

The cover features a vibrant yellow background with a decorative border of various school supplies. In the top left, there are several pens and pencils in red, blue, and yellow. The top right shows a blue spiral notebook. On the left side, a blue pencil points downwards. The bottom left includes a yellow pencil sharpener, a blue ruler, a yellow pencil, and a piece of graph paper with a geometric diagram of a triangle and a circle. The bottom center has a red notebook with a 'MATH' label and a blue pencil holder containing several pencils. The bottom right shows a red eraser, a blue eraser, and a notebook with a right triangle diagram and the Pythagorean theorem formula $a^2 + b^2 = c^2$.

I-SHOU UNIVERSITY

NEW FACULTY ORIENTATION HANDBOOK

CENTER FOR TEACHING AND
LEARNING DEVELOPMENT



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I. About I-Shou University

A. History and Development

Founded by entrepreneur Mr. I-Shou Lin with a deep sense of gratitude toward his mother and a commitment to giving back to society, I-Shou University (ISU) was originally established in 1990 as Kaohsiung Polytechnic Institute. Its founding mission was to cultivate engineering and management professionals essential for Taiwan's industrial development. In 1997, the institution was upgraded and renamed I-Shou University. Today, ISU encompasses eight colleges, including the College of Intelligent Science and Technology, the College of Engineering, the College of Management, the College of Communication and Design, the International College, the College of Tourism and Hospitality, the College of Medicine, and the College of Medical Science and Technology. As a comprehensive university in southern Taiwan known for its expansive campus, diverse academic disciplines, and strong international orientation, ISU emphasizes the humanities, technology, and medicine, with a commitment to nurturing interdisciplinary talent.

Demonstrating its widely recognized academic quality, ISU has successfully passed institutional evaluations, program accreditation, and IEET accreditations across all relevant programs. In 2021, following its initial accreditation in 2016, the College of Management, the International College, and the College of Tourism and Hospitality once again received AACSB Continuous Improvement Review (CIR) accreditation, demonstrating sustained excellence in business education. To advance toward becoming a bilingual university, ISU established the Bilingual Education and EMI Center in 2021. In 2021 and 2023, the College of Medicine and the International College were consecutively awarded key cultivating college subsidies under the Ministry of Education's "Program on Bilingual Education for Students in College" (BEST). Furthermore, in 2024 and 2025, ISU was selected as a key cultivation institution across two major academic domains, "Biology and Medical and Agricultural Science, and "Social Science," reflecting its substantial progress in bilingual education and internationalization.

Looking ahead, ISU is guided by its strategic vision of "Interdisciplinary Innovation and Global Competitiveness," centered around the core synergy of "Medicine × Smart Technology" to continually strengthen teaching and research capabilities. In recent years, ISU has established cutting-edge teaching and research facilities, including the AI Innovation Center, the Metaverse Center for Technology, Arts, and Design, the New Media Learning and Creation Center, the ISU Cooking Studio & Library, the Intelligent Medical Teaching Center, the Intelligent Design and Manufacturing Center, the Semiconductor Virtual Process Zone, and the Semiconductor Process Demonstration Zone. These initiatives foster an interdisciplinary, hands-on learning environment committed to cultivating the next generation of global professionals equipped with forward-looking expertise, integrative skills, and international competitiveness.

B. Campus Locations and Surroundings

The Main Campus is located in Dashu District, Kaohsiung City, adjacent to the renowned E-DA World commercial district. Integrating five-star hotels, a shopping mall, and a theme park, it offers faculty and students diverse dining, leisure, and entertainment options, while also creating abundant part-time work, internship, and employment opportunities for students. The Medical Campus is located in Yanchao District, Kaohsiung City, adjacent to E-DA Hospital and E-DA Cancer Hospital, providing students in medical-related departments with high-quality learning resources and an internship environment that integrates theory with clinical practice. In addition, to enhance the convenience and traffic safety of commuting between the campuses and downtown Kaohsiung for all faculty, staff, and students, ISU partners with E-DA Bus to build a comprehensive and reliable campus transportation network, creating a friendly and safe environment for learning and work.

C. Vision, Mission, and Goals

1. Vision

I-Shou University aims to be an international comprehensive university that champions Intellectual Innovation, Social engagement, and Universal sustainability.

2. Philosophy

- (1) To establish learning arenas and multi-dimensional models to provide top-notch higher education to solidify students' character buildups and professional capabilities.
- (2) To deliver featured teaching and specialized research of academia with industries and communities, thereby promoting a platform for applying and sharing knowledge.
- (3) To enhance international cooperation and exchanges to help enlarge all ISU members' worldviews and concerns for global issues.
- (4) To build a professional, respectful, and ethical environment that facilitates ISU members' intellectual and life attainments while consolidating services and contributions to society in general.

3. Mission

Excellent Teaching, Featured Research, International Connections, and Excellent Service.

4. Educational Objective

Nurturing students to become pragmatic and innovative professionals who have good manners, behave with integrity, and always show their dynamism.

D. Institutional Characteristics

With the vision of "Interdisciplinary Innovation and Global Competitiveness" and combining its core strengths in "Medicine × Smart Technology," ISU comprehensively outlines a blueprint for the University of the Future. Furthermore, ISU promotes the "EMI Faculty Professional Development Training Program," actively strengthening English-medium instruction capabilities

and deepening global connections. Since 2018, ISU has taken the lead in promoting “X+AI” interdisciplinary education, advanced to the “X+AI 2.0” theme-based course clusters in 2025, and expanded the AI@ISU initiative in 2026. Fully focusing on smart manufacturing, smart healthcare, and smart sustainable development, ISU continues to lead the cultivation of next-generation interdisciplinary talent.

Meanwhile, ISU places great emphasis on sustainable development, adopting the United Nations Sustainable Development Goals (SDGs) and Environmental, Social, and Governance (ESG) criteria as guiding principles. By integrating internal and external resources, ISU promotes interdisciplinary and cross-border learning models to cultivate key talents capable of navigating future industrial transformations and addressing societal challenges. Fully demonstrating its strengths in interdisciplinary integration and industry-university synergy, ISU is committed to becoming an international comprehensive university that combines innovation momentum with robust industry-university service capabilities.

With the full support of E United Group, ISU provides a comprehensive and forward-looking nurturing environment through exceptional teaching and research resources, as well as strong career connections. It serves as a vital launchpad for the younger generation to step onto the global stage and grow into professional elites.



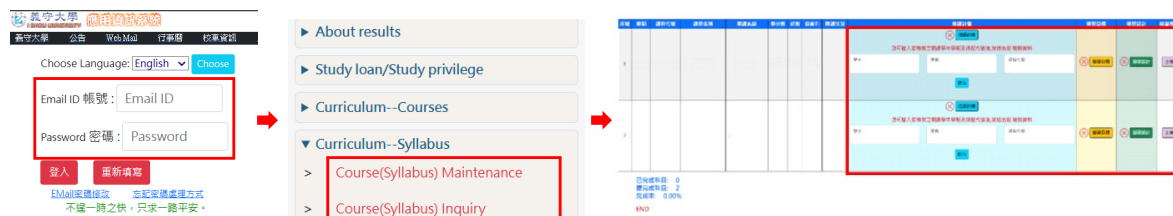
II. Teaching Resources

A. Commonly Used Systems and Platforms:

ISU Homepage → Info For → Faculty & Staff → Select the system or platform you wish to access.

B. Curriculum:

- How to Complete a Course Syllabus: ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → Information System → Sign in with your ISU Web Mail ID and password → MENU → Curriculum--Syllabus → Course (Syllabus) Maintenance.



