

# NATIONAL SUN YAT-SEN UNIVERSITY

## Calculation Guidelines of Hourly Pay for Faculty Members

Approved at the 1<sup>st</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2006 academic year, March 07, 2007  
Amended and approved at the 8<sup>th</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2006 academic year, June 27, 2007  
Amended and approved at the 7<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2007 academic year, December 26, 2007  
Amended and approved at the 5<sup>th</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2007 academic year, May 14, 2008  
Amended and approved at the 8<sup>th</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2008 academic year, May 27, 2009  
Amended and approved at the 6<sup>th</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2012 academic year, May 08, 2013  
Amended and approved at the 9<sup>th</sup> administrative meeting during the 2<sup>nd</sup> semester of the 2013 academic year, June 18, 2014  
Amended and approved at the 8<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2015 academic year, December 9, 2015  
Amended and approved at the 5<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2017 academic year, November 8, 2017  
Amended and approved at the 4<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2018 academic year, October 17, 2018  
Amended and approved at the 9<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2018 academic year, January 09, 2019  
Amended and approved at the 9<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2019 academic year, December 25, 2019  
Amended and approved at the 10<sup>th</sup> administrative meeting during the 1<sup>st</sup> semester of the 2021 academic year, January 6, 2021

Article 1. These guidelines are established for the purpose of appropriate calculation of the teaching hours and overtime hours of full-time faculty members at the University; this shall be compliant with rules stipulated in Article 18 of the *Enforcement Rules of the University Act*.

Article 2. The basic weekly teaching hours for full-time faculty members each semester shall be 8 hours for full professors, 9 hours for associate and assistant professors, and 10 hours for lecturers. Full-time faculty members who are on leave for an entire semester (including research leave, personal leave, leave without pay, and secondment) shall be exempt from the preceding basic hour requirements for the semester; by the same token, the faculty member shall also be ineligible for overtime pay or academic counseling fees while on leave, nor shall their teaching hours be included as a basis for faculty promotion evaluation.

A faculty member's actual hours of teaching per week may not be fewer than three hours in any given semester after the applicable deductions and exemptions are applied.

Teaching hours for a given academic year shall be combined and calculated upon conclusion of the course add/drop period of the second (spring) semester of each academic year. If a faculty member's annual weekly teaching hours do not meet the stipulated hours for the full academic year, they shall make up the difference in the following academic year or in further academic years until the requirement is met. For overtime calculation purposes, the teaching hours recorded for the current academic year shall deduct make-up hours carried over from previous academic years. However, faculty members who during the past two academic years complied with the teaching hours obligation stipulated in Article 4 of the Guidelines, shall compensate for that academic year's insufficient number of teaching hours.

Results of teaching hour calculations and a list of faculty members with insufficient annual teaching hours shall be forwarded to the competent academic units for course planning purposes. A faculty member who falls short of teaching hour requirements for two consecutive academic years (including those who fail to meet the minimum teaching hours whose remaining hours still fall short of requirements even after making up for insufficient hours from previous academic years) shall be reported to Level 3 Faculty Evaluation Committee for a teaching performance review pursuant to the *Teachers' Act* and the University's employment contract.

Article 3. The required number of teaching hours for full-time faculty members who carry out administrative tasks part-time shall be reduced as follows:

- (1) The designated weekly number of teaching hours for the Deputy President of the University, first-level administrative supervisors, first-level degree programs supervisors and heads of faculties shall be verified and reduced by 4 hours.

In principle, the instruction time of the Deputy President of the University, first-

level administrative and degree programs supervisors, because of the needs related to the university administrative affairs, shall be reduced to teaching one course for each semester (the teaching time being of two hours or above); this reduction should be verified and approved by the department/institute stamp and the University President.

- (2) The teaching time of first-level scholastic deputy heads, first-level administrative deputy heads, second-level administrative heads, heads of research institutes, supervisors of degree programs, the Head of the Center for Education of the Si Wan College, organization's first-level supervisors in special inter-college centers and research centers or supervisors of any college internally established education centers(research, promotion centers) shall be reduced by two hours in respect to the designated weekly number of teaching hours for a specific position.
- (3) Those carrying out administrative tasks part-time should have their weekly teaching time further reduced by four hours. However, those, to whom this Article Section 1 Item 2 applies, through further verification and approval, shall have their teaching time reduced to one course (of two hours or above); the teaching time shall be further reduced to the stipulated number of hours.
- (4) Positions regulated by other related regulations, other than those mentioned above (not including university's supervisors of working groups and research centers) or those whose responsibilities are to be adjusted according to the university's development needs, shall have their project approved by the University President and have their case handled in accordance with the content of approval.

