

臺北基督學院教師聘任及服務規則

Regulation of Appointment and Service of Faculty of Christ's College Taipei

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第一章 總則

Chapter 1 General Rules

- 第 一 條 本校教師之聘任及服務悉依本規則之規定為準。
Article 1 The appointment and service of Christ's College Taipei faculty is based on the stipulations in the Regulation.
- 第 二 條 本校為一教會學府，院區內禁止吸煙、喝酒、賭博，以及其他不正當之活動。
Article 2 The College is a Christian religious academic institute, on whose campus smoking, drinking, gambling and other improper activities are prohibited.
- 第 三 條 本校專、兼任教師應遵守性別平等教育法、性別工作平等法、性騷擾防治法等相關性別平等之法令規定。
Article 3 The College's Faculty personnel must comply with the provisions and decrees of related laws, such as Gender Equality Education Law, Gender Equality Employment Law, and Sexual Harassment Prevention Act.
- 第 四 條 本校教師分教授、副教授、助理教授、講師四級，由校長聘任，其聘期依聘約之規定辦理。
Article 4 The prospective faculty shall be appointed at one of the four ranks, i.e., Full Professor, Associate Professor, Assistant Professor and Instructor, by the President. The durations of appointments are determined by the relevant appointment contracts for the faculty personnel.
- 第 五 條 本校專任教師有擔任導師、輔導訓育、出席會議及履行指導工作之義務。
Article 5 A full-time faculty member is obligated to performance as a Class faculty, and a counselor/tutor, to attend college-affairs meetings, and to fulfill mentoring responsibility in guiding students' academic studies.
- 第 六 條 本校專任教師不得在校外擔任其他專任職務，但教授、副教授、助理教授、講師，須向系主任提出書面申請，再經教務長轉呈校長同意者，得在課餘時間在他校兼課，其所授課程與在本校所授課目性質相同者為原則，最多每週以四小時為限。
Article 6 A full-time faculty member cannot concurrently have another full-time job in a non-academic profession. However a full professor, associate professor, assistant

professor or instructor, who submits a request to the Chairman of the Department, and Academic Affairs Office for the President's approval, shall be able to teach in other colleges on part-time basis upon receiving such approval. Should the subject(s) of the faculty's lecture in the other college be the same as the ones he or she teaches at Christ's College Taipei, he or she cannot teach more than four (4) hours weekly outside of Christ's College Taipei.

第 七 條 本校專任教師每週至少須在校四天，授課、研究及輔導學生。
Article 7 A full-time faculty member of Christ's College Taipei must be on campus at least four days a week, teaching classes, conducting research and counseling/tutoring students.

第 八 條 新聘專任教師年齡以未超過本校教師退休年齡為限。
兼任教師年齡不得超過七十歲為原則，超過者須逐年經教師評審會評審通過。
Article 8 The age of a newly appointed full-time faculty member should not exceed the standard retiring age of Christ's College Taipei faculty. The age of a newly appointed part-time faculty member should not exceed the age of seventy (70) years. Any prospective faculty member, who exceeds the respective retiring-age limit, must be deliberated by "Faculty Evaluation Committees at Christ's College Taipei" for approval.

第二章 聘任、應聘、離職 Chapter 2 Appointment, Job Acceptance and Separation from Employment

第 九 條 本校教師之聘任、聘期、停聘及解聘等，依照本校「教師評審委員會設置辦法」及「教師聘任辦法」辦理，其辦法另訂之。
Article 9 The appointment, the duration of an appointment, the termination of an appointment and the dismissal of a Christ's College Taipei faculty member shall be processed in accordance with "Methods for the Establishment of Faculty Evaluation Committees at Christ's College Taipei" and "Guidelines for Hiring and Appointment of Faculty at Christ's College Taipei".

第 十 條 本校教師聘任期限，第一次試聘一年，第二次續聘一年，以後每次續聘二年。
Article 10 The duration of the initial appointment of a faculty member is one (1) year for the newly appointed faculty member while on the 1-year probation period, one (1) year for the first renewal of the appointment and, thereafter, two (2) years for each renewal of the appointment.