- Faculty members should consider the corresponding weights of the performance indicators for both “Core Competences” and “Humanism Qualities” when designing a course. They are also required to complete the course schedule, course objectives, course design, questionnaire on interdisciplinary learning and AI integration, and course trailer sections of the syllabus for each course they teach. The syllabus completion rate for each semester will be taken into consideration in the selection of recipients of the Outstanding Teaching Awards, applications for faculty promotion, and faculty evaluations.

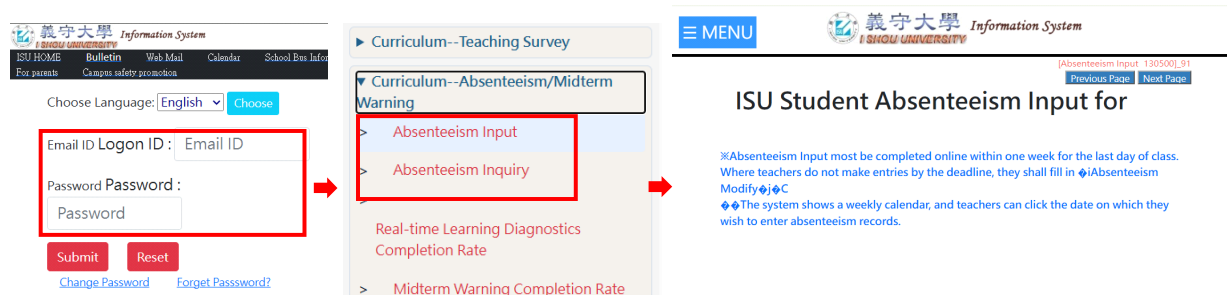
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已完成科目: 1
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- Jointly Offered Courses: The course instructors should consult with one another and agree on the number of teaching hours to be fulfilled by each instructor. Departments offering jointly offered courses should update the relevant course information in the Information System during the course arrangement period. One of the participating faculty members should be designated as the coordinator responsible for administrative matters related to the course.
- For regulations and rules governing course offerings: <https://bit.ly/4cA5ehg>.

C. Student Attendance:

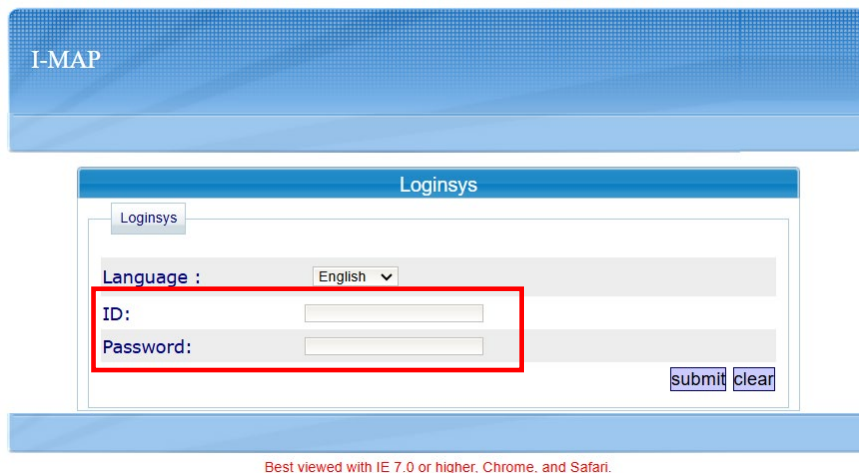
Attendance Records: Course instructors should record student absences in the Information System within one week of each class session. If no student is absent, course instructors should select “No Absenteeism” in the Information System.



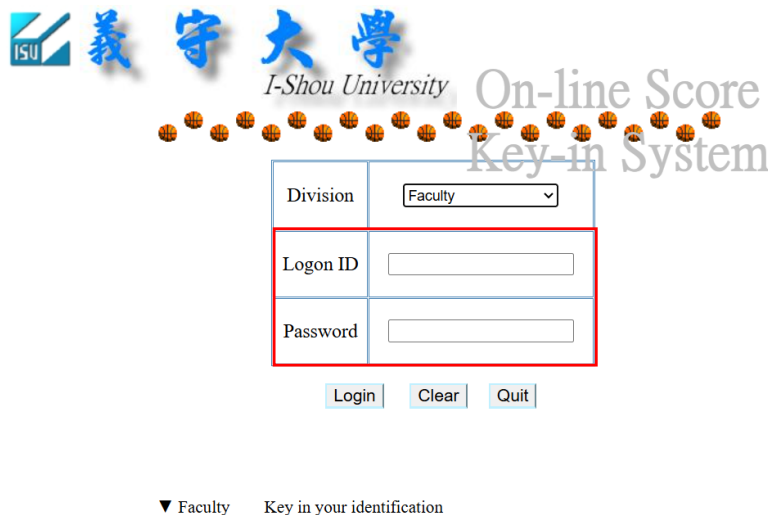
D. Semester Grade Submission:

Course instructors will be notified of the period for entering students' semester grades two to three weeks before the final exam week. The system will automatically send a reminder to course instructors who have not completed the grade entries three days before the submission deadline. Late submissions and applications for changes to semester grades will be taken into consideration in faculty evaluations.

1. Website for Semester Grade Submission: ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → I-MAP.



2. Website for Printing Semester Grades: <https://score.isu.edu.tw>.



E. Academic Advising and Counseling

1. Faculty Office Hours: Full-time faculty members are required to schedule office hours in accordance with the Contract for Full-time Faculty at I-Shou University. For detailed information, please refer to the Regulations for Course Offerings and Office Hour Scheduling of Full-Time Faculty at I-Shou University.
2. If students are unable to ask study-related questions during class, they may use the Student Consulting function in the Information System to submit their questions. The system will

automatically notify the course instructors responsible for the course by email, and the course instructors should respond to the students' questions accordingly. At the end of each semester, the Curriculum Section compiles statistics on the number of unanswered questions for each course instructor. Such data will be taken into consideration in various evaluations.

3. ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → [Information System](#) → Sign in with your ISU Web Mail ID and password → MENU → Student Consulting

4. Counseling for Students Receiving an Academic Warning:

- a. Real-time Learning Diagnostics:

To help students with poor academic performance improve as early as possible, ISU has established a platform that allows course instructors to assess students' learning performance by assigning a red, yellow, or green light based on their attendance, learning attitudes in class, assignment/report submission, in-class quizzes, midterm exam results, and other relevant indicators. Starting from the first week of the semester, course instructors may log in to the Information System and click "Real-time Learning Diagnostics" to update students' learning diagnostics immediately after each class. Students can view their learning diagnostics and corresponding lights after course instructors have completed the entries in the System.

- b. Midterm Warnings:

In the middle of the semester, course instructors are required to issue a midterm warning to students with unsatisfactory learning outcomes based on their real-time learning diagnostics and midterm exam results. To issue a warning, course instructors should submit a midterm warning through the Information System. If no student is to receive the warning, course instructors should select "No Midterm Warning Issued." The completion rate of midterm warning submissions will be taken into consideration in faculty evaluations and the selection of recipients of the Outstanding Teaching Awards.

5. Faculty members will receive credit under the category of Teaching of the faculty evaluation if they have provided counseling to at least five students who received a midterm warning and at least five of the counseled students subsequently receive a passing score.

F. Other

Course Rescheduling and Makeup Classes	Faculty members should log in to the General Affairs System to apply for a leave of absence and/or schedule a makeup class. They may apply for a leave of absence, schedule a makeup class, and reserve a classroom at a time. Please visit the website of the Office of Academic Affairs for instructions on applying for a leave of absence and scheduling makeup classes.
Teaching Hour Calculation	For information on teaching hour calculation and hourly pay rates, please refer to the Regulations for the Calculation of Teaching Hours and Hourly Pay Rates for Faculty Members at I-Shou University.
Teaching Facilities	For detailed information, please visit the website of the Office of Academic Affairs.
Teaching Support for Newly Appointed Faculty	ISU is committed to helping newly appointed faculty members enhance their teaching effectiveness and efficiency while establishing a strong foundation for their academic research. For detailed information, please refer to the Regulations for Initiative Teaching & Research Program for Newly-appointed Faculty of I-Shou University.