Article 4. The number of working hours of faculty members teaching overtime or part-time shall be regulated as below:

- (1) Full-time faculty members who were assigned teaching of degree program courses (this does not include advanced Master's Degree Program for Working Professionals and the International Business MBA) shall have their teaching time at the university and outside university not exceeding 4 hours a week in a given semester, any overtime shall be considered voluntary.
- (2) The number of teaching hours of advanced Master's Degree Programs for Working Professionals does not count to the basic amount of the lecturer's teaching hours.
- (3) The amount of teaching hours for part-time faculty members, who formerly held a public office, is limited to 4 hours a week.
- (4) Overtime hours are counted on a whole academic year basis, after the students have joined or dropped out of the course, approved once for 9 months.
- (5) During the period of summer vacation, full-time faculty members are allowed to start teaching courses of 4 credits maximum, however, this does not apply if there is need to organize a course for the purposes of realizing a program of the Ministry of Education. The hourly wage per hour for faculty members teaching during summer vacation shall be paid in accordance with the university's "Guidelines for Courses Starting During Summer Vacation", and hours taught during summer vacation do not count as basic amount of teaching hours for faculty members.

Article 5. When determining the courses, a full-time teacher, in first priority, gives the courses that are required by the department (institute) and can make up the basic weekly teaching hours. Up to six hours of deductions and exemptions per academic year may apply if a faculty member's annual weekly teaching hours are still insufficient after the course add/drop period. The aforementioned deducted and exempted hours shall not be counted as the basic weekly teaching hours or overtime hours and are therefore ineligible for overtime pay.

- (1) Faculty members may be eligible for a 3-hour deduction per project per week for serving as a principal investigator of a Ministry of Science and Technology project or a 2-hour deduction per project per week for other research projects. Those serving as a principle investigator or co-investigator of a social practice project may be eligible for a 2-hour deduction per project per week upon the signing and

approval of the project by the President of the University. The total exempted hours for a faculty member shall not be more than 3 hours per semester. The execution period of any of the aforementioned projects shall cover at least ½ of the semester in question in order for the exemptions to apply.

- (2) The teaching hours are reduced by 3 every semester for each new teacher during his/her first year at the university.
- (3) (Revoked)

Article 6. The number of students that take a course is the basis for determining the overtime pay. It will be calculated after the students (including the exchange students and the students from other universities who participate in the cross-university course election program) have joined or dropped out of the courses.

- (1) Bachelor program:
  1. A total of 10 students (including professional programs).
  2. For a full-time teacher who teaches a Bachelor program course and 7, 8 or 9 students take the course, the overtime pay is determined in proportion to the number of the students.
- (2) Institute program:
  1. Lecture: A total of 3 graduate students (including professional Master program and third or above year of undergraduate courses of study).
  2. Seminar: A total of 9 graduate students (including professional Master program and third or above year of undergraduate courses of study).
- (3) English program:
  1. Bachelor program: A total of 3 students.
  2. Institute program: A total of 2 graduate students.
- (4) Instructing one student teacher counts as 0.15 hour for teacher instructors at the Center for Teacher Education. An instructor is allowed to instruct student faculty members at maximum.
- (5) The lecture program specified in Section 2 of this article is applicable and used as a calculation criterion for the instruction in individual academic branches/areas and branches/internship areas of the Center for Teacher Education.

Article 7. Teaching hours are calculated as follows:

- (1) The teaching hours for each course are calculated according to the cause timetable of the course concerned. The teaching hours for practicum or lab experiments are calculated according to the cause timetable x 50%. The teacher must instruct the students personally. Otherwise, non-teaching hours will be incorporated into his/her accumulative hour records.
- (2) For the major, minor and tutorial courses, the teaching hours are determined according to the number of students listed in the cause timetable. (One student is equivalent to one hour for the major and tutorial courses, while on student is equivalent to 0.5 hour for the minor course.)
- (3) If more than 65 students (after combination of the classes, if any) take a specific course, 0.02 times the hourly pay will be added for an additional student up to 2

times.

- (4) For a seminar that is given in the form of “independent study”, all hours of the course are counted in the teaching hours of the teacher but not incorporated in the overtime hours.
- (5) Teaching hours will be multiplied by 1.5 times for courses offered in coordination with Ministry of Education and Ministry of Science and Technology within the execution duration of the project after the approval of the dean of academic affairs and the president. However, the project shall be ineligible for any further exemptions.

Specific courses opened for the project that may involve different calculations of teaching hours, may be carried out every semester within execution duration after the written consent from the dean of academic affairs and the president as special cases. The additional teaching hours for special-case courses shall, in principle, not be eligible for overtime pay.

