

National Kaohsiung University of Science and Technology Directions for Faculty Holding Part-time Jobs

Approved at the 3rd University Council meeting in Academic Year 2018 on April 24, 2019

Amended and approved at the 1st interim University Council meeting in Academic Year 2019 on January 8, 2020

Amended and approved at the 3rd University Council meeting in Academic Year 2019 on April 22, 2020

Amended and approved at the 3rd University Council meeting in Academic Year 2020 on April 28, 2021

Amended and approved at the 3rd University Council meeting in Academic Year 2022 on April 26, 2023

Amended and approved at the 1st University Council meeting in Academic Year 2023 on October 25, 2023

- I. The Directions are laid down pursuant to Article 16 of the Regulations Governing Employment of Teachers as Adjunct Administrative Personnel in Educational Institutions at All Levels of the Ministry of Education (hereinafter “the Regulations”) and Point 17 of the Principles for Handling Part-time Jobs of Full-time Teachers in Public Schools at All Levels (hereinafter “the Principles”).
- II. Apart from the Directions, the University’s faculty taking up part-time jobs with external institutions (agencies), schools, corporate entities, businesses, or organizations shall comply with the Regulations if they hold a concurrent administrative position, and comply with the Principles if they do not hold a concurrent administrative position.
Faculty who “hold a concurrent administrative position” as mentioned in the preceding paragraph refer to the University’s permanent full-time teachers and contracted full-time teaching staff concurrently holding administrative positions; faculty who “do not hold a concurrent administrative position” refer to permanent full-time teachers.
- III. Faculty’s part-time jobs shall not affect their primary job, and they shall fulfill the University’s basic teaching hours and work requirements. Those who are involved mainly in recurring tasks shall not take more than eight hours’ part-time work per week.
Part-time working hours during the summer and winter vacations are not subject to the preceding restriction.
- IV. Faculty shall not hold more than five part-time jobs for profit-seeking enterprises or organizations, but this does not apply to special circumstances approved by the President. For part-time jobs as an independent director of a public company or other part-time jobs specified in Paragraphs 1 and 4, Article 4 of the Regulations Governing the Management of Part-time Researcher’s Work and the Pricing of Technology in Exchange for Equity Stocks, no more than four jobs shall be held.
If a faculty member takes part-time job at the following institutions or organizations, the University shall initiatively disclose the faculty member’s name, the name of the institution, organization, or foreign company that offers the part-time job, and duties of the part-time job, etc:
 - (I) Faculty who hold a concurrent administrative position: Working as a part-time director, supervisor, or independent director of a profit-seeking enterprise or organization specified in Items 1 and 2, Subparagraph 4, Paragraph 1, Article 5 of the Regulations.
 - (II) Faculty who do not hold a concurrent administrative position: Working as a part-time director, supervisor, or independent director of a profit-seeking enterprise or organization specified in Items 1 and 2, Subparagraph 4, Paragraph 1, Point 4 of the Principles and a foreign company specified in Subparagraph 4, Paragraph 2 thereof.

- V. Except for law-sanctioned job transfer or ex-officio part-time job, faculty who intend to take a part-time job shall apply in writing as regulated and request a review by the University according to the procedures 30 days before starting the part-time job. Upon renewal of the part-time job contract or change of part-time job, a new application shall be submitted.

For the abovementioned part-time job, if preparatory procedures such as nomination and election by the hiring profit-seeking enterprise or organization are required, the faculty member shall also apply and request a review as described in the preceding paragraph when he/she accepts the nomination for election. If a part-time job at a non-profit seeking enterprise or organization is taken, faculty may do the same as described above. If the faculty member fails to get the job, he/she shall inform the University.

If the institution (agency) or organization that offers the part-time job cannot notify the University in advance for a reason, the faculty member may proceed with the internal procedures with a letter of intent or supporting document, but the effective date shall be based on the employment period stated in the official letter from the hiring institution (agency) or organization.

If a faculty member's part-time job has no adverse influence on his/her primary job, academic reputation and dignity, and there is no such incompatibility with the primary job as described below, reporting to the University for approval as prescribed in Paragraph 1 can be waived:

- (I) Non-regular talks or lectures by invitation, and the sharing or presentation contents are not for profit-seeking purpose or business promotion.
- (II) Working part time in a task force or advisory work for a government institution (agency), school, non-departmental public body, or acting as an expert representative in a meeting of the government institution (agency), school, or non-departmental public body.
- (III) The part-time job has to be kept confidential according to the law.
- (IV) Holding a part-time job that does not involve decision-making or professional practice upon invitation of a government institution (agency), school, non-departmental public body, or a non-profit-seeking business or organization, and only transportation fee or attendance fee is given, with no other remuneration.
- (V) Taking a non-regular job upon invitation of a government institution (agency), school, non-departmental public body, or a non-profit-seeking business or organization.
- (VI) Undertaking the parent-teacher association's work for any public or private schools at all levels.
- (VII) Undertaking the property management committee's work or acting as the principal manager with the identity of the property's resident according to the Condominium Administration Act Building Administration Division.

