

Employment Regulations for Teachers of Jinwen University of Science and Technology

(Ren 208)

- Adopted at the 5th Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2007
on January 8, 2008
- Revised and adopted at the 1st Teaching Affairs Meeting for the 2nd semester of the academic year of 2007
on March 25, 2008
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year of 2008
on May 19, 2009
- Revised and adopted at the 2nd Teaching Affairs Meeting for the 2nd semester of the academic year of 2008
on June 9, 2009
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2010
on October 22, 2010
- Revised and adopted at the 2nd Teaching Affairs Meeting for the academic year of 2010 on December 14, 2010
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year of 2010
on April 19, 2011
- Revised and adopted at the 3rd Teaching Affairs Meeting for the academic year of 2010 on April 26, 2011
- Adopted at the 3rd Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year of 2011
on May 15, 2012
- Revised and adopted at the 4th Teaching Affairs Meeting for the academic year of 2011 on June 14, 2012
- Adopted at the 3rd Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2012
on December 4, 2012
- Revised and adopted at the 2nd Teaching Affairs Meeting for the academic year of 2012 on December 11, 2012
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year of 2013
on April 15, 2014
- Revised and adopted at the 4th Teaching Affairs Meeting for the academic year of 2013 on June 10, 2014
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2016
on October 25, 2016
- Revised and adopted at the 2nd Teaching Affairs Meeting for the academic year of 2016 on December 6, 2016
- Adopted at the 2nd Extraordinary Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year
of 2016 on July 28, 2017
- Revised and adopted at the 4th Executive Meeting for the academic year of 2017 on October 3, 2017
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2017
on October 17, 2017
- Revised and adopted at the 1st Teaching Affairs Meeting for the academic year of 2017 on October 24, 2017
- Adopted at the 1st Meeting of the Teachers Evaluation Committee for the 1st semester of the academic year of 2019
on September 6, 2019
- Revised and adopted at the 1st Teaching Affairs Meeting for the academic year of 2019 on October 15, 2019
- Adopted at the 2nd Meeting of the Teachers Evaluation Committee for the 2nd semester of the academic year of 2020
on April 20, 2021
- Revised and adopted at the 4th Teaching Affairs Meeting for the academic year of 2020 on June 22, 2021
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on April 19, 2022
- Revised and adopted at the 4th Teaching Affairs Meeting for the academic year of 2021 on June 7, 2022

- Article 1 Jinwen University of Science and Technology (hereinafter referred to as the "University") hereby formulates the "Employment Regulations for Teachers of Jinwen University of Science and Technology" (hereinafter referred to as "these Employment Regulations") according to Article 19 of the University Act, to regulate rights and obligations of teachers. These Employment Regulations shall apply unless otherwise stipulated.
- Article 2 The teachers mentioned herein mean professors, associate professors, assistant professors, lecturers and professional technicians.
- Article 3 A teacher that intend to apply for a job shall fill out the application form and submit it to the Personnel Office for registration within one week upon receipt of the appointment letter (if the application form is sent by mail, the time of delivery shall be subject to the postmark). In the event that the application form

is not returned in a timely manner, the teacher shall be deemed to have not applied for the job and the appointment letter shall not become effective, unless due to force majeure. A newly recruited teacher shall submit all his/her academic certificates at the same time, fill out various required forms, and register for recruitment with the Personnel Office.

The term of appointment of a part-time teacher shall be subject to the semester system; one who takes office in the middle of a semester, the term shall commence from the date when he/she takes office. In the event that after the appointment of a part-time teacher, the course cannot be started due to the insufficient number of students choosing the course, so that there is no need for a teacher for such course, the University may terminate the appointment prior to the expiration of the term of appointment with a written explanation of the reason.

Article 4 A full-time teacher of the University may not be employed as a full-time teacher of another university or any other public or private institution at the same time; otherwise, the University has the right to dismiss such teacher.

Article 5 The appointment, salary level, remuneration, evaluation, study, further education, rewards and penalties, benefits, retirement, compensation, paid dismissal, leave, appeals, etc. of full-time teachers shall be subject to relevant regulations of the University, which are published on the website of the Personnel Office.

Article 6 The base salary (seniority wage) of a full-time teacher shall be equivalent to the standard for teachers at the same level and of the same type in public universities. For a teacher engaged in academic research, an additional pay will be available according to the Standard for Additional Pay for Teachers Engaged in Academic Research in Public Colleges promulgated by the Ministry of Education in 2022 (professor: NTD 62,300; associate professor: NTD 48,080; assistant professor: NTD 42,080; lecturer: NTD 33,210; teaching assistant: NTD 24,090), subject to grading in accordance with the Measures for Implementing Additional Pays for Teachers Engaged in Academic Research at Different Levels of the University.

Article 7 Weekly teaching hours of a full-time teacher: professor: 8 hours; associate professor: 9 hours; assistant professor: 10 hours; lecturer: 11 hours. One who holds a concurrent administrative post may reduce the hours as stipulated, provided that he/she shall provide services at the University according to the required schedule to handle his/her concurrent work.

Article 8 The calculation of working hours of full-time and part-time teachers shall be subject to the “Method and Standard for Calculation of Working Hours” of the University. The standard for additional working hours of full-time teachers and for working hours of part-time teachers is as follows: Daytime: professor: NTD 795; associate professor: NTD 685; assistant professor: NTD 630; lecturer: NTD 575. At night: professor: NTD 830; associate professor: NTD 710; assistant professor: NTD 665; lecturer: NTD 615.