- (6) Teaching hours will be multiplied by 1.5 times for the recording and broadcasting of courses approved to be participating in the E-learning project of Ministry of Education, Ministry of Science and Technology, that is the university’s e-learning programs or open courses of the university; besides other regulations of the Ministry of Education, 12 hours of course recording shall be equal to 1 credit (for recordings prior to the start of the courses, teaching hours may be calculated at the beginning of the semester). For courses that are approved as for credit hours and required to be recorded and broadcast during the semester, credit hours may be calculated for the following semester accordingly; credit hours for each course may only be calculated once.

- (7) (Revoked)

Article 8. If the obligatory courses in the curriculum structure of each department/institute (center) have a significant effect on the achievements of its educational objectives, submission can be made to the dean and president for approval. Such courses are not subject to the previous article.

Article 9. A teacher who, for the development of the university, is arranged to give lessons at another university and does not receive the pay from the university where he/she gives the lesson, the teaching hours at that university will be incorporated into the teaching hours that he/she has accumulated at the original university.

Article 10. For faculty members with deducted teaching hours and are compensated with differential pay, allowance or bonus, hourly pay will be given only when teaching hours exceed the basic teaching hour regulated in article 2.

Article 11. The Guidelines are approved at the administrative meeting of the university and implemented after approved by president. The same procedure is applicable to the amendment of the Guidelines.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

# 國立中山大學教師授課鐘點核計準則

96.03.07. 本校95 學年度第2 學期第1次行政會議通過  
96.06.27. 本校95 學年度第2 學期第8次行政會議修正通過  
96.12.26. 本校96 學年度第1 學期第7次行政會議修正通過  
97.05.14. 本校96 學年度第2 學期第5次行政會議修正通過  
98.05.27. 本校97 學年度第2 學期第8次行政會議修正通過  
102.05.08. 本校101學年度第2學期第6次行政會議修正通過  
103.06.18. 本校102學年度第2學期第9次行政會議修正通過  
104.12.09本校104學年度第1學期第8次行政會議修正通過  
106.11.08本校106學年度第1學期第5次行政會議修正通過  
107.10.17本校107學年度第1學期第4次行政會議修正通過  
108.01.09本校107學年度第1學期第9次行政會議修正通過  
110.01.06本校109學年度第1學期第10次行政會議修正通過

第一條 為使本校專任教師授課時數及超支鐘點之核計有所依循，特依大學法施行細則第十八條之規定，訂定本準則。

第二條 專任教師每學期每週基本授課時數應為教授8小時、副教授及助理教授9小時、講師10小時。專任教師全學期休假(出國)研究、請假、留職停薪或借調等，期間不受本條規定限制，但不得支領鐘點費及課輔津貼，亦不作為教師升等之核算基準。

專任教師每學期授課時數，依規定減授及抵充後，實際授課時數不得少於3小時。

教師授課時數俟每學年第二學期學生加退選後合併學年度時數計算。教師授課時數未達學年合計之基本授課時數者，應於次一學年內補足，如仍未補足，應累計至補足為止。學年度合計授課時數應扣除前學年應補足時數後，方得計算超支鐘點時數。惟教師前兩學年度若有符合本準則第四條規範之義務教學時數者，得抵充當學年度之不足授課時數。

教師時數核計結果及學年度時數不足情形均送系所排課參考。教師若連續兩學年度授課時數未符合規定(含未符合最低時數限制及補足前學年度不足時數後，所餘時數仍未達基本授課時數)，依教師法暨本校教師聘約規定，函送三級教師評審委員會作為教學績效之相關審議依據。

第三條 專任教師兼任行政職務，每週得酌減授課時數如下：

(一) 副校長、行政一級主管、學術一級主管及學系主任，每週授課時數依本職別應授基本授課時數核減4小時。

副校長及行政、學術一級主管因校務發展之需，經學系(所)專簽校長核可，得核減至每學期以授1門(授課2小時以上)課程為原則。

(二) 學術一級副主管、行政一級副主管、行政二級主管、研究所所長、學位學程主任、臺灣學院教育中心主任、編制內一級跨院特色中心及編制內一級研究中心主任或各學院設置之編制內之教學(研究、推廣)中心主任，每週授課時數依本職別應授時數核減2小時。

(三) 兼任多項行政職務者，每週授課時數至多核減4小時。惟符合本條第一款第二目專簽核准核減至1門課程(2小時以上)者，至多核減至核定時數。

(四) 其它法規規定之職務、上述職務以外之職務(不含本校任務編組研究中心主任)或上述職務因校務發展考量需調整者，得專案簽請校長核准，按核定內容辦理。

第四條 教師超支、兼課等時數規範，依下列規定辦理：

(一) 專任教師於授予學位學制(高階碩士在職專班及管理學院國際經營管理碩士學程另計)之課程，其校內超支鐘點及校外兼課鐘點合計每學期每週不得超過4小時，超授時數部份視為義務教學。