- 第 十一 條 教師接到聘書後應於二週內決定應聘與否，如不應聘，應在二週內將聘書退還本校人事暨秘書室註銷。未繳回應聘回條者，視同不應聘。
- Article 11 Within two (2) weeks after receiving the Appointment Offer Letter, the prospective faulty member must accept or decline the offer. Should the candidate decline the appointment offer, he or she must return the Appointment Offer Letter to Human Resources and Secretariat Office for cancellation. Should such person fail to return the Appointment Offer Letter, the non-response shall be deemed as a rejection of the off.
- 第 十二 條 新聘專任教師應聘後，應按本校報到規定，填妥報到單依時向人事暨秘書室及服務單位辦理報到。
- Article 12 After accepting the appointment offer, the prospective full-time faculty member must report to the College, complete the faculty registration form according to the regulations. Such completed form shall be submitted to Human Resources and Secretariat Office and the hiring department to conclude the faculty registration process.
- 第 十三 條 教師之聘約以應聘人親自履行為限，教師在聘任期間，因故辭職或聘期屆滿不擬繼續應聘，須在一個月以前提出辭職書，經系主任、教務長、人事暨秘書報請校長核准，並辦妥離職手續後始可離職。
- Article 13 The appointment contract for a faculty member must be implemented, in person, by such faculty member. During the appointment period, when a faculty member resigns due to personal reasons or intends not to renew the appointment, he or she must submit a resignation letter one (1) month before the date of separation from appointment. He or shell shall be allowed to separate from appointment after completing all necessary procedures and obtaining the approvals from the department chairman, Dean of Academic Affairs Office, Human Resources and Secretariat Office, and, then, the President.
- 第 十四 條 本校對於專任教師不予續聘時，應於聘約屆滿前一個月，以書面通知之。
- Article 14 Should Christ's College Taipei decide not to offer a renewal appointment to a full-time faculty member, the College shall send him or her a written, non-renewal notification one (1) month before the expiration of the appointment contract.
- 第 十五 條 教師離職時，應將經辦事項及經借公物移交清楚，取具證明，並繳還服務證後，始得申請發給離職證明離校。
- Article 15 When a faculty member plans to resign, he or she shall be eligible to apply for the Certificate of Separation from Appointment after completing the handovers of all official matters and all borrowed College properties, obtaining official receipts for the returned properties and returning his or her College Faculty I.D. card.

第三章 待遇

Chapter 3 Compensation

- 第 十六 條 專任教師待遇依照本校教職員工敘薪辦法之規定辦理，其辦法另訂之。
- Chapter 16 The salaries of full-time faculty members shall be governed by the Rules of Salary Scale for Faculty, Faculty and Workers. Such “Rules” shall be separately established.
- 第 十七 條 兼任教師按授課時數致送鐘點費，每學期以四個半月計算，其在學期中途到職者，則以到職之日起計算。
- Article 17 The part-time faculty members shall be compensated according to the hourly pay scale. Each semester shall be calculated as four and half months. Should a part-time faculty member start the appointment in the middle of a semester, the amount of teaching time for such semester should be calculated starting on the faculty registration/ reporting date.
- 第 十八 條 專任教師申請宿舍，依照本校「教職員工宿舍分配及管理辦法」辦理，其辦法另訂之。
- Article 18 The College’s full-time faculty personnel may apply for College housing according to “Management Procedure of the Housing Allocation for Faculty, Administrative Faculty and Workers”, which is separately established.
- 第 十九 條 專任教師得享有本校相關福利。
- Article 19 The full-time faculty personnel are eligible for all related benefits of Christ’s College Taipei.

第四章 授課

Chapter 4 Lecturing

- 第 二十 條 本校專任教師每週授課時數規定如下：
- Article 20 The required weekly lecturing hours of the College’s full-time faculty personnel are as follows:
- 一、教授 — 八小時
 - I. Full Professor: Eight (8) hours.
 - 二、副教授 — 九小時
 - II. Associate Professor: Nine (9) hours.
 - 三、助理教授 — 十小時
 - III. Assistant Professor: Ten (10) hours.
 - 四、講師 — 十一小時
 - IV. Instructor: Eleven (11) hours.