- VI. Faculty shall take the initiative to report and apply for taking part-time job or get the signatories' approval based on the official letter from the unit offering the job. With the permission from the head of the relevant Department (Institute, Program, Center, Office, or College) and the Dean of College, the application shall be submitted to the President for approval before starting the part-time job.

Faculty taking part-time job at a profit-seeking enterprise or organization shall be approved by the Department (Institute, Program, Office, Center, or College) Affairs Committee, and obtain

the President's permission through the administrative procedures before starting the part-time job.

VII. In any of the following circumstances, faculty shall not be given the approval to hold the part-time job or shall have the approval suspended if they are already doing the part-time job:

- (I) Incompatibility with the nature of the primary job.
- (II) Teacher evaluation result fails to meet the University's standard.
- (III) Possible adverse influence on the primary job.
- (IV) Possible harm to the University's or teacher's image.
- (V) Possible leakage of official secrets.
- (VI) Possible fraudulent practices.
- (VII) Possible improper transfer of benefits when performing duties.
- (VIII) Possible embezzlement or improper use of the school's property.
- (IX) Possible violation of the principle of educational neutrality.

VIII. Faculty may engage themselves in the following activities during their off-duty time:

- (I) Activities that promote social welfare or other non-regular non-consistent work.
- (II) Receive proper remuneration through performance of personal talent, and obtain reasonable consideration for disposal of their property, authorized use of intellectual property rights and portrait rights.

If the faculty's engagement in the abovementioned activities, except teaching at cram schools and private tutoring, involves any circumstances listed in Point 7 above, it shall also be prohibited.

IX. Faculty who have been approved for holding part-time jobs for more than one year shall perform evaluation and review at the end of each academic year. In the process, the Personnel Office will send the name list of teachers holding part-time jobs to all units for their confirmation of the part-time job information and filling in information about receiving part-time remunerations and their self-evaluation. Then the relevant Department (Institute, Program, Center, Office, or College) will carry out evaluation and review, and ask for the President's approval according to the administrative procedures. This serves as the basis for deciding if a faculty member will be permitted to continue the part-time job (see Appendix 1).

In any of the following circumstances, the evaluation of part-time job holders as mentioned in the preceding paragraph shall be carried out in collaboration with the Office of Industry-Academia Cooperation to determine if the relationship of industry-academia cooperation still exists.

- (I) Faculty who hold a concurrent administrative position: Taking up a part-time job at a profit-seeking enterprise or organization as specified in Item 1, Subparagraph 4, Paragraph 1, Article 5 of the Regulations.
- (II) Faculty who do not hold a concurrent administrative position: Taking up a part-time job at a profit-seeking enterprise or organization specified in Item 1, Subparagraph 4, Paragraph 1, Point 4 of the Principles and a foreign company specified in Subparagraph 4, Paragraph 2 thereof.

For faculty whose total monthly part-time remunerations exceed their monthly salaries, the relevant Department (Institute, Program, Center, Office, or College) shall put forward a written evaluation report (see Appendix 2); the evaluation content includes whether their basic teaching

hours fulfill the University's requirement, whether the part-time jobs impact their primary teaching and research work, whether the substantial benefits from industry-academia cooperation and the amount of academic feedback fund are reasonable, and whether there is any circumstance that necessitates the denial or suspension of approval. Moreover, the written evaluation report shall be deliberated by the relevant Department (Institute, Program, Center, Office, or College) Affairs Committee, and then submitted to the President for approval according to the administrative procedures.

- X. Payment of the faculty's part-time remunerations shall be given according to the Payment Standards for Part-time Jobs of Military, Public and Teaching Personnel.

Number of part-time jobs a faculty member may hold and the maximum part-time remunerations are not subject to restriction of the abovementioned Payment Standards.

Payments of part-time remunerations, except those paid by the institutions offering the part-time jobs via the electrically connected centralized deposit accounts with written notice sent to the University, shall be transferred to the job holders by the University. When replying the institutions (agencies) and schools that offer the part-time jobs about the faculty's permission to take the part-time jobs, the University shall inform them of the payment rules of part-time remunerations and ask them to complete the Part-time Remunerations Payment Information Sheet (see Appendix 3).

