

國立中山大學機械與機電工程學系約聘教學人員作業要點
Operational Guidelines for Contract Faculty of the Department of Mechanical and Electro-Mechanical Engineering

103年1月15日102學年度第8次系務會議通過
Approved at the 8th Department Council meeting in the academic year 2013-2014 on January 15, 2014

一、依照國立中山大學進用約聘教學人員及研究人員實施要點訂定本作業要點。

1. These Operational Guidelines are set down pursuant to the Guidelines on Contract Employment of Faculty and Researchers.

二、約聘教學教師須協助系所開授研究所及大學部課程，並可共同指導研究生。研究生名額之分配由進用約聘教學教師之組別自行協調，每學年至少1名研究生。

2. Contract faculty members shall assist the Department in offering postgraduate and undergraduate programs, and may co-supervise research students. The hiring division shall determine and coordinate the number of research student(s) to be assigned to the contract faculty members, but each shall supervise at least one research student per academic year.

三、約聘教學教師依國立中山大學專任教師聘任資格審查要點規定，應符合所屬系所(組)要求之外語教學能力，並優先支援外語教學課程。

3. In accordance with the Guidelines on Qualifications Review for the Appointment of Full-time Faculty, contract faculty must be capable of teaching in a foreign language as required by the hiring department/institute (division), and shall support the foreign language courses as a priority.

四、約聘教學教師於聘約期間，每年平均需發表SCIE論文一篇(含)以上，與執行國科會專題研究計畫一件(含)以上。

4. During the contract period, a contract faculty member shall publish at least one SCIE paper (inclusive) and execute at least one Ministry of Science and Technology (MOST) research project (inclusive) per year on average.

五、約聘教學教師之研究空間及系所補助款比照專任教師辦理，並得列席系務會議及組內會議。

5. Contract faculty members shall enjoy the same research space and department's allowances as regular full-time faculty members, and be allowed to attend the Department Council meetings and divisional meetings as non-voting members.

六、約聘教學教師於每年聘期結束三個月前，檢附個人研究績效及相關申請資料向所屬研究組提出申請，經組內決議後送系教評委員會審議。

6. Contract faculty members shall submit their personal research performance summary and related application information to their hiring research divisions three months before the end of their employment period each year, which shall be forwarded to the Department Faculty Evaluation Committee for review after a resolution is reached in the divisional meeting.

七、系教評會就申請人提出之研究績效、相關申請資料及教務處提供之教學意見調查結果進行審查，通過後送交院長及本校人才培育小組會議審議。

7. Department Faculty Evaluation Committee shall review the research performance summary and related application information submitted by the applicant, as well as the result of the Student Evaluation of Teaching provided by the Office of Academic Affairs, and after approval, send them to the Dean of College and the University's Talent Cultivation Team for review.

八、本要點未及之規範，依本校人事室相關作業規範辦理。

8. For matters not covered in these Guidelines, the regulations pertaining to the work of the Office of Personnel Services shall apply.

九、本要點經系研發會、系務會議通過後實施修正時亦同。

9. These Guidelines shall be put into force after approval by the Department Research Committee and Department Council; the same applies to any amendments thereof.