- 第二十一條 教師兼任行政工作者，其每週所減之授課時數如下：
- Article 21 Should a faculty member hold a concurrent administrative position, the reduction of required lecturing hours shall follow the schedule below.
- 一、校長：減授八小時。
- I. Principle reduction of eight (8) hours.
- 二、副校長：減授六小時。
- II. Vice principal reduction of six (6) teaching hours.
- 三、兼任一級行政主管：減授四小時。
- III. Faculty members concurrently serving as Grade-1 administrative supervisors shall receive a reduction of four (4) teaching hours.
- 四、兼任主修主任及二級行政主管者：減授二小時。
- IV. Faculty members concurrently serving as major chairs and Grade-2 administrative supervisors shall receive a reduction of two (2) teaching hours.
- 上述所列各級主管超鐘點以四小時為限。
- For each of above supervisors, his or her daily working hours exceeding four (4) shall be counted as overtime.

- 第二十二條 專任教師授課時數上下學期平均計算，超過基本鐘點數者，得另支超鐘點費。超授鐘點數，上下學期平均以四小時為限，超過者不計鐘點費。可超四～六小時之情況如下：
- Article 22 Full-time faculty teaching hours should be calculated by school year, not by semester. Extra teaching hour pay will be applied if the average of the teaching hours per semester exceed the designated level with the condition of four extra hours as the maximum. Following exceptions allow four to six hours of overtime.
- 一、兩門三學分的課程。
- I. Teaching two courses, each with three credits.
- 二、一門兩學分、一門一學分的課程，不得再加一門兩或三學分的課程。
- II. Teaching one course with two credits and one course with one credit.
A faculty member cannot add one course with two or three credits.
- 三、兩門兩學分的課程，不得再加一門一或兩學分的課程。
- III. Teaching two courses, each with two credits. A faculty member cannot add one course with one credit or two credits.
- 四、一門一學分、一門三學分的課程，不得再加一門一或兩學分的課程。
- V. Teaching one course with one credit and one course with three credits.
A faculty member cannot add one course with one credit or two credits.

- 第二十三條 兼任教師每週的授課鐘點時數，以八小時為限。可授八～九小時之情況如下：
- Article 23 The weekly overtime for a part-time faculty member is limited to eight (8) hours. Some of the following exceptions allow eight to nine hours of lecturing:
- 一、三門三學分的課程。
 - I. Teaching three courses, each with three credits.
 - 二、兩門兩學分、一門三學分的課程，不得再加一門兩學分使其達九小時。
 - II. Teaching two courses, each with two credits and one course with three credits. A part-time faculty member cannot add one course with two credits to reach nine hours.
- 第二十四條 教師授課時數未達規定者，須簽請核准，並應於一年內授課補足。連續兩學期，時數未達規定者，提交校教評會討論。
- Article 24 Should a full-time faculty member fail to teach sufficient hours according to the regulation, he or she must obtain written approval, and shall make-up the difference within one year. Should a faculty member fail to teach sufficient hours continuously for two semesters, his or her case should be discussed by the College Faculty Evaluation Committee.

第五章 請假、補課

Chapter 5 Approved Leaves and Make-up Classes

- 第二十五條 專任教師之差、假別分列如下，所有請假皆列入學年度教師工作考績：
- Article 25 The business trips and approved leaves for the College's full-time faculty personnel are categorized as follows. All approved leaves of a faculty member are recorded by Administration Office and included in the annual performance appraisals
- 一、事假（含家庭照顧假）：每學年准給七日，超過七日者，須報請校長核准。
 - I. Personal Day (including caring for a family member): Each faculty member is eligible for seven (7) personal days with pay, and any additional personal days are without pay. With the exception of emergency matters, the faculty member must submit a request for taking a personal day the day before.
 - 二、病假（含生理假）：每學年准給二十八日，七日以上者須檢附醫院證明。患重病者，超過病假期限時，須報請校長核准延長之，其延長期限以半年為限，倘延長期滿而仍不能授課者，得准予留職停薪一學期，逾期仍不能授課者，比照本校教職員工退休撫卹資遣辦法規定辦理之。
 - II. Sick Leave (including menstruation leave): Each faculty member is eligible for twenty-eight (28) sick-leave days. For any sick leave longer than seven (7) days, hospital certificate of illness must be submitted to HR. Due to serious illness, should a faculty member exceed the limit of twenty-eight (28) days, his or her

case shall be submitted to the President for the approval of an extension. Such extension shall be limited to half of a year. Should the faculty member's leave exceed the 6-month extension and he or she meet any condition of "CCES Plan of Retirement Pension, Death Benefit and Severance Pay for Faculty, Administrative Faculty and Workers", he or she may apply for applicable separation from employment.