(二) 高階碩士在職專班之授課時數不計入教師基本授課時數計算。

(三) 原任公職之兼任教師兼課鐘點每週至多以4小時為限。

(四) 超支鐘點費採全學年度合併計算，於第二學期學生加退選後，一次核發9個月。

(五) 專任教師寒暑假期間開課以4學分為限，惟因執行教育部計畫等開課需求者，不在此限。教師暑期授課鐘點費，依本校「暑期開班授課規定要點」發給者，暑期授課時數

不計入教師基本授課時數計算。

第五條 專任教師授課應以開設系所必修及符合應授時數之課程為優先考量，經加退選後以學年併計，如未達學年合計之應授時數者，得以下列方式併計抵充，但學年累計至多以6小時為限。抵充時數不得納入教師實際授課時數及支領超支鐘點費。

(一) 科技部研究計畫主持人，每案每週得以抵充授課時數3小時，其他研究計畫案每案每週得以抵充授課時數2小時，社會實踐類計畫之共(協)同計畫主持人，得專案簽請校長核准每案每週得以抵充授課時數2小時。計畫執行期間每位教師每學期累計至多以3小時為限。計畫執行期間須達學期1/2以上，方得抵充。

(二) 新進教師1年內每學期應減少授課時數3小時。

第六條 各課程得支給超支鐘點費開班人數標準，依加退選結束後人數(含交換生及校際選課外校學生)計算：

(一) 學士班課程：

1. 總修課人數(含專班)合計10人。

2. 專任教師開設學士班課程，修課人數7、8、9人者，得依修課人數比率核給超支鐘點。

(二) 研究所課程：

1. 講授類：研究生人數(含碩專班及大學部三年級以上)合計3人。

2. 研討類：研究生人數(含碩專班及大學部三年級以上)合計9人。

3. 其他類別課程另有規定者從其規定，餘比照講授類標準計算。

(三) 英語學程課程：

1. 學士班課程：總修課人數3人。

2. 研究所課程：研究所人數2人。

(四) 師資培育中心之實習指導教師每指導一生以0.15小時計；每位教師以指導18位實習生為限。

(五) 師資培育中心之分科/分領域教材教法及分科/分領域教學實習依本條第二款研究所講授類課程標準計算。

第七條 各課程時數依下列原則核計：

(一) 正課按課程時間表所列時數計算，實習或實驗課程按課程時間表所列時數折半核計為原則。任課教師非親自到場指導，則不得計入教師授課時數內。

(二) 音樂系主副修、個別指導課程，以課程時間表所列修課人數核計時數(個別指導、主修修課1人以1小時計，副修修課1人以0.5小時計)。

(三) 修課人數(併班後人數)逾65人時，每增加1人以增加0.02倍鐘點費計算，增加至雙倍為上限。

(四) 專題類課程採「獨立研究」方式授課者，課程時數得全數計入教師授課時數，但不列入超支鐘點數計算。

(五) 配合教育部及科技部計畫實施之課程，經專案簽請教務長及校長核可，該課程時數於計畫執行期間，授課時數以1.5倍核計。惟該計畫不再列計抵充時數。

計畫訂有專屬授課方式涉授課時數核計者，得於計畫期間，每學期經專案簽請教務長及校長核定後實施，涉課程時數加計者，以不列計超支鐘點時數為原則。

(六) 課程經核定參與教育部、科技部及本校數位學習課程計畫或本校開放式課程，其課程錄播時數除教育部另有規定外，需符合1學分錄製滿12小時之規定，且經專案簽請教務長及校長核可後，該課程錄播(或錄製)學期之授課時數以1.5倍核計(未開課先行錄製數位內容之課程，於開課學期核計；配合計畫非於學期錄播、開課，但屬可取得學分之課程，得於次一學期依開課學分加計)，每課程以加計1次為限。

第八條 各系所(中心)課程結構內之必修課程，對該系所教育目標之達成有重要影響者，得簽請教務長及校長核可，不受上述規定之限制。

第九條 配合學校發展需要安排至他校授課之教師，如未支領他校授課鐘點費，則此授課時數得計入本校教師授課時數。

第十條 核減基本授課時數教師，其核減時數職務有加給、津貼、獎勵金者，其經核算之每週所授課程時數，仍應超過第二條規定之基本授課時數，方得核計超支鐘點。

第十一條 本準則經行政會議通過，校長核定後定期實施，修訂時亦同。