G. Faculty Teaching Support (Center for Teaching and Learning Development, Office of Academic Affairs)

To enhance faculty members' teaching competencies and improve teaching quality, ISU has established relevant regulations and rules and implemented a variety of teaching support measures.

1. Course Enhancement

- a. Innovative Teaching: The Regulations for Subsidizing Faculty Members Performing Innovative Teaching at I-Shou University have been established to encourage faculty members to adopt innovative teaching approaches or keep their teaching materials up to date, thereby enhancing teaching quality and maximizing teaching effectiveness.
- b. e-Learning: Faculty members are strongly encouraged to offer e-learning courses. ISU has established relevant regulations and rules governing the production of digital teaching materials, SPOCs, MOOCs, and subsidies for MOE e-Learning Accreditation.
- c. MOE Teaching Practice Research Program: The Program accepts applications in November each year. Faculty members are expected to adopt appropriate research methods and tools to evaluate the effectiveness of their teaching practices, with the aim of enhancing teaching quality and promoting student learning effectiveness. This is achieved through the integration of innovative courses and changes to teaching

environments or instructional formats.

2. Support Systems and Teaching Assistance

- a. Faculty Learning Communities for Professional Development: Faculty learning communities focus on sharing teaching experiences, innovative teaching materials, and relevant teaching strategies to foster an environment that supports the sustainable professional development of faculty members. ISU has established the Regulations for the Establishment of Faculty Learning Communities for Professional Development at I-Shou University.
- b. Faculty Empowerment Workshops: The Center for Teaching and Learning Development organizes a wide variety of teaching-focused activities to provide effective opportunities for faculty members to share teaching experiences, enhance their teaching and professional competencies, and ultimately improve teaching quality. All the latest information about such activities will be posted on the Center's website and emailed to all faculty members.
- c. Mentor-led Teaching Enhancement Program: ISU has established the Regulations for the Implementation of Mentor-led Teaching Enhancement Program at I-Shou University. Faculty members may select a mentor whose teaching expertise aligns with their needs to form a teaching enhancement group.
- d. Teaching Assistants (TA): ISU has established the Regulations for the Management of Course Teaching Assistants at I-Shou University. Teaching assistants not only assist faculty members with classroom instruction but also provide after-class tutoring to students to enhance their learning effectiveness.
- e. Support Tools: A website providing a wide range of free software, platforms, and related user guides for teaching purposes.

3. Systems and Platforms

- a. Please visit the following link: <https://aa.isu.edu.tw/page/preview-vMbIICFeNQfu>.

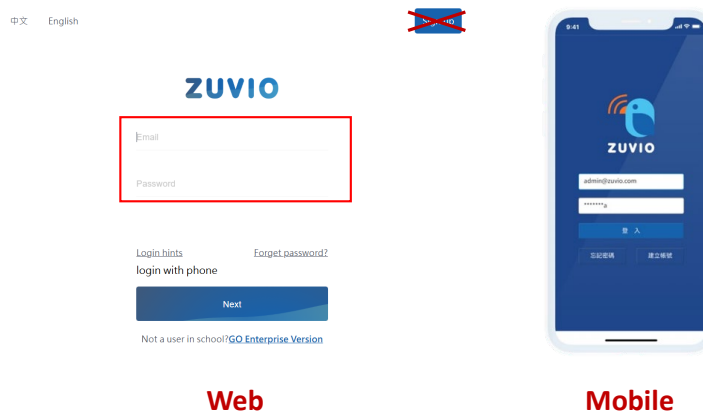


- b. T-Portfolio: Faculty members may log in to T-Portfolio to track their development in teaching, research, counseling & service, and professional competencies over the years.
- c. ISU Moodle: Faculty members may upload digital learning materials and conduct online teaching activities through ISU Moodle. Each semester, faculty members are required to

upload their teaching materials to ISU Moodle for students' reference during course registration. To encourage faculty members to upload teaching materials, the percentage of teaching materials uploaded to ISU Moodle by each faculty member will be taken into consideration in faculty evaluations. By referring to the online user manual, faculty members can quickly become familiar with all of the system's functions.



- d. ZUVIO: ZUVIO is a real-time classroom interaction tool that helps faculty members monitor and understand students' learning performance, enhances students' learning motivation, and facilitates teacher-student interaction.

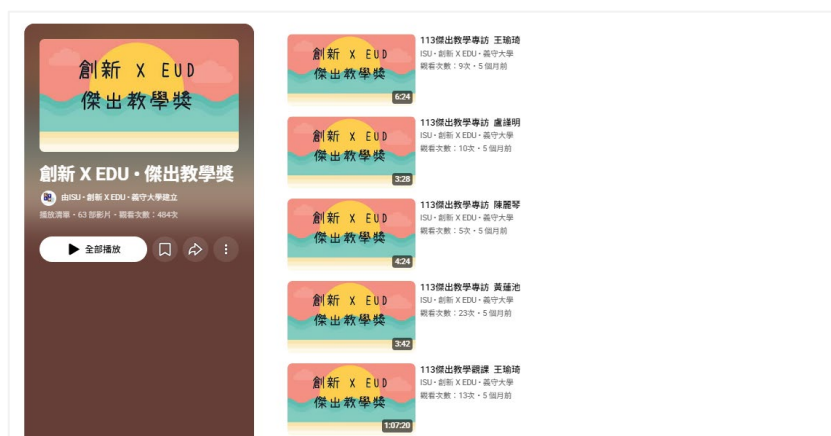


4. Teaching Evaluation

- a. Teaching Surveys: ISU has established the Regulations for the Implementation of Teaching Surveys at I-Shou University. Faculty members may log in to the Information System to view their survey results.



- b. Teaching Performance Improvement Project: ISU has established the Regulations for the Implementation of Teaching Performance Improvement Project at I-Shou University. ISU provides counseling services to faculty members who received unsatisfactory results in the final teaching survey conducted in the previous semester. To improve faculty members' teaching effectiveness, support their professional development, and enhance teaching quality, a mentorship program has been established, inviting experienced faculty members with expertise in teaching and counseling to provide various forms of guidance and support.
- c. Outstanding Teaching Awards: ISU has established the Regulations for the Recognition of Distinguished Teaching at I-Shou University. Each academic year, ISU selects recipients of the Outstanding Teaching Awards to recognize faculty members with distinguished teaching performance. Interviews with award-winning faculty members about their teaching philosophies and experiences are posted on the website of the Office of Academic Affairs.



III. Student Counseling

A. Advisor-Related Affairs

Advisor System	To strengthen the advising and counseling function, the University has established regulations for the advisor system. ISU Homepage → About → Administration → Office of Student Affairs → Care and Counseling → Advisor Services → Advisor System .
Outstanding Advisor Selection	Each academic year, the Office of Student Affairs selects and rewards outstanding advisors. Selection guidelines and award details: ISU Homepage → About → Administration → Office of Student Affairs → Care and Counseling → Advisor Services → Outstanding Advisor Selection and Advisor Stories .