三、婚假：結婚給婚假十四日。除因特殊事由，經學校核准延後給假或於結婚前五日內提前給假者外，應自結婚之日起一個月內請畢。

III. Marriage Leave: When a faculty member gets married, he or she is eligible for fourteen (14) marriage-leave days. With special exceptions of the approved deferment of marriage leave or an early starting day within five (5) days before the wedding day, the faculty member must start take the marriage leave on or after the wedding day and complete the marriage leave within a month from the wedding day.

四、娩假、流產假、產前假、陪產假：

IV. Prenatal-care Leave, Maternity Leave, Abortion Leave, Paternity leave:

(一)女性職員分娩前給產前假八日，得分次申請，不得保留至分娩後；

(1) All female faculty members are eligible for eight (8) prenatal-care leave days prior to giving births. The prenatal-care leave must be applied and used before giving birth. It cannot be taken after child birth.

(二)分娩後給予娩假四十二日；

(2) The female faculty member shall be eligible for forty-two (42) maternity-leave days.

(三)妊娠滿五個月以上流產者給予流產假四十二日；三個月以上未滿五個月流產者，給予流產假二十一日；妊娠未滿三個月流產者，給流產假十四日。

(3) Should an abortion occur to a faculty member after five months of pregnancy, she is eligible for forty-two (42) maternity-leave days. After three months of pregnancy, she is eligible for twenty-one (21) maternity-leave days, and less than three months of pregnancy, she is eligible for fourteen (14) maternity-leave days.

(四)娩假及流產假應一次請畢，且不得扣除寒暑假日數。分娩前已請畢產前假者，必要時得於分娩前先申請部分娩假，並以二十一日為限。流產者，其流產假應扣除先請之娩假日數。

(4) Maternity leave and abortion leave must be taken once to completion; the summer- or winter-break days cannot be deducted from it. When one uses up the prenatal-care leave and need additional days off prior to child birth, one can apply for approval to use part of maternity leave up to twenty-one

(21) days. In the event of an abortion, the abortion leave shall be deducted by the number of prenatal-care leave days, which have been taken.

(五) 男性職員之配偶生產者，給陪產假三日，得分次申請，但應於配偶分娩日前後三日內請畢，例假日順延之。

(5) The male faculty member, whose wife gives a birth, is eligible for three (3) paternity-leave days, which can be taken separately; however, he must take all three (3) paternity-leave days within a period from three (3) days before the child birth to three days after the child birth.

五、喪假：喪假天數規定如下：

V. Mourning Leave: The days of mourning leave vary according to following guidelines.

(一) 父母、配偶、子女死亡者十五日；

(1) For the death of mother, father, spouse, or a child: Fifteen (15) mourning-leave days.

(二) 繼父母、配偶之父母死亡者十日；

(2) For the death of step- mother or father, spouse's mother or father: Ten (10) mourning-leave days.

(三) 曾祖父母、祖父母、配偶之祖（繼）父母、兄弟姐妹死亡者五日。

(3) For the death of a great grand-mother or father, a grand-mother or father, spouse's grand-mother or father, spouse's step-mother or father, a sibling: Five (5) mourning-leave days.

(四) 喪假得分次申請，但應於死亡之日起百日內請畢。

(4) Mourning-leave days, which can be separately taken in several portions, must be used up within one hundred (100) days from the death day.

六、公傷假：因執行公務而受意外危險傷害者，檢具醫院證明，按實際醫療情形准假之。

VI. Work-injury Leave: Work-injury leave shall be applicable to a faculty member, who has incurred an injury while on the job and provided the hospital certificate, which requires sick leave for medical care or therapy.