- XI. If any of the following circumstances pertain to a faculty member holding a part-time job, the University shall enter into a Concurrent Employment Agreement (see Appendix 4) or related contract with the profit-seeking enterprise or organization that offers the part-time job, unless otherwise stipulated by the law. In principle, the substantial return per annum shall not be less than one month's total salary the faculty member receives from the University, and it is not limited to the academic feedback fund. If the faculty member takes up more than one part-time job concurrently at the same company, the academic feedback fund shall be taken once only. If an academic feedback fund is taken, it shall be incorporated into the University Endowment Fund and allocated according to the following ratios: 30% to the University, 20% to the College (or Center), and 50% to the Department (or Institute).

(I) Faculty who do not hold a concurrent administrative position:

1. Taking up a part-time job at a profit-seeking enterprise or organization in industry-academia cooperation with the University as specified in Item 1, Subparagraph 4, Paragraph 1, Point 4 of the Principles and a foreign company in industry-academia cooperation with the University as specified in Subparagraph 4, Paragraph 2 thereof.
2. Taking up a part-time job at a start-up biotech pharmaceutical company as specified in Subparagraph 5, Paragraph 1, Point 4 of the Principles.

(II) Faculty who hold a concurrent administrative position:

1. Taking up a part-time job at a profit-seeking enterprise or organization in industry-academia cooperation with the University as specified in Item 1, Subparagraph 4, Paragraph 1, Article 5 of the Regulations.
2. Taking up a part-time job at a start-up biotech pharmaceutical company as specified in Subparagraph 5, Paragraph 1, Article 5 of the Regulations.

For faculty who have not taken the part-time job for one full year, the feedback mechanism shall be on pro-rata basis according to the number of months serving in the part-time role; service less than one full month shall be considered one month.

If a faculty member who does not hold a concurrent administrative position and a faculty member who holds a concurrent administrative position are elected as independent directors specified in Item 1, Subparagraph 1 and Item 1, Subparagraph 2 of Paragraph 1 respectively, the University shall request the profit-seeking enterprise or organization that offers the part-time job to make a decision for establishing the industry-academia cooperation agreement and academic feedback mechanism agreement in the first board of directors meeting after the shareholders' meeting within three months from the date when the faculty member is elected as an independent director, with retrospective effect from the date of appointment. The University shall be notified in writing.

Faculty taking up a part-time job as an independent director according to the procedures specified in the preceding paragraph are considered legitimately holding the part-time job within three months from the date of being elected. If the profit-seeking enterprise or organization that offers the part-time job fails to make the aforesaid decision in the first board of directors meeting after the shareholders' meeting, the University shall then deny the approval for the faculty member's part-time job. If an industry-academia cooperation agreement and an academic feedback mechanism agreement are not signed by the specified date, the permission for the part-time job shall lose effect from the date following the expiry of the three-month period.

Application shall be submitted according to the regulations specified in the Principles for relevant duties derived from the faculty member's appointment as part-time independent director. During the three-month period as mentioned in the preceding paragraph, effect of the duties performed is the same as described in the two preceding paragraphs.

For enterprises (organizations) that offer the part-time jobs and have convened the first board of directors meeting after the shareholders' meeting before the amendment and promulgation of the Principles on February 13, 2020, the provisions stated in Paragraphs 3 and 4 do not apply.

XII. Concerning restrictions on celebrity endorsement-related activities of faculty who had served or are serving as athletes of the national teams, an application shall be submitted to the University in advance in accordance with the Principles or other related regulations. The application shall be approved by the Department (Institute, Program, Center, Office, or College) Affairs Committee, and then the President's permission shall be obtained according to the administrative procedures before accepting to do the celebrity endorsement work.

XIII. Violations of regulations for faculty's part-time job shall be brought to the University Faculty Evaluation Committee for deliberation, and shall be handled according to the provisions specified in the University's full-time faculty employment contract depending on severity of the case.

Part-time remunerations received during the period of the abovementioned violations of regulations shall be confiscated into the University Endowment Fund or included in the official budget. It shall be remarked in the employment contract for calling back the fund.

XIV. The Directions also apply to handling part-time jobs of the University's contracted full-time teaching staff and specialists who do not hold a concurrent administrative position.

XV. Matters not covered in the Directions shall be handled pursuant to the relevant law and regulations.

XVI. The Directions shall be approved by the University Council and submitted to the President for approval before coming into effect; the same applies to any amendments thereof.