B. Advisor Counseling Knowledge and Skills

1. Advisor Forum

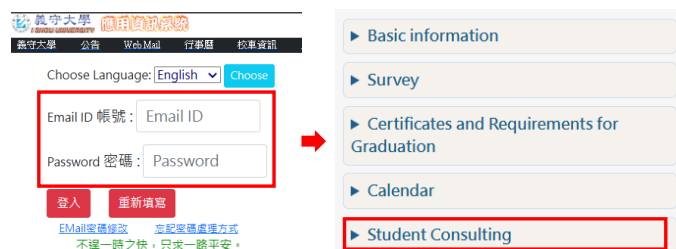
- a. September 4, 2026 (Fri.), 9:00 AM–12:00 PM: Fall 2026 Advisor Forum (AY 115-1), Activity Center, Main Campus.
- b. September 30, 2026 (Wed.), 12:00–1:30 PM: Fall 2026 International Faculty Advisor Forum, International College Conference Room (Room no.1511), 5F, Administration Building, Main Campus.

2. Counseling Skills Workshops

- a. September 4, 2026 (Fri.), 1:00–3:00 PM: “Seeing Together, Upholding Respect—Recognizing and Preventing Microaggressions in Campus Gender-Related Incidents,” Activity Center, Main Campus.
 - b. September 30, 2026 (Wed.), 1:30–3:30 PM: “Moving with Resilience: Finding Grounding in Motion,” counseling skills workshop for international faculty, Multipurpose Performance and Exchange Space, 1F, General Education Building, Main Campus.
 - c. October 7, 2026 (Wed.), 1:30–3:30 PM: “Finding Stability When the Storm Comes: Psychological First Aid in Disasters,” Multipurpose Performance and Exchange Space, 1F, Building B, College of Medicine.
 - d. November 10, 2026 (Tue.), 10:00 AM–12:00 PM: “Gathering Light, Safeguarding Everyday Life: Applications of Art-Based Support in Faculty and Student Care,” Room A0409, 4F, Building A, College of Medicine.
- ※ Final workshop/forum topics and venues are subject to the information announced on the registration page.

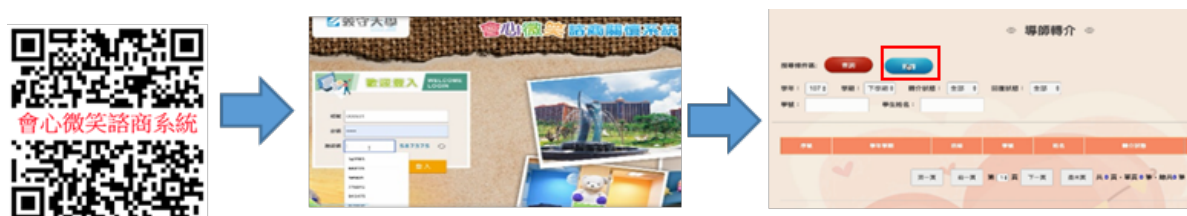
C. Advisor Counseling Record Maintenance

ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → Information System → Sign in with your ISU Web Mail ID and password → MENU → Student Counseling → Fill out Student life and Career Counseling Record or Freshmen Orientation → complete the form. Each advisor's annual counseling count is compiled and provided to the Office of Research and Development for faculty evaluation.



D. Referral Process for Students of Concern

After an advisor has assessed and supported a student, if the student is found to require further counseling assistance, the advisor may submit an online referral or contact the Counseling and Special Education Resource Section. Referral procedure → use the counseling and care service system (會心微笑諮商系統) to submit a referral request (<http://hi.isu.edu.tw/index.aspx>) → enter the advisor account and password → click "New" → enter the referrer's information and the student's information, then click "Save" → the case-management psychologist will contact you to understand the student's situation and confirm the student's willingness to be referred → the referral status can then be viewed in the online system.



E. Gender Equity Awareness and Important Guidelines

1. If you become aware that a student has experienced a campus gender-related incident, submit a campus safety report within 24 hours.
2. When discussing matters with a student in a faculty office or research room, keep the door open.
3. Unless there are special circumstances, avoid arranging private one-on-one meetings or activities with students.
4. Avoid sensitive or inappropriate language (including written communication) and unnecessary actions that may make students feel uncomfortable.
5. If a student is experiencing emotional, relationship-related, psychological, or physical distress, faculty and staff should avoid excessive involvement and should encourage the student to seek medical care or assistance from qualified professionals (e.g., professional services provided by the Counseling and Special Education Resource Section.).
6. All faculty/staff must comply with the Ministry of Education's sex-/gender-related

professional-ethics guidelines; because of the power imbalance, keep student contact official.

IV. Faculty Research and Evaluation

A. Faculty Evaluation System

Item	Description
Institutional Evaluation	Internal institutional self-evaluation and goal-oriented management.
Academic Unit Evaluation	Handles matters related to evaluations conducted by the Ministry of Education and professional accreditation, as well as the annual self-evaluation of academic departments/programs (ISUQ).
Faculty Evaluation	A. Faculty evaluation is conducted once every academic year. All full-time faculty members, including project-based faculty, who have completed one year of service at the University are required to undergo evaluation annually. The length of service is calculated based on the faculty member's years of service under an official appointment at the University. B. Faculty evaluation can be accessed through: ISU Homepage → About → Administration → Office of Research and Development → Institutional Evaluation & Faculty Evaluation → Faculty Evaluation.
Research Competence Enhancement	Faculty members whose research performance in the annual faculty evaluation does not meet the required standards and who are identified as needing improvement may be required to participate in research capacity enhancement. Relevant procedures are governed by the <u>Regulations for the Enhancement of Research Competence at I-Shou University.</u>

B. Research Resources

1. Research Resources for Newly Appointed Faculty

Item	Program / Regulation	Description
Research Start-up	Internal Research Project	New faculty members who are eligible for the National Science and Technology Council's (NSTC) rolling-review research projects may apply for internal special projects in March and September each year, according to the announced schedule.
	Research Start-up	Newly appointed full-time (project) assistant professors who have served at the University for less than three years and have applied for research grants to the

Item	Program / Regulation	Description
		National Science and Technology Council (hereinafter referred to as “the NSTC”) may apply for rewards or grants for research under the Program. - Faculty members who do not receive an NSTC research project grant may apply for a university research project according to the announced schedule. - Faculty members who receive an NSTC research project grant in the current year may apply for a research start-up grant. Those who demonstrate satisfactory performance during the implementation of the research start-up project and have less than four years of service may apply for a second research start-up grant, based on an NSTC research project approved within their first three years of service. - Faculty members who receive an NSTC research project grant in the current year but do not apply for a research start-up grant may instead apply for an incentive award equivalent to 40% of the project’s administrative fee.
Enhancing Research Capacity	Rolling Review Research Project	Newly appointed faculty members who meet the eligibility requirements for NSTC research projects under the Rolling Review mechanism are encouraged to apply, within their first three years, for NSTC Rolling Review projects, which have a relatively high approval rate among projects submitted by newly appointed researchers.
Research Mentorship – Short-term Consultation	Research Capacity Enhancement Program	- Newly appointed faculty members who wish to enhance their research capacity may apply for the Research Capacity Enhancement Program. - The dean of the applicant's primary appointing college (or the director of the center) will

Item	Program / Regulation	Description
		recommend one faculty member in a relevant research field to serve as the applicant's academic mentor, providing individualized consultation.
Research Mentorship – Long-term Guidance	Yanhang (雁行) Program	Newly appointed faculty members who, during the past three years, have not served as a principal investigator or co-principal investigator of a government-funded research project (excluding knowledge transfer projects), or who have not published journal articles indexed in academic databases, may apply to the Academic Development Section, Office of Research and Development, for the Yanhang Program. A full-time faculty member of the University will serve as a lead scholar and provide long-term guidance in research activities.
	Faculty Research Community	To encourage faculty and students to engage in academic research and build up research and development energy, full-time faculty members may apply for a research community through the Office of Research and Development. The community must consist of at least three full-time faculty members of our university.

