for 20 minutes or more shall be considered absent from the class. Faculty members who are absent from class without a proper reason or who fail to make up classes afterward shall be subject to the Regulations for Applications for Leave of Absence by Faculty of I-Shou University.
- Article 4 Faculty members shall teach according to the class schedule, and they should not teach continuously without a break if the class lasts for two consecutive sessions or more.
- Article 5 Faculty members shall inform their department/institute/program offices immediately if they cannot teach as scheduled due to an emergency.
- Article 6 Faculty members shall not ask another person to be a substitute teacher without going through all the formalities necessary. Only full- and part-time faculty members duly appointed by the University can be substitute teachers. Each course shall not be taught by a substitute teacher for more than three weeks in a semester unless under special circumstances and with prior consent from the University.

- Article 7 Faculty members shall make up missed classes and fill in the date of a make-up class on the General Affairs System within fourteen days of returning from a leave of absence. The date of making up a class shall be later than the date of applying for a leave of absence. If it is necessary for faculty members to make up a class before going on a business trip and with special reasons, they shall inform the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as "the Section") before making up the class.
- Article 8 Faculty members who need to change the location or the time of a scheduled course for special reasons shall complete the Notice of Change of Course Date/Time, have the form signed by the competent administrative head, and then submit the form to the Section three working days prior to the rescheduled date for further processing.
- Article 9 Faculty members shall do a roll call by arranging regular seats, asking students to sign in, or reading aloud students' names. They shall conduct attendance registration on the Information System within seven days of the class to avoid controversies over students' attendance records.
- Article 10 Academic units and the Office of Academic Affairs shall assign personnel to conduct random inspections during class sessions. If any faculty member is found to be late for class, leave earlier, have poor management of class order, or violate any provision specified in Articles 3-8, the personnel shall carefully note down the situation and then inform the faculty member of making improvements and filling in a feedback form. Such a faculty member shall submit the feedback form to the head of the academic unit he/she belongs to for approval and then submit the feedback form to the Section within one week of being notified. The inspection results and relevant records will serve as an important reference for faculty evaluations.
- Article 11 Faculty members shall urge students on duty to clean the whiteboard/blackboard after each class and not to leave their trash in the classroom. In addition, faculty members shall turn off the lights and all the electrical devices before leaving the classroom.
- Article 12 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.