National Kaohsiung University of Science and Technology Regular Evaluation Form for Faculty Holding Part-time Jobs

Evaluation Date: (YYYY/MM/DD)

Name		Unit Served		Current Job Title		
Name of Institution	Part-time Jobs	Employment Period	Part-time Remunerations Received (To be filled in by the teacher according to payment actually received)			
			<input type="checkbox"/> Monthly payment of \$_____ <input type="checkbox"/> Attendance fee of \$_____ per incidence <input type="checkbox"/> No part-time remuneration received			
			<input type="checkbox"/> Monthly payment of \$_____ <input type="checkbox"/> Attendance fee of \$_____ per incidence <input type="checkbox"/> No part-time remuneration received			
Evaluation Items					Teacher's Self-evaluation	
1. Is the basic teaching hours and work requirements fulfilled?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does any of the following circumstances exist that necessitate the denial of approval:					<input type="checkbox"/> Yes Item _____ <input type="checkbox"/> No	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> (1) Incompatibility with the nature of the primary job. (2) Faculty evaluation result fails to meet the University's standard. (3) Possible adverse influence on the primary job. (4) Possible harm to the University's or teacher's image. (5) Possible leakage of official secrets. </td> <td style="width: 50%; vertical-align: top;"> (6) Possible fraudulent practices. (7) Possible improper transfer of benefits when performing duties. (8) Possible embezzlement or improper use of the school's property. (9) Possible violation of the principle of educational neutrality. </td> </tr> </table>						(1) Incompatibility with the nature of the primary job. (2) Faculty evaluation result fails to meet the University's standard. (3) Possible adverse influence on the primary job. (4) Possible harm to the University's or teacher's image. (5) Possible leakage of official secrets.
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Teacher's Signature:						

Head of Department (Institute, Program, Center, Office, or College): (Please check the appropriate item and sign.)

Permitted to continue the part-time job (Basic teaching hours and work requirements fulfilled, no influence on the primary job, and no other circumstance that disallows the part-time job)

Not permitted to continue the part-time job; please state the reason(s):

※When it is deemed necessary or in case of any doubt about the evaluation, the case should be brought to the Department (Institute) Faculty Evaluation Committee for deliberation.

Head of Department (Institute, Program, Center, Office, or College)	Dean	Personnel Office	Office of Industry- Academia Cooperation	President
			(Determine if the relationship of industry-academia cooperation still exists.)	

Remark: It is prescribed in Paragraph 1, Point 9 of the University’s Directions for Faculty Holding Part-time Jobs (hereinafter “the Directions”) that “Faculty who have been approved for holding part-time jobs for more than one year shall perform evaluation and review at the end of each academic year. In the process, the Personnel Office will send the name list of teachers holding part-time jobs to all units for their confirmation of the part-time job information and filling in information about receiving part-time remunerations and their self-evaluation. Then the relevant Department (Institute, Program, Center, Office, or College) will carry out evaluation and review, and ask for the President’s approval according to the administrative procedures. This serves as the basis for deciding if a faculty member will be permitted to continue the part-time job.” Paragraph 2 of the same Point states that “In any of the following circumstances, the evaluation of part-time job holders as mentioned in the preceding paragraph shall be carried out in collaboration with the Office of Industry-Academia Cooperation to determine if the relationship of industry-academia cooperation still exists: (1) Faculty who hold a concurrent administrative position: Taking up a part-time job at a profit-seeking enterprise or organization specified in Item 1, Subparagraph 4, Paragraph 1, Article 5 of the Regulations. (2) Faculty who do not hold a concurrent administrative position: Taking up a part-time job at a profit-seeking enterprise or organization specified in Item 1, Subparagraph 4, Paragraph 1, Point 4 of the Principles and a foreign company specified in Subparagraph 4, Paragraph 2 thereof.”