2. Regular Research Resources

Item	Description
NSTC Research Projects	For information on applying for various National Science and Technology Council (NSTC) research project grants, please refer to the "Academic Research Resources" section on the Office of Research and Development website.
MOE Teaching Practice Research Program	For applications to the Ministry of Education Teaching Practice Research Program, please contact the Center for Teaching and Learning Development. For more information, please visit the <u>Ministry of Education Teaching Practice Research Program website</u> .
Internal Academic	For applications regarding various on-campus academic awards and subsidies, please refer to the "Academic Research Resources" section on

Item	Description
Awards and Subsidies	the Office of Research and Development website.

C. Department & Faculty Achievement Data Bank

Faculty members can maintain and update their individual publications, journal articles, and departmental achievements through the ISU Department & Faculty Achievement Data Bank.

Department & Faculty Achievement Data Bank

語言/Language English 版本：1.5.3 更新日期：2020/7/15



義守大學

ISHOU UNIVERSITY

User Login

Account

Password

Identity Internal Account

類別

Paper Data & Service

Results of Department

E-Da Doctors Essays

Government Research E

搜尋

Keyword Search

Advanced Search

系統

Notices

Contact Us

About System

Technical Manual

115學年度第1學期「學術研究獎勵金」支用申請事宜。

一、115學年度第1學期減授鐘點及獎勵金支用申請自即日起至本(115)年9月29日(二)止。

二、工作聯繫單等相關資訊請至本組網頁<https://rad.isu.edu.tw/page/preview-qfwaVMfT373P>

張貼者：陳郁雯
公告時間：2026-09-02 10:26:18

伺服器維護

系統將於 8/24(一) 早上08:00起進行維護，請各位教職同仁於系統維護前完成作業或暫時存檔。

張貼者：許子邦
公告時間：2026-08-19 13:40:27

[公告]114學年度第2學期「學術研究獎勵金」支用申請事宜。

一、114學年度第2學期減授鐘點及獎勵金支用申請自即日起至本(115)年3月25日(三)止。

二、工作聯繫單等相關資訊請至本組網頁<https://rad.isu.edu.tw/page/preview-qfwaVMfT373P>

V. Rights and Obligations

A. Faculty Rights and Obligations

Item	Description
Faculty Appointments	Regarding faculty appointments and the rights and obligations of full-time and project faculty members, please refer to the Regulations for Faculty Appointments at I-Shou University, the Contract for Full-time Faculty at I-Shou University, and the Guidelines on the Recruitment and Appointment of Project Faculty at I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Faculty Regulations.
Salary Determination	Regarding salary determination for faculty and staff members, please refer to the Regulations for Salary Assessment for Faculty and Staff Members at I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Common Regulations → Regulations for Salary Assessment for Faculty and Staff Members at I-Shou University.
Secondment, Part-time Employment, and Part-time Teaching	Regarding secondment, part-time employment, and part-time teaching outside ISU for full-time and project faculty members, please refer to the Guidelines on the Handling of Faculty Temporary Transfers at I-Shou University, the Regulations on Handling Part-time Jobs outside the Campus Taken by Teachers of I-Shou University, and the Guidelines on Handling Part-time Teaching Jobs outside the Campus Taken by Teachers of I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Faculty Regulations.
Concurrent Administrative Posts	Regarding the concurrent holding of administrative posts based on actual needs, please refer to the Charter of I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Common Regulations → Charter of I-Shou University.
Leave Application	1. Faculty members who are unable to teach or work as scheduled for any reason should apply for a leave of absence in accordance with the Regulations for Applications for Leave of Absence by Faculty of I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources →

Item	Description
	Regulations → Faculty Regulations → Regulations for Applications for Leave of Absence by Faculty of I-Shou University. ※ Please submit an application for a leave of absence online through the General Affairs System. 2. For information on applying for reimbursement of business trip expenses, please refer to the Regulations for the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Common Regulations → Regulations for the Application for Travel Reimbursement by Faculty and Staff Members of I-Shou University. ※ For more information on the reimbursement of expenses for long-distance domestic and overseas business trips, please visit the website of the Office of Human Resources.
Further Studies and Sabbatical Leave	Regarding measures for encouraging faculty members to pursue further studies, undertake part-time doctoral studies, or take sabbatical leave, please refer to the Regulations for Encouraging Teachers of I-Shou University to Research or Pursue Further Education, the Principles for In-service Programs Taken by Full-time Instructors of I-Shou University as a Doctoral Student, and the Regulations for Application for Sabbatical Leave by Professors at I-Shou University. For detailed information, please visit: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Faculty Regulations.
Faculty Welfare	The welfare and benefits of faculty and staff members are governed by the Regulations for Welfare Measures and Benefits at I-Shou University. For more information on application requirements and benefit amounts, please visit the website of the Office of Human Resources. ※ ISU Homepage → About → Administration → Office of Human Resources → Regulations → Common Regulations.
Insurance	For information on insurance coverage for faculty members, please visit the website of the Office of Human Resources.
For more information on other faculty rights and obligations, please visit the website of the Office of Human Resources.	

B. Faculty Promotion

1. ISU has been authorized by the Ministry of Education to conduct teacher qualification

accreditation.

2. Rules concerning faculty promotion are as follows:

Eligibility	Lecturer → Assistant Professor		Have held the current rank for at least three years and have academic works, creative works, evidence of achievement, or technical reports.
	Assistant Professor → Associate Professor		
	Associate Professor → Professor		
Application Period	Faculty promotion applications are accepted once each semester and shall be submitted to the University-level Teacher Review Committee for review in March (for promotion effective on August 1) or September (for promotion effective on February 1).		
Notes	1. Faculty promotion applications are governed by the Regulations for Faculty Promotion System at I-Shou University, the Guidelines on the Evaluation of Teaching and Counseling & Service Performance for Faculty Promotion at I-Shou University, and the Regulations for Faculty Evaluations at I-Shou University. 2. For the first two regulations mentioned above, please visit the website of the Office of Human Resources: ISU Homepage → About → Administration → Office of Human Resources → Regulations → Faculty Regulations. 3. For the last regulations mentioned above, please visit the website of the Office of Research and Development: ISU Homepage → About → Administration → Office of Research and Development → Institutional Evaluation & Faculty Evaluation → Faculty Evaluation.		
Promotion Pathways	Academic Research	Academic works, including monographs, journal articles, and theses/dissertations	
	Teaching Practice and Research	Academic works (excluding translations and compilations) or technical reports	
	Technology Research and Development	Technical reports	
	Athletic Competition	Academic works (including monographs, journal articles, and theses/dissertations) or evidence of achievement	
	Cultural and Artistic Creation	Academic works (including monographs, journal articles, and theses/dissertations), creative works, or evidence of achievement	

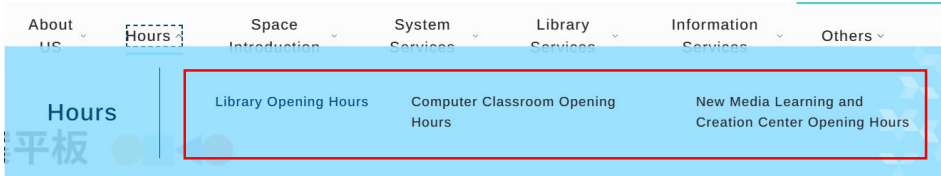
VI. Industry-Academia Collaboration Mechanism

