

# I-SHOU UNIVERSITY

## Application Form for Reserving Overtime Teaching Hours

Date of Application: \_\_\_\_\_(M/D/Y)

Name		Faculty ID No.	
Academic Rank		Department	
<b>Reason for Application</b>			
<p><b>The number of overtime teaching hours in the current semester is _____. I hereby apply for reserving and offsetting _____ (please specify the number) teaching hours for the second semester of Academic year _____.</b></p> <p><b>Description (please tick the one that applies):</b></p> <p><input type="checkbox"/> Taking part in the Teaching Enhancement Project</p> <p><input type="checkbox"/> Probably having insufficient teaching hours in the following semester</p> <p><input type="checkbox"/> Not applying for an additional 50% of the hourly pay for English-taught courses</p> <p><input type="checkbox"/> Others (please specify): _____</p>			
<b>Number of Weekly Teaching Hours</b>			
<p><b>Details about the teaching hours in the <u>first / second</u> semester of Academic Year _____:</b></p> <p>1. The number of weekly teaching hours at daytime programs on weekdays: _____</p> <p>2. The number of weekly teaching hours at the Division of Continuing Education on weekdays (excluding the EMBA program): _____</p> <p>3. The number of teaching hours at the Division of Continuing Education on weekends (excluding the EMBA program): _____</p> <p>4. The number of weekly teaching hours at the EMBA program offered by the Division of Continuing Education: _____</p> <p>5. The number of additional teaching hours for English-taught courses: _____</p> <p>6. The number of weekly part-time teaching hours outside the University: _____</p> <p>7. The number of teaching hours deducted for serving concurrently as an administrative head: _____</p> <p>8. The number of teaching hours deducted due to participation in joint research projects: _____; the rewards granted: NT\$ _____</p> <p>9. The number of teaching hours deducted with prior consent of the University: _____</p> <p>10. The number of unfulfilled teaching hours in the <u>first / second</u> semester of Academic Year _____: _____</p> <p>11. The number of teaching hours reserved and offset with the consent of the University in the <u>first / second</u> semester of Academic Year _____: _____</p>			
Applicant	Department Chair	College Dean (Center Director)	
Staffer-in-Charge of Curriculum Section	Section Chief of Curriculum Section	Ratification	

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Notes:

1. Faculty members who have four or less overtime teaching hours (include the teaching hours at both daytime and evening programs) should fill in this application form to apply for reserving overtime teaching hours for the following semester.
2. Faculty members who have five or more overtime teaching hours should file a special petition for reserving overtime teaching hours, and the maximum number of overtime teaching hours being reserved and offset for the following semester is three.
3. If the total teaching hours of a faculty member applying for reserving overtime teaching hours are less than his/her required weekly teaching hours after course add/drop, the Curriculum Section will directly revoke his/her application.

*\*In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this application form, the Chinese language version shall prevail.*