National Kaohsiung University of Science and Technology
Written Evaluation Report on Faculty Holding Part-time Jobs at
Profit-seeking Enterprises or Organizations

Evaluation Date: (YYYY/MM/DD)

Unit		Name		Job Title	
Basic Information of the Part-time Job	1.	Enterprise or organization that offers the part-time job			
	2.	Part-time job			
	3.	Employment period			
	4.	Academic feedback mechanism	<input type="checkbox"/> Academic feedback fund (\$ _____)/Year <input type="checkbox"/> Other feedback mechanism (Please state: _____)		
Teacher's signature for confirmation					
Evaluation Items	1.	Is the University's requirement of basic teaching hours fulfilled?	<input type="checkbox"/> Yes <input type="checkbox"/> No. Please explain:		
	2.	Does the part-time job have any impact on the primary teaching and research work?	<input type="checkbox"/> There is no impact. <input type="checkbox"/> There is an impact. Please explain:		
	3	Substantial benefits of the part-time job for the University's industry-academia cooperation	<input type="checkbox"/> There are substantial benefits. <input type="checkbox"/> There is no substantial benefit. Please explain:		
	4	Is the amount of academic feedback fund reasonable?	<input type="checkbox"/> Reasonable <input type="checkbox"/> Not reasonable. Please explain:		
	5	Does any of the circumstances exist that necessitate the denial of approval or any situations prevail during the part-time work period that necessitate the suspension of the approval as specified in Point 7 of the University's Directions for Faculty Holding Part-time Jobs?	<input type="checkbox"/> No <input type="checkbox"/> Yes. Please explain:		
	6	Other evaluation items may be added (Please state).			

Evaluation result of the Department (Institute, Program, Center, Office, or <u>College</u>)	This evaluation report has been approved by the Department (Institute, Program, Center, Office, or <u>College</u>) Affairs Committee on _____(date). <input type="checkbox"/> Permitted to continue the part-time job. <input type="checkbox"/> Not permitted to continue the part-time job. Reason:	
Seal of the Head of Department (Institute, Program, Center, Office, or <u>College</u>)	Seal of the Dean	Seal of the President

【Remark】 1. It is prescribed in Point 7 of the University’s Directions for Faculty Holding Part-time Jobs that “In any of the following circumstances, faculty shall not be given the approval to hold the part-time job or shall have the approval suspended when they are already doing the part-time job: (1) Incompatibility with the nature of the primary job. (2) Teacher evaluation result fails to meet the University’s standard. (3) Possible adverse influence on the primary job. (4) Possible harm to the University’s or teacher’s image. (5) Possible leakage of official secrets. (6) Possible fraudulent practices. (7) Possible improper transfer of benefits when performing duties. (8) Possible embezzlement or improper use of the school’s property. (9) Possible violation of the principle of educational neutrality.”

2. After receiving this Report, please convene the Department (Institute, Program, Center, Office, or College) Affairs Committee meeting within **two months**, and send it back to the Personnel Office for filing and future reference after obtaining the heads’ approval and signatures at all levels.

National Kaohsiung University of Science and Technology Remunerations Payment Information Sheet for Faculty Holding Part-time Jobs

Name of Institution: _____

Date: _____

Name of part-time job holder		Part-time job	
Employment period	From (YYYY/MM/DD) to (YYYY/MM/DD)	Part-time job remunerations	<input type="checkbox"/> \$_____ per month <input type="checkbox"/> Other_____
Payment method	<input type="checkbox"/> To be transferred via the University upon written notice to the University <input type="checkbox"/> To be paid through the electrically connected centralized deposit accounts, with written notice to the University		
Pay schedule	<input type="checkbox"/> Monthly payment <input type="checkbox"/> Other _____		
Contact person of the institution		Contact number	

Remark: Please fax or mail to the University within two weeks from the date of receiving the letter of permission for part-time job.

Faculty Concurrent Employment Agreement

The Company (Institution), _____ (Party A), intends to hire the faculty member _____ of the Department (Institute) of _____, College of _____, National Kaohsiung University of Science and Technology (Party B), to be the _____ (job title) of the Company's (Institution's) _____ unit, for assisting in the _____ work (task). Employment period is from _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD).

The Company (Institution) agrees to enact the feedback mechanism within two months from the effective date of the part-time job, which may include an annual fund no less than one month's total salary (^{see Remark}) that the faculty member received from the University; the fund is to be centrally utilized by the University. The feedback mechanism is as follows (Choose at least one option):

Academic feedback fund (\$ _____)

Other feedback mechanism (Please describe: _____)

This Agreement is to be executed in triplicate, one each to be kept by Party A, Party B, and the relevant Department/Institute after Party B (the University) has reviewed and approved it.

Party A:

Representative:

Contact unit:

Telephone:

Address:



Party B: National Kaohsiung University of Science and Technology

Representative:

Part-time job holder (Please sign):

Contact unit (Department/Institute):

Telephone: (07)3814526#

Address: No. 415, Jiangong Rd., Sanmin Dist., Kaohsiung City



Date:

Remark: One month's total salary that the faculty member received from the University is to be calculated by the Personnel Office on a year-by-year basis, and would be adjusted according to changes in the teacher's salaries.