Item	Description
Industry-Academia Collaboration Mechanism	1. Regulations and Incentives: To encourage faculty members to engage in industry-academia collaboration, fully leverage their research expertise, assist industries in improving performance, and enhance overall collaboration outcomes, all related matters shall be handled in accordance with the I-Shou University Regulations for Implementation of Industry-Academia Collaboration (https://reurl.cc/W8YYjy). Incentives for collaboration projects are governed by the Regulations for Rewarding Faculty Execution of External Projects established by the Office of Research and Development. 2. Expanded Faculty Participation: Faculty members are encouraged to actively apply for and participate in various industry-academia projects. Projects managed by the University's Center for Extension Education may also apply the relevant industry-academia regulations by reference, thereby broadening faculty involvement and strengthening overall capacity. 3. Core Themes and Innovation Platforms: In alignment with government policies, regional industry characteristics, and institutional development goals, the University plans four innovation platforms focused on "Multi-Industry Chain Innovation," "Sustainable Development," and "Digital Transformation," grounded in departmental focus areas and faculty expertise. These platforms support Kaohsiung's smart city development and focus on key fields—including high technology, low-carbon sustainability, healthcare, and cultural/creative design—to promote balanced economic and cultural development in Southern Taiwan. 4. Team-Based Project Bidding: For large-scale industry-academia projects released by government agencies, corporate entities, and enterprises, Vice Presidents or Deans will convene interdisciplinary faculty teams to integrate research strength and leverage team synergies to secure major projects. 5. Industry-Academia Family System: The University actively promotes the "Industry-Academia Family System." Academic departments enter into Strategic Alliance Intentions

	(LOIs) for industry-academia-research training with regional enterprises. This builds a stable local network, creates collaboration opportunities, and deepens long-term partnerships.
Patent and Technology Transfer Mechanism	1. Compliance and Regulations: For patent applications and technology transfer (including licensing, assignment, and transfer of technical know-how) resulting from research outcomes, faculty members must comply with the following regulations (https://reurl.cc/axLyVD): 2. Review Process: All research and development outcomes—whether classified as job-related or non-job-related—must be submitted to the Faculty and Staff R&D Outcomes Review Committee for review and deliberation.
Contact Information For inquiries regarding industry-academia collaboration and related matters, please contact the Office of Industry-Academia Operation. https://iuc.isu.edu.tw/teachers/admin	

VII. Library and Information Services

A. Library Services

Service	Description
Opening Hours	For the opening hours of the libraries at the Main Campus and the Medical Campus, please visit: ISU Homepage → About → Administration → Office of Library and Information Services → Hours → Library Opening Hours. 
Library Collections	- Library Catalog: ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Library Catalog.  - Borrowing Policies: ISU Homepage → About → Administration → Office of Library and Information Services → Library Services → Borrowing Policies. - To facilitate borrowing and returning books between the two campuses, patrons may log in to the Library Catalog and select either the Main Campus or the Medical Campus as the pickup location for their requested books. - The Office of Library and Information Services provides interlibrary loan services that allow patrons to borrow books from partner libraries. For more information, please visit: ISU Homepage → About → Administration → Office of Library and Information Services → Library Services → Interlibrary Loan and Document Delivery Services.
Turnitin Plagiarism System	Application: ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Turnitin Plagiarism System.

Service	Description
e-Resources	1. The Office of Library and Information Services provides access to a wide range of electronic resources, including databases, electronic journals, e-books, and online resources in both Chinese and foreign languages, through Hyint E-Resources. 2. ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Hyint E-Resources. 
Audiovisual Resources	1. ISU libraries provide a wide variety of audiovisual resources and language learning software to support faculty teaching and self-directed learning. 2. ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Multimedia Catalog.
Interlibrary Loan Services	1. Patrons may borrow books or request photocopies of library resources, such as periodicals, books, theses, and dissertations, from partner libraries under existing cooperative agreements. 2. ISU Homepage → About → Administration → Office of Library and Information Services → Library Services → Interlibrary Loan and Document Delivery Services. (1) International Journal Document Delivery Service (RapidILL): Patrons may request photocopies of Western-language journal articles free of charge. Through the RapidILL system, the average delivery time is three days, depending on the processing status of partner institutions. Online Application: https://rapidill-lib.isu.edu.tw/ (2) Nationwide Document Delivery Service System (NDDS): The NDDS is a paid resource-sharing service among libraries. It provides photocopying services for journals, books, theses, and other materials, as well as book borrowing services. Fees vary depending on the participating libraries. Online Application: https://ndds.stpi.niar.org.tw/

Service	Description
Space and Equipment Reservation	To facilitate academic research, teaching, and meetings, several reservation systems are available for faculty members, students, and staff members to reserve spaces and equipment. 1. Smart Classrooms and Multi-functional Halls: ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → Information System → Sign in with your ISU Web Mail ID and password → MENU → Curriculum--Classroom Application → Classroom Booking Application. 2. Laptop Computers: ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Laptop Computers Booking. 3. Tablets: ISU Homepage → About → Administration → Office of Library and Information Services → Library Services → Tablet Borrowing Service. 4. Study Rooms: ISU Homepage → About → Administration → Office of Library and Information Services → System Services → Library Catalog → Study Room.

B. Information Services

Service	Description
Academic and Administrative Systems	1. ISU Homepage → Info For → Faculty & Staff. 2. Please sign in with your ISU Web Mail ID and password.
Campus Static IP Configuration	For detailed configuration instructions, please visit: ISU Homepage → About → Administration → Office of Library and Information Services → Information Services → Campus Network → Campus Network Static IP Configuration.
Wi-Fi Connection	For detailed configuration instructions, please visit: ISU Homepage → About → Administration → Office of Library and Information Services → Information Services → Campus Network → Wireless Network (ISU, TANetRoaming) Usage or Wireless Network (ISU-secure, eduroam) Usage.
Web Mail Service and Email Settings	1. ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → Web Mail Service. 2. Before using the Web Mail Service, please click “E-mail Account Enable Test” and enter your ISU Web Mail ID and password without the domain name.

Service	Description
	3. Please sign in to the Faculty Web Mail Service using your complete email address (ISU Web Mail ID + @isu.edu.tw). 4. Please sign in to the Cloud Web Mail Service using your complete email address (ISU Web Mail ID + @cloud.isu.edu.tw). 5. For more information on email settings, please visit: https://e-mail.isu.edu.tw/. The email storage capacity for each ISU Web Mail account provided to full-time faculty and staff members is 5GB, while each Cloud Web Mail account has a storage capacity of 50GB. A backup copy of each email received through the Web Mail Service account will be automatically forwarded to the corresponding Cloud Web Mail account.  義守大學 I-SHOU UNIVERSITY 網頁電子郵件服務網 Web Mail Service ※電郵帳號啟用測試 E-mail Account Enable Test  教職員網頁電子郵件 -專任教職員專用 Faculty Web Mail Service for full-time faculty & staff  雲端網頁電子郵件服務 -學生、兼任教師、專案助理專用 -專任教職員郵件備份 Cloud Web Mail Service for students & part-time faculty *Backup email for full-time faculty & staff • 變更密碼 顯示名稱 Change Password/Display Name : ※修改密碼 Change Password ※修改顯示名稱 Change Display Name • 校友 Alumni : ※校友電子郵件密碼修改(Alumni) • 使用說明 User Manual : ※教職員網頁電子郵件使用說明 Faculty Web Mail User Manual ※雲端網頁電子郵件使用說明 Cloud Web Mail User Manual ※如何接收傳真郵件存取電子郵件服務 How to Access Email Service by Mail Client ※如何使用Outlook相關使用說明 How to Use Outlook for Exchange ※如何在行動裝置上存取電子郵件 How to Access Email Service on Mobile Devices 1.專任教職員請優先使用「教職員網頁電子郵件」。 2.因系統或網路維護而無法連接「教職員網頁電子郵件」時，請專任教職員改用「雲端網頁電子郵件服務」。
Computer Lab Reservation	ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → <u>Information System</u> → Sign in with your ISU Web Mail ID and password → MENU → Curriculum--Classroom Application → Classroom Booking Application.
Media Commons	For more information on how to record digital teaching materials, please visit: ISU Homepage → About → Administration → Office of Library and Information Services → Space Introduction → Media Commons.
Licensed Software	ISU Homepage → About → Administration → Office of Library and Information Services → Information Services → Licensed and Free Software.
New Media Learning and Creation Center	ISU Homepage → About → Administration → Office of Library and Information Services → Space Introduction → New Media Learning and Creation Center.