Article 9 Without the consent of the University, no teacher shall serve as a part-time teacher or take any part-time job outside the University, and any part-time teaching hours in any other university shall not exceed 4 hours a week; part-time jobs outside the University shall be subject to the part-time job regulations

of the University. Any teacher who serves as a part-time teacher or takes any part-time job outside the University without consent may be changed into a part-time teacher upon verification.

- Article 10 A part-time teacher shall teach as stipulated. In the event that he/she asks for leave, it shall be handled in accordance with the “Implementing Key Points for Making Up Missed Lectures of Full-time (Part-time) Teachers” of the University and Article 9 of the “Measures for the Appointment of Part-time Teachers in Colleges and Universities”.
- Article 11 A full-time teacher is obliged to provide students with academic counseling, attend and participate in various relevant meetings and activities of the University, follow various rules, and observe various meeting resolutions.
- Article 12 A full-time teacher shall actively cooperate in the evaluation system of the University, and the University shall include his/her performance in teaching, research and mentoring & service in the evaluation, as a key reference for the promotion, renewed employment, dismissal, non-renewed employment and reward for the teacher. In the event that the evaluation result is "fail" for two consecutive years or is not "pass" in three consecutive years, the case shall be submitted to the Teachers Evaluation Committee at all levels for consideration of not renewing the employment for the next academic year.
- Article 13 The term of appoint for any newly recruited teacher who has not published any academic papers or works (including works and achievement certificates) or has not acquired any industry-university program (i.e., failing to achieve the performance required under Article 2 or 3 of the performance of the “Implementing Points for the Evaluation of Performance of Teachers Engaged in Research” of the University) within two years (two and a half years if the teacher is recruited after February 1) shall not be renewed upon expiration.
- Article 14 In the event that a full-time teacher no longer applies for the job upon expiration of the term of appointment, he/she shall submit a signed report to the President for approval one month prior to the expiration of the term of appointment; otherwise, he/she shall be liable for compensation equivalent to the total monthly salary (including the base salary and the additional pay for academic research). In the event that a full-time teacher resigns after applying for the job or during the term of appointment, it shall be deemed as breach of contract and the teacher shall be liable for compensation equivalent to the total salary for two months (including the base salary and the additional pay for academic research), unless approved by the University due to curriculum adjustment or transformation of the department, institute, section or team. Should the teacher fail to settle the compensation, it shall be specified in the resignation certificate that the obligation has not been fulfilled.
- A part-time teacher who resigns after appointment or during the term of appointment shall be deemed to commit breach of contract, who shall be liable for compensation equivalent to the full amount paid for his/her working hours in the semester and will not be appointed again.
- Article 15 The University may process and use the personal data of any employed teachers as needed for its work, provided that it shall not violate the provisions of the Personal Data Protection Act. Each teacher shall process his/her students' personal data as stipulated by the Personal Data Protection Act.

- Article 16 In the event that a teacher's works involve any violation against academic ethics, it shall be handled subject to the “Penalty Principles for Teachers' Violation against Regulations on Teachers' Qualification Review in Colleges and Universities” and the “Penalty Principles for Academic Ethics Cases in Colleges and Universities” promulgated by the Ministry of Education, the “Penalty Principles for Teachers' Violation against Regulations on Teachers' Qualification Review and Violation against Academic Ethics” of the University, and other related regulations.
- Article 17 A teacher who falls into the appointment restriction causes set forth in Articles 31 and 33 of the Act Governing the Appointment of Educators or violates the obligations set forth in Article 32 of the Teachers' Act and the matters listed in Chapter 4 of the Teachers' Act shall be subject to contract termination, non-renewed employment, dismissal or paid dismissal according to related laws and regulations.
- The University shall terminate the employment when a part-time teacher falls within the circumstances specified in Article 5, 6, 7, 8 or 10 of the Measures for the Appointment of Part-time Teachers in Colleges and Universities during the term of appointment.
- During the term of appointment, if a part-time teacher falls into the circumstances set forth in Paragraph 1 and Paragraph 2, Article 11 of the Measures for the Appointment of Part-time Teachers in Colleges and Universities, the University shall suspend the appointment and start an investigation for the time being, and if the fact is found to be true, the teacher shall be subject to penalties under Article 5 and Article 6 of the above measures.
- Article 18 When teaching, instructing, training, evaluating, managing, mentoring or providing work opportunities to students, no teacher shall develop any relationship against professional ethics in interpersonal interactions related to sex or gender.
- In the event that a teacher finds that his/her relationship with any student may violate the professional ethics set forth above, he/she shall recuse himself/herself or report it to the University.
- Article 19 A teacher shall respect the sexual or physical freedom of others and himself/herself, avoid undesired courtship, and refrain from handling sexual or gender-related conflicts by force or violence.
- Article 20 A teacher shall respect gender equality and adhere to the professional ethics of teachers. In order to provide a safe environment free from sexual harassments and protect rights and interests of students, related prevention and control measures and penalties shall be subject to the “Preventing and Controlling Measures for Campus Sexual Assault, Sexual Harassment or Sexual Bullying” and the “Preventing and Controlling Measures, Appeals and Disciplinary Rules against Faculty Sexual Harassment” of the University.
- Article 21 Other matters not covered herein shall be subject to education ordinances and relevant regulations of the University.
- Article 22 Upon consideration by the Teachers Evaluation Committee of the University, these Measures are adopted at the Teaching Affairs Meeting, and will be promulgated upon approval by the President.