

# Measures for Resettlement of Teachers of Jinwen University of Science and Technology

(Ren 1006)

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Article 1 In order to properly relocate full-time teachers with insufficient base teaching hours due to social changes and adjustments by teaching units (hereinafter referred to as "Excess Teachers"), the University hereby formulates the "Measures for Resettlement of Teachers of Jinwen University of Science and Technology" (hereinafter referred to as "these Measures") according to Articles 12 and 27 of the Teachers Act and Article 22 of the Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and Their Respective Private School(s) (hereinafter referred to as the "Act").

Article 2 The "insufficient base teaching hours" mentioned herein mean the enrollment suspension, enrollment reduction, transformation, consolidation, renaming or course adjustment by a teaching unit according to relevant regulations adopted at teaching affairs meetings of the University, causing any changes to subjects or reduced teaching hours, where any teacher who serves such unit falls into any of the following circumstances:

- (I) Where the teaching hours of the teacher in the semester fail to reach fifty percent of the base teaching hours of the semester.
- (II) Where the teaching hours of the teacher in a semester reach over fifty percent of the base teaching hours while the base teaching hours are still insufficient, and the accumulated insufficient hours in each semester exceed fifty percent of the base teaching hours of the semester.

In the event that the combined teaching hours both semesters of the academic year have reached the base teaching hours of one academic year, the base teaching hours shall not be deemed insufficient.

In the event that the base teaching hours of a teacher are insufficient even if the department or institute does not suspend or reduce enrollment, the department, the school and the University shall assist in arranging the curriculum successively, to meet the base teaching hours of such teacher.

Article 3 The Teaching Affairs Office shall work with all teaching units in each semester (by October 15/March 15), determine the total number of class hours assigned to each teacher in the semester in accordance with the “Key Points for Curriculum Arrangement” and other regulations of the University and each school, and notify all teaching units to submit a list of teachers that meet the standard under Article 2 and the number of insufficient teaching hours to the Teaching Affairs Office within two weeks, which shall then be transferred to the Personnel Office for signing and to the President for approval. Then the teachers resettlement procedures shall be launched and the "Full-time Teachers Resettlement Committee shall be organized.

Article 4 All teaching units with Excess Teachers shall not employ any part-time teachers when arranging and scheduling curriculum, unless necessary for special professional courses, which shall be handled in accordance with the following provisions:

- (I) The courses shall be in line with the teachers' expertise.
- (II) No full-time teachers shall give lectures beyond the maximum hours. Such provision, however, does not apply to any excess hours that are inseparable due to course arrangement.
- (III) In the event of competent qualification and expertise of a teacher, a course shall be preferentially allocated to an Excess Teacher.

In the event that it is necessary for a teaching unit that has Excess Teachers to employ part-time teachers, it shall apply with the Teachers Evaluation Committee of the University first for consideration, and the part-time teachers may be employed only upon adoption by the Committee.

Article 5 The Full-time Teachers Resettlement Committee shall consist of the Vice President, the Academic Dean, the dean of each school, the Director of the Personnel Office and teacher representatives of each school, with the Vice president acting as the convener and the Director of the Personnel Office acting as the executive secretary.

The teacher representatives of each school set forth in the preceding provision shall be elected by the council of each school; when the number of teachers is less than 30, one representative shall be elected, and when the number of teachers is more than 30, two representatives shall be elected.

For any matter under consideration involves any member himself/herself, his/her spouse or any relative of his/her within three generations, such member shall recuse himself/herself; otherwise, the chairman has the right to order him/her to recuse himself/herself. Members who shall recuse themselves shall not be counted in the number of people present, and if they participate in voting, such voting act shall be invalid.

Members of the Committee shall attend meetings in person, and a meeting may be held only when more than two thirds of the members are present; a resettlement decision shall be made only upon the consent of more than two thirds of the members present.

- Article 6 The way to resettle Excess Teachers is as follows:
- I. To transfer them to other teaching units: subject to the Key Points for Transferring Full-time Teachers with Expertise.
  - II. Transferred into staff:
    - (I) The “Teacher Transfer Application Form” shall be filled out within the stipulated time limit and submitted to the unit that may accept the teacher transferred.
    - (II) The application shall meet the staffing need of the unit that may accept the teacher transferred, with opinions of the head of the unit taken into account.
    - (III) Upon approval on the transfer, the teacher's retirement or paid dismissal shall be handled prior to the transfer.
    - (IV) The salary level of an Excess Teacher approved to be transferred into a staffer shall be reassessed according to the University's staff salary rules.
  - III. Off-campus resettlement: An Excess Teacher that has obtained an opportunity for job transfer by logging onto the "Higher Education Personnel Promotion Training and Matching Platform for Colleges and Universities" or other employment service agencies shall report it to the President for approval, then a three-month salary retention period will be provided, and the teacher shall participate in counseling prior to employment separation.
- Article 7 In the event that an Excess Teacher fails to be resettled according to the preceding article, the University shall handle the voluntary retirement or voluntary paid dismissal of the Excess Teacher as stipulated by Act.
- Article 8 An Excess Teacher that applies for voluntary paid dismissal shall sign a consent of paid dismissal, which shall become effective only upon approval by the Ministry of Education after it is submitted according to Article 22 of the Act.
- Article 9 For an Excess Teacher with voluntary retirement or voluntary paid dismissal, in addition to the retirement or severance benefits approved by the Management Committee of Funds for Retirement, Bereavement Compensation and Discharge with Severance Pay Benefits for the Teaching and Other Staff of Private Schools, the University shall pay an additional severance grant equivalent to the salary for one month for each year of service (base salary + additional pay for academic research) up to the salary for six months.
- Article 10 As stipulated herein, an Excess Teachers who fails to complete the resettlement and is unwilling to handle the voluntary retirement or voluntary paid dismissal according to the Act, as long as the Resettlement Committee confirms that there is no other resettlement method, mandatory paid dismissal shall be handled as stipulated by Article 27 of the Teachers Act and Article 22 of the Act.
- Article 11 These Measures are adopted at the Teaching Affairs Meeting, and released and implemented upon approval at a meeting of the Board of Directors.