VIII. Campus Life

A. Building and Floor Guide (Main Campus)

Administration Building (01)
1F: Office of Academic Affairs (Registration Section, Curriculum Section, Admissions Section, and Center for Teaching and Learning Development) Office of General Affairs (General Affairs Section, Property Management Section, Cashier Section, Documentation Section, and Construction and Maintenance Section) Labor Safety and Hygiene Office (Safety Section)
2F: Office of the President, Offices of the Vice Presidents, Office of the Dean of Academic Affairs, Office of the Dean of Student Affairs, Office of the Dean of General Affairs, Office of the Secretary-General, Office of Secretariat, Office of the Dean of Research and Development, Office of Human Resources, and Office of Accounting
3F: Office of Student Affairs (Health Section, Counseling and Special Education Resource Section, and Resource Room), Office of Research and Development, Office of Institutional Research, Center for General Education, Office of Auditing, Office of Secretariat (Public Affairs Office), Office of Industry-Academia Cooperation and Operations, and Innovation and Incubation Center
5F: Office of the Dean of International College and Joint Office of International College Program in International Business Administration, Program in Finance and Business Analytics, Program in Intelligent Tourism and Hospitality Management, Department of International Media and Entertainment Management, International Master of Business Administration Program, Department of Global Communications and Applied English, and Department of Applied Japanese
6F: Department of Industrial Management and Department of Business Administration
7F: Department of Finance and Department of Accounting
8F: Department of International Business and Department of Public Policy and Management
9F: Office of the Dean of College of Management and Office of Quality Assurance and Accreditation
Teaching Building (5)
1F: Office of Student Affairs (Student Campus Life Guidance Section), Continuing Education Center, and Career Development Center Document Services Center (Copy Center)
2F: Office of Military Education
3F: FamilyMart Convenience Store, Beverage House, and ISU Cooking Studio & Library

8F: Joint Office of College of Tourism and Hospitality, Department of Hospitality Management, Department of Culinary Arts and Gastronomy, Department of Sports Technology and Leisure Management, and Department of Tourism Intelligence Service and Technology

10F: Department of Mass Communication and Multimedia Center

11F: Office of the Dean of College of Communication and Design and Office of the Dean of College of Tourism and Hospitality
Department of Film and Television and Master Program of Cultural Creative Communication and Design

12F: Department of Creative Integrated Design, Department of Emerging Media Design, and Department of Visual Arts and Design

13F: Office of CEO of College of Management, MBA Program, IMBA Program, PhD Program in Management, EMBA Program, and PMBA Program

Science and Technology Building (03)

B1-3F: Library

4F: Office of Library and Information Services (Information Services)

5F: Office of the Dean of College of Intelligent Science and Technology, AI Production Development and Service Center, and AI Innovation Center

6F: Department of Electronic Engineering, Semiconductor Degree Program, Department of Intelligent Network Technology, and Department of Data Science and Analytics

7F: Department of Information Engineering

8F: Department of Information Management

9F: Department of Electrical Engineering

Science and Engineering Building (02)

1F: Department of Materials Science and Engineering and Labor Safety and Hygiene Office (Hygiene Section)

2F: Department of Mechanical and Automation Engineering

3F: Department of Civil Engineering

4F: Office of the Dean of College of Engineering and Department of Chemical Engineering

International College (6)

1F: Office of International Affairs, Foreign Language Center, Chinese Language Center, and Bilingual Education and EMI Center

Gymnasium
3F: Culinary Labs, Food Court, and Bafang Dumpling 4F: Sports Facilities 5F: Audience Area
Student Activity Center
1F: Student Club Offices 2F: FamilyMart Convenience Store, Liwen Bookstore, and Optical Shop 4F: Student Activity Section and Student Club Hub 5F: Auditorium
Shopping Area
Book Rental Shop, Billiard Room, Bache Ice Drink House, Hospitality Operations Center, and Hospitality 101 Restaurant
Dormitory 1 (Building C)
1F: WE EAT Cafeteria
Dormitory 2
1F: FamilyMart Convenience Store

B. Building and Floor Guide (Medical Campus)

Teaching Building A
2F: Library 3F: Study Rooms 4F: Department of Health Management 5F: Department of Occupational Therapy and Department of Physical Therapy 6F: Department of Healthcare Administration 7F: Department of Nursing, Post-Baccalaureate Program in Nursing, and Bachelor's Degree Program for Indigenous Peoples of Department of Nursing 8F: Department of Medical Imaging and Radiological Sciences 9F: Department of Nutrition 10F: Department of Medical Science and Biotechnology and Bachelor's Degree Program in Precision Medicine and Health Technology
Teaching Building B
B1: Food Court (cafeterias, boxed lunch, noodles, dumplings, drinks, etc.) and FamilyMart Convenience Store 1F: Office of Academic Affairs, Office of Student Affairs, and Office of General Affairs

2F: Office of the President, Office of the Dean of College of Medicine, Office of the Dean of College of Medical Science and Technology, and Bachelor's Degree Program for Indigenous Peoples in Long-term Care of College of Medicine

3F: Office of Library and Information Services (Information Application Section) and Computer Labs

Teaching Building C

1F: Liwen Bookstore

4F: Department of Biomedical Engineering

6F: Department of Medical Laboratory Science and Graduate Degree Program of Smart Healthcare & Bioinformatics

8F: School of Medicine for International Students

9F: School of Medicine and Graduate Institute of Medicine

10F: School of Chinese Medicine for Post Baccalaureate

C. Transportation to Campus



1. By Car

a. Main Campus:

- (1) Take the exit at the Nanzih Interchange (355 km) on the southbound side of National Freeway No. 1 → Follow the road sign to Dashe → Turn left to Xingnan Road → At the intersection of Zhongshan Road and Sanmin Road, keep left → Continue straight along Zhongshan Road → Proceed toward the Guanyinshan Scenic Area → At the entrance (Da-jue Temple), keep left and take the mountain road → Continue driving for approximately 10 minutes.
- (2) Take the northbound exit at the Renwu Interchange of National Freeway No. 10 →

Turn right onto Shuiguan Road at the second intersection → Turn left onto Yida 2nd Road.

- (3) Take the southbound exit at the Renwu Interchange of National Freeway No. 10 → Turn left onto Shuiguan Road → Turn left onto Yida 2nd Road.

b. Medical Campus:

- (1) Take the exit at the Nanzih Interchange (355 km) on the southbound side of National Freeway No. 1 → Follow the road sign to Cishan and Nanzih → Turn left onto Provincial Highway No. 22 (toward Cishan) → Continue driving for approximately 5 minutes (approximately 4.5 km).
- (2) Take the exit at the Nanzih Interchange (357 km) on the northbound side of National Freeway No. 1 → Continue straight along the frontage road → Turn right onto Provincial Highway No. 22 (Cinan Road) toward Cishan → Continue driving for approximately 5 minutes (approximately 4.5 km).
- (3) Take the exit at the Yanchao Interchange of National Freeway No. 10 → Continue straight past E-Da Hospital → Arrive at the Medical Campus.

c. From Medical Campus to Main Campus:

Turn left onto Jiaosu Road → Continue straight along Jiaosu Road and turn left onto Provincial Highway No. 22 (Cinan Highway) → Turn right at the first traffic light → Continue straight along the road beneath National Freeway No. 10 → Turn left onto Zhongshan Road → Arrive at the Guanyinshan Scenic Area → At the entrance (Da-jue Temple), keep left and take the mountain road → Continue driving for approximately 10 minutes.

