

National Kaohsiung University of Science and Technology Employment Contract for Full-time Faculty Member

Approved at the 1st University Council Meeting of 2018 Academic Year on October 31, 2018

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

Amended and approved at the 2nd University Council Meeting of 2020 Academic Year on December 23, 2020

Amended and approved at the 3rd University Council Meeting of 2021 Academic Year on April 27, 2022

- I. Newly appointed full-time faculty of National Kaohsiung University of Science and Technology (hereinafter “the University”) should send back the acceptance of appointment to the Personnel Office within two weeks from the receipt of the letter of appointment and the employment contract. In case of decline of offer or failure to reply before the deadline, the head of the hiring academic unit should inform the President in writing, recall the letter of appointment and send it back to the Personnel Office for annulment.

When a full-time faculty member expecting to renew contract receives the letter of appointment, he/she should sign for receipt thereof immediately. The Department shall send the signed receipt back to the Personnel Office. If the faculty member does not intend to renew contract, the Department shall send the letter of appointment back to the Personnel Office.

- II. Faculty members are obliged to accept faculty evaluation and student feedback survey, and the results thereof shall be compiled in accordance with the University’s regulations relating to faculty evaluation.
- III. Faculty members have the responsibility to teach, engage in research, advise students, act as mentor, guide students’ research, and accept education-related work and activities commissioned by the University.
- IV. Faculty members are required to abide by the University’s rules and regulations, resolutions in meetings, and to attend all relevant meetings of the University.
- V. Faculty members shall give lectures in person according to the scheduled time, and fulfill the prescribed number of teaching hours and number of teaching weeks. If a faculty member cannot deliver a class for a reason, he/she should complete the leave application procedures and arrange for rescheduled class or make-up class provided that students’ rights to education is guaranteed.
- VI. Faculty members must abide by the Gender Equity Education Act; the Act of Gender Equality in Employment; the Sexual Harassment Prevention Act; the Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus; the University’s Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus; the University’s Regulations for Establishing Measures of Prevention, Correction, Complaint and Punishment of Faculty and Staff Sexual Harassment; and refrain from violating Article 227 of the Criminal Code and related provisions.

When teaching, guiding, training, evaluating, managing, mentoring students or providing students with job opportunities, faculty members shall not develop any relationship against the professional ethics in their sex- or gender-related interpersonal interactions. If a faculty member finds his/her relationship with a student susceptible to violation of the abovementioned professional ethics, he/she should take the initiative to abstain from such relationship or report to the University.

Faculty members should respect the sexual and physical autonomy of others and oneself, avoid any

unwelcomed pursuing behaviors, and should not handle sex- or gender-related conflicts by coercive or violent means.

VI-1. Faculty members should exemplify the virtues of willingness to help and mutual respect when conducting on-campus or off-campus teaching, performing their duties, and engaging in interpersonal interactions. Campus bullying should be prevented through cooperation among classmates, between teachers and students, between teachers and parents, between different classes, and between different schools.

Faculty members