

國立中山大學機械與機電工程學系兼任教師聘任資格審查要點

Guidelines on the Appointment Qualification of Adjunct Faculty for the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University

經 112 年 01 月 04 日 111 學年度第五次系務會議通過
Approved by the 5th Department Council meeting on January 4, 2023, School Year 111

經 113 年 03 月 27 日 112 學年度第七次系務會議通過
Approved by the 7th Department Council meeting on March 27, 2024, School Year 112

- 一、 為使本系兼任教師聘任及鐘點時數核計有所依循，依本校「兼任教師聘任資格審查要點」及「教師授課鐘點核計準則」，並考量本系實際狀況訂定本要點。The Department of Mechanical and Electro-Mechanical Engineering (hereafter “the Department”) has formulated the “Guidelines on the Appointment Qualification of Adjunct Faculty for the Department of Mechanical and Electro-Mechanical Engineering, National Sun Yat-sen University” (hereafter “the Guidelines”) in accordance with the “Guidelines on the Appointment Qualification of Adjunct Faculty” and “Guidelines on Calculation of Hourly Pay for Faculty Members” of the National Sun Yat-sen University (hereafter “the University”) as well as the actual situations of the Department to govern the appointment of adjunct faculty and calculate their hourly pay.
- 二、 本校自 110 學年度起兼任教師鐘點費由系所自理，為減輕本系經費負擔，推薦時需符合下列原則：Starting from School Year 110, departments will be responsible for their adjunct faculty’s hourly pay. To reduce the financial burden of the Department, the following conditions must be satisfied when making recommendations:
 - 1、 鐘點費由系統籌以外之經費支付。
 1. The adjunct faculty’s hourly pay is paid using funds other than those generated by the Department’s system.
 - 2、 支援EMI課程，其鐘點費由EMI課程獎勵金支付。

2. For adjunct faculty who support EMI courses, their hourly pay is paid using the EMI course bonuses.

3、配合教育部重點課程或計畫，且無專任師資可開授課程者，經本系教學委員會審查，系務會議通過後，其鐘點費由本系統籌支付。

3. For those who support the key courses or plans of the Ministry of Education and who cannot teach courses because they are not full-time teachers, their hourly pay will be paid using the funds generated by the Department's system on the condition that it is reviewed by the Department Academic Affairs Committee and approved by the Department Council meeting.

三、各組得視需要推薦聘任，推薦時需註明經費來源或各組自籌鐘點費。若該組專任教師三人以下，每學年得由系經費支援一門兼任教師鐘點費。Each division may recommend the appointment of adjunct faculty when deemed necessary. When making such recommendations, the divisions must indicate their sources of funding or raise money on their own to pay for their adjunct faculty's hourly pay. If the divisions have less than three full-time faculty, they may use the Department's funding to pay for one adjunct faculty's hourly pay every school year.

四、經各組推薦之兼任教師每學期以開授一門課為原則，學士班必修課以專任教師開課為原則。In principle, adjunct faculty appointed by divisions may teach one course per semester, and undergraduate compulsory courses shall be taught by full-time faculty.

五、各兼任課程得支給鐘點費開班人數標準，依本校「教師授課鐘點核計準則」辦理，依加退選結束後人數計算。若修課人數未達規定開課人數，則依規定停開課程。

The minimum number of students required for adjunct faculty to teach a course is governed by the University's "Guidelines on Calculation of Hourly Pay for Faculty Members"; the aforementioned number of students refers to the final number of students after accounting for those who have added and dropped the courses. If the number of students taking the courses fails to meet the minimum requirement, the courses will be suspended in accordance with relevant regulations.

六、本要點經系務會議通過後實施，修正時亦同。The Guidelines are in effect after they have been approved by the Department Council. The same principle applies when amendments are made.