2. Shuttle Bus

- a. Bus stops at the Main Campus are located in front of the Science and Engineering Building and at the main entrance of the campus.
- b. Bus stops at the Medical Campus are located across from E-Da Hospital.
- c. E-Da Bus No. 96 is a shuttle bus that runs between the Main Campus and the Medical Campus. You may obtain a free bus ticket at the Security Station by presenting a valid faculty ID card.
- d. Bus timetables are available at:
 - (1) Office of General Affairs: ISU Homepage → About → Administration → Office of General Affairs → Campus Life → Bus Information.
 - (2) E-Da Bus: <http://www.edabus.com.tw/>.
 - (3) Kaohsiung City Bus Dynamic Information: <https://ibusplus.tbkc.gov.tw/>

D. On-campus Housing Options

ISU Homepage → About → Administration → Office of General Affairs → Guide → Introduction For The Staff Dormitories.

E. Parking on Campus

Car and Motorcycle Parking Permit Application and Parking Lots

1. Main Campus: Please park your car in the underground parking lot of the Teaching Building or the International College Building, or in the outdoor parking lot near the Science and Engineering Building. If these parking lots are full, please use the First Parking Lot next to the post office near the main entrance.
2. Medical Campus: Please park your car in the underground parking lot of Teaching Buildings A and B, or in the outdoor parking lot next to Teaching Building C.
 - a. Car Parking Permit Application: ISU Homepage → Info For → Faculty & Staff → Faculty and Staff Resources → General Affairs System.
 - b. Motorcycle Parking Permit Application: ISU Homepage → About → Administration → Labor Safety and Hygiene Office → Pass application → Student motorcycle pass application.

ISU
義守大學

義守大學車輛管制系統
機車

Select Language English 英文

How to apply for a motorcycle parking permit

1. Please fill in your information on the application system.
Current students should fill in the grade and department they are going to study in the next academic year on the system. The license plate number should be six digits. For example, 10222060B, Electrical Engineering 2A, ABC123, E123456789 (in capital letters). [Note 1]
2. After your information is submitted, please print out the postal giro deposit slips to pay at the Post Office. [Note 2]
3. After paying up the fee, students should bring the deposit

IX. Appendix

A. Services and Units in Charge:

Category	Item	System/Platform	Unit in Charge
Teaching	Semester Grade Entry	<u>I-MAP</u>	Center for Teaching and Learning Development, Office of Academic Affairs Main Campus: Ext. 2142–2147 Medical Campus: Ext. 3133
	Semester Grade Printing and Submission	https://score.isu.edu.tw	Registration Section, Office of Academic Affairs Main Campus: Ext. 2112–2117 Medical Campus: Ext. 3113
	Course Offerings	<u>Information System</u>	Curriculum Section, Office of Academic Affairs Main Campus: Ext. 2123–2128 Medical Campus: Ext. 3123
	Academic Advising and Counseling		
	Class Rescheduling and Makeup Classes	<u>General Affairs System</u>	Curriculum Section, Office of Academic Affairs Main Campus: Ext. 2123–2128 Medical Campus: Ext. 3123
	Teaching Hour Calculation	N/A	
	Teaching Facilities (Classroom Reservation, Projector Operation, and Multimedia Lectern Operation)	<u>Information System</u>	Curriculum Section, Office of Academic Affairs Main Campus: Ext. 2123–2128 Medical Campus: Ext. 3123 Office of Library and Information Services Main Campus: Ext. 2789 Medical Campus: Ext. 3552
	Teaching Support Systems	1. <u>ZUVIO</u> 2. ISU <u>Moodle</u> 3. <u>I-MAP</u>	Center for Teaching and Learning Development, Office of Academic Affairs

Category	Item	System/Platform	Unit in Charge
		4. <u>T-Portfolio</u>	Main Campus: Ext. 2142–2147 Medical Campus: Ext. 3133
Student Counseling	Advisor System	N/A	Counseling and Special Education Resource Section, Office of Student Affairs Main Campus: Ext. 2257
	Multi-functional Counselors		
	Outstanding Advisor Selection		
	Advisor Counseling Competencies		
Research and Evaluation	Evaluations	<u>Faculty Evaluation e-System</u>	Office of Research and Development Main Campus: Ext. 2672–2674
Rights and Obligations	Rights and obligations related to faculty appointments, salary determination, and other matters	N/A	Office of Human Resources Main Campus: Ext. 2042–2050
Industry-University Collaboration	Matters related to industry-university collaboration	<u>Department & Faculty Achievement Data Bank (Industry-University Collaboration)</u>	Office of Industry-Academia Cooperation and Operations Main Campus: Ext. 2193–2197
Patents and Technology Transfer	Matters related to patent applications and technology transfer	N/A	Office of Industry-Academia Cooperation and Operations Main Campus: Ext. 2193–2197
Library and Information Services	Matters related to library resources and information services	1. <u>Library Catalog</u> 2. <u>Web Mail Service</u>	Office of Library and Information Services Main Campus: Book Borrowing: Ext. 2712 Email Service: Ext. 2756

Category	Item	System/Platform	Unit in Charge
			Medical Campus: Book Borrowing: Ext. 3573
Campus Life	Matters related to faculty dormitories and transportation	1. <u>General Affairs System (For Car Parking Permits)</u> 2. <u>Motorcycle Parking Permit Application</u>	General Affairs Section, Office of General Affairs Main Campus: Car Parking Permits: Ext. 2330 Motorcycle Parking Permits: Ext. 2367

B. Frequently Asked Questions:

1. What is the format for room numbers?

- a. Main Campus: For example, in room number 01620, 01 represents the building code, 6 represents the floor, and 20 represents the room number.

Building Codes at the Main Campus:

Administration Building: 01

Science and Engineering Building: 02

Science and Technology Building: 03

Teaching Building: 5

International College Building: 6



- b. Medical Campus: For example, in room number A0810, A represents the building code, 08 represents the floor, and 10 represents the room number.



2. Do I get any discounts when shopping at affiliates of E United Group?
For more information, please visit the following link: <https://empsale.e-united.com.tw/>.
3. What systems and platforms can I access using my ISU Web Mail ID and password?
With your ISU Web Mail ID and password, you can log in to the General Affairs System, Information System, ISU Moodle, Library Catalog, Web Mail Service, and other systems.
4. How do I reserve a computer lab for a class?
For more information about the availability and reservation of computer labs, please visit:
ISU Homepage → About → Administration → Office of Library and Information Services → Space Introduction → Computer Lab.
5. I need to attend teaching activities or seminars at the Medical Campus, but I do not have a car or motorcycle. What can I do?
E-Da Bus No. 96 is a shuttle bus that runs between the Main Campus and the Medical Campus. You may obtain a free bus ticket at the Security Station by presenting a valid faculty ID card.
6. What should I do if the lights, air conditioner, or multimedia lectern malfunctions?
Please contact the Construction and Maintenance Section of the Office of General Affairs for malfunctioning lights or air conditioners. For malfunctioning multimedia lecterns, please contact the Curriculum Section of the Office of Academic Affairs.
7. How do I check my salary information?
Please log in to the [Personnel System](#) to view your salary information.