七、公假：有下列各項情事之一者，給予公假：

VII. Official Leave: An individual who meets one of the following conditions is eligible for an official leave.

(一) 參加政府召集之集會。

(1) Attendance to government mandatory assemblies.

(二) 依法受各種兵役召集。

(2) Attendance to military reservists' assemblies according to the military-service law.

(三)參加政府舉辦之選舉投票。

(3) Attendance to government-sponsored elections on election days.

(四)奉派訓練進修或講習，其期限在一年以內者。

(4) Official deployment to a training, advancement study or workshop for a period of less than a year.

(五)奉派參加各項會議、考察及活動。

(5) Official deployment to attend various, conferences, meetings, visits and activities.

(六)應國內外機關團體邀請，參加與其職務有關之各項會議或活動，經核准者。

(6) Attendance to teaching-related meetings, conferences or activities due to invitations by domestic or foreign government agencies and organizations.

(七)參加政府舉辦與職務有關之考試，經學校同意。

(7) Upon the approval of the College, attendance to government sponsored job-related exams.

(八)參加本校舉辦之活動，經學校同意。

(8) Upon the approval of the College, attendance to the College sponsored activities.

(九)基於法定義務出席作證、答辯，經學校同意。

(9) Upon the approval of the College, attendance to a court case to testify under legal obligation.

(十)因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。

(10) Quarantine by National Health Care certified hospitals or clinics due to contingent disease with the exception that morbidity is caused by the faculty member.

(十一)原住民族歲時祭儀，各該原住民族得依法放假，歲時祭儀日期依行政院原住民族委員會公告。

(11) The faculty members of aboriginal origin can take leaves classified as aboriginal natives' year worship/holidays in accordance with the official holidays calendar posted by Aboriginal Committee of Executive Yuan.

前項所定事假、病假、產前假，得以時計；婚假、娩假、陪產假、喪假，每次請假應至少半日。

The above designated Personal Day, Sick Leave and Prenatal-care Leave can be taken by the hour; however, the Marriage Leave, Pregnancy Leave, Parental Leave, and Mourning Leave must be taken at least half a day at a time.

請假滿八小時以一日計。凡到職不滿一年者，在該年內按在職月數比例計算事、病假日數。

A leave of eight (8) hours is counted as a one-day leave. A faculty member, who has not completed a full year of service, is eligible for Personal Day, and Sick Leave

prorated by the number of months of service.

女性教師經醫師診斷需安胎休養者，其治療、照護或休養期間，得申請產前假、提前請部分娩假外，亦得申請病假（延長病假）。

Female faculty member, who requires the prevention of miscarriage upon physician's diagnosis, may apply for prenatal-care leave, portion of maternity leave, and sick leave (sick leave extension) for her therapy, caring and resting.

第二十六條 公差及公假規定如下：

Article 26 Official Business Trip and Official Leave are regulated as follows:

一、公差：基於本校公務（含執行校內、外計畫及產學合作案）上之需要，奉派外出辦理公務者，謂之公差，得支領出差旅費（因執行計畫案及產學合作案獲准出差者，差旅費用由各該計畫案及產學合作案負擔），出差旅費標準表另訂之。

I. Official Business Trip: Due to the need of the College's official business (including the administration of College's plans and industry-university cooperation case), the one who is deployed to official business, i.e., official business trip, is eligible to claim for travel expenses (After being approved for the implementation of a project and industry-university cooperation, the travel expenses of the faculty member shall be reimbursed by the project and industry-university cooperation.) The travel expense standard is separately established.

二、公假：依本規則第二十五條第一項第七款第七目之規定獲准公假者為公假，不得報支出差旅費。

II. Official Leave: The faculty members, who are approved for official leaves according to Item 7 of Subparagraph 7 of Paragraph 1 of Article 25, cannot apply for travel expenses.

第二十七條 教師請假須於事前提出，未滿三日者，由教務長核准；連續三日以上者，則須經教務長轉呈校長核准，各種請假經核准後，由人事暨秘書室登錄。

Article 27 All leaves (including official business trips) of three (3) days or less for a faculty member must be approved by the Dean of Academic Affairs Office. All leaves (including official business trips) of more than 3 days must be submitted to the Dean of Academic Affairs Office for the eventual approval of the President.

