

Jinwen University of Science and Technology Guidelines for Hourly Calculation and Standards

(Jiao 027)

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1. Full-time instructors:

- (1) Required teaching hours: As specified in the Employment Regulations for Teachers of “Jinwen University of Science and Technology”.
- (2) Actual teaching hours = Actual total teaching hours + Hours for practical projects + Hours for practical training and internship visits + Overseas teaching hours.
- (3) Overload hours = Actual teaching hours - Required teaching hours + Supervisor-approved hour reductions.
- (4) Full-time faculty in departments that meet basic required hours and satisfy the following conditions may have an additional four hours of overload during daytime hours (Monday to Friday, 6:00 am - 6:00 pm). Total overload hours, including evening and weekend hours, should not exceed four hours. Any hours beyond that shall be unpaid.
 - i. All full-time faculty may have up to two additional hours during the day.
 - ii. Departments ranked among the top three for course offering ratios in the previous academic year’s corresponding semester may increase daytime hours by four for the following year.
 - iii. For each industrial program class offered, the respective department’s full-time faculty may increase daytime teaching hours by two.
 - iv. Foreign language instructors are exempt from the above restrictions, with a maximum total overload of six hours.
- (5) Overseas teaching, approved by the university for collaboration with partner institutions, does not include hourly pay. Teaching for a cumulative 18 hours abroad counts as one hour toward actual teaching hours in this guideline.
- (6) Internship visit hours are calculated as one hour per five internship students, with the course’s credit hours as the upper limit.
- (7) For programs involving overseas visits lasting at least five days, one hour is calculated; for programs lasting ten or more days, two hours are calculated. If the instructor has already applied for subsidy for travel expenses, no additional hours shall be calculated.
- (8) Hours spent in non-in-person instruction, such as internship visits, should not exceed hours for in-person professional and technical subject teaching. This restriction does not apply to faculty members who have excelled in student recruitment or led students to win awards in national or higher-level competitions during the previous academic year, provided they receive joint recognition from their department and the Office of Academic Affairs.
- (9) If a full-time faculty member’s actual teaching hours do not meet the required amount in one semester, hours from both semesters can be combined. Faculty combining hours in this way cannot exceed the maximum overload hours (up to one hour over if precise division is not feasible).

2. Part-time instructors:

The total teaching hours for part-time teachers at the university should not exceed six hours per week.

3. For calculation of hours for courses taught by multiple instructors:

(1) Co-teaching:

When a semester-long course is taught collaboratively by multiple instructors, the teaching hours and pay are calculated based on the original 18-week course schedule.

(2) Collaborative teaching:

When industry experts are brought in to co-teach, the main instructor’s teaching hours and pay are calculated based on the 18-week schedule. Payment for industry experts follows the Implementation Guidelines for “Subsidizing Co-Teaching with Professionals from Industries in Colleges/Universities by the Ministry of Education on practical courses in technical colleges and universities”, with their teaching hours calculated separately.

4. For micro-credit courses conducted within an academic term, if at least eight sessions totaling 24 hours are held, the instructor may receive one hour of pay equivalent to an 18-week course. If at least 50 credits are earned by students or if 30 or more students earn credits for this course in a term, the instructor may receive the equivalent of two hours for an 18-week course, without counting this in the total extra hours.

5. Each instructor must teach at least two courses per semester (excluding common subjects such as Physical Education, Military Training, Chinese, English, and Taiwanese History). Additionally, instructors should teach at least one course in the Extension Division, Evening Division, or Continuing Education College.
6. Class Scheduling:
 - (1) Instructors holding at least the rank of assistant professor who meet the minimum research evaluation standard from the previous academic year (i.e. schedule for the academic year of 2013 shall be based on the research evaluation result from the academic year of 2012) must schedule class and consultation hours across at least three days a week, while other instructors must do so across four days. Instructors undertaking a second specialty at the request of their department may count in-person classes toward their on-campus days. Exceptions to scheduling requirements apply to tier-1/tier-2 administrators with reduced teaching loads or may be specially approved. If special scheduling considerations are required, special approval must be obtained. No instructor may be scheduled for more than six hours in a single day across all divisions (including day division, continuing education division, continuing education college, and specialized school).
 - (2) Implementation of academic consultation hours should follow the attendance regulations for full-time faculty established by the Human Resources Office.
7. Courses involving off-campus internships or self-directed learning must be approved through academic channels and by the university president. In cases where department heads deem special handling necessary, approval from the president is required. Advisors oversee student progress and evaluation, with departments determining hour calculations, which count toward the four-year technical degree teaching hour requirements.
8. The policy on additional pay and stipends for faculty in administrative roles follows the university's "Employee Allowance and Stipend Guidelines".
9. Any changes in the roles of administrators or academic leaders are calculated based on the semester's start date. Changes announced before the semester begin are handled per the rules; those announced after the semester begin require a special signed request and are not bound by these provisions.
10. Any special requests to alter teaching hours after the semester begins must be handled through a formal signed request.
11. Summer session make-up and preparatory course hourly pay should be calculated based on an 18-week schedule, while other regular sessions should be calculated over 4.5 months.
12. Minimum Class Size Requirement for Undergraduate and Vocational Programs: During the regular term, classes require at least 20 students. For summer sessions, a minimum of 10 students is required, and they must pay the respective credit fees. If there are 5–9 students, classes may still proceed if students agree to share the costs to meet the 10-student rate. Special circumstances, such as program changes, may be approved on a case-by-case basis by the university president.
13. For combined classes with 80–99 students: 1.4 times the standard hourly rate; classes with 100–119 students: 1.6 times the standard hourly rate; classes with 120 or more students: 1.8 times the standard hourly rate.
14. When multiple instructors teach a digital course, teaching hours are distributed according to actual teaching time. The distribution should be submitted to the Office of Academic Affairs three weeks before the start of the term, and hour allocations should be in whole numbers.
15. Courses missed due to faculty leave should be rescheduled. Faculty may arrange for a substitute teacher from within the school with prior approval. Substitute teaching pay is either handled directly by the absent teacher or processed by the school.
16. Substitute teaching pay during faculty leave for marriage, bereavement, prenatal, paternity, miscarriage, or maternity leave (duration defined by HR regulations) will be covered by the university within the basic teaching hours. Any hours taught beyond the basic load will be deducted from the absent teacher's pay. Special applications are available for prenatal leave.
17. This Guideline, once approved by the academic affairs meeting and authorized by the President, shall be announced and implemented.