第二十八條 專（兼）任教師請假三天以內者，所缺課程於請假期滿後，自行補授；超過三日以上者，經主修主任再商得教務長同意代為請人講授。

Article 28 A full-time (or part-time) faculty member, who takes an approved leave of 3 days (or less), must voluntarily make up all of the missed classes during the leave. For a leave of more than 3 days, a substitute instructor can be hired to teach the classes after the Major department chairman receives the approval from the Dean of Academic Affairs

Office.

第二十九條 專任教師請假，請人代課所需鐘點費，除公(差)假、病假、公傷假、陪產假、娩假、部分娩假及流產假由學校負擔外(不含超支鐘點費)，餘均由請假人自行負擔；兼任教師請假，請人代課所需代課鐘點費，由請假人自行處理或由學校將兼課鐘點費轉發代課教師。

Article 29 With the exceptions of Official Leave, Official Business Trip, Sick Leave, Work-injury Leave, Parenteral Leave, Maternity Leave, portion of Maternity Leave, and Abortion Leave, when a full-time faculty member is on a leave of more than 3 days, the hourly pay to the substitute instructor shall be compensated by such on-leave faculty member personally or shall be paid by the College while deducting the amount of payment from the paycheck of the on-leave faculty.

第三十條 教師不經請假而缺課者，由各主修主任或教務長將缺課情形報請校長處理之。

Article 30 Should a faculty member fail to show up to lecture without a pre-approval or an emergency justification, the incidence shall be submitted by the Major department chairman or the Dean of Academic Affairs Office to the President for reprimands.

第六章 升等 Chapter 6 Promotion

第三十一條 專任教師之升等依本校「教師升等評審辦法」辦理，辦法另訂之。

Article 31 The promotions of full-time faculty members shall be administered in accordance with “Review and Evaluation Procedure for Faculty Promotion”, which is separately established.

第七章 進修深造 Chapter 7 Advancement and further research

第三十二條 專任教師之獎勵研究進修，依照本校「獎勵教師研究進修辦法」辦理，辦法另訂之。

Article 32 The incentives for the advancement and further research of full-time faculty members are administered according to the “Reward Program for the Advanced Study of Full-time Faculty”.

第八章 休假

Chapter 8 Vacation

第三十三條 專任教師兼任主管之休假，依照本校「教師兼任主管休假作業要點」辦理，辦法另訂之。

Article 33 The vacation days for a full-time faculty member, who also holds a concurrently supervisory position, shall be administered and calculated in accordance with “Key Guidelines of the Vacation Days for Full-time Faculty Member with Supervisory Position”.

第九章 退休、撫卹及資遣

Chapter 9 Retirement, Death Benefits and Severance

第三十四條 專任教師之退休、撫卹及資遣，依照財團法人中華民國私立學校教職員退休撫卹離職資遣儲金管理委員會「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」辦理。

Article 34 The retirement pension, death benefit and/or severance pay for a full-time faculty member shall be processed in accordance with “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)”, which is set by The Fund Management Committee of the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits of Private Schools.

第十章 考績獎懲

Chapter 10 Performance Appraisal, Rewards and Reprimands

第三十五條 本校專任教師考績與獎懲，依照本校「教職員工成績考核暨職員升等辦法」辦理，辦法另訂之。

Article 35 The performance appraisals of the College’s full-time faculty personnel and the consequent rewards or reprimands are administered in accordance with “Review and Evaluation Procedure for the Promotion of Faculty, Administrative Faculty and Workers”, which is separately established.

第十一章 申訴 Chapter 11 Appeal

第三十六條 專任教師之申訴，依照「教師申訴評議委員會組織及評議要點」辦理，辦法另訂之。

Article 36 A full-time, faculty member, who disagrees with the performance appraisal, rewards and/or reprimands, shall appeal to Faculty Appeals Council for deliberation in accordance with “Organization of Faculty Appeals Council and Key Ruling Bases”, which is separately established.

第十二章 附則 Chapter 12 Supplemental Rules

第三十七條 本規則經行政會議通過，報請校長核准後施行。

Article 37 The Regulation must be passed by Administration Meeting and submitted to the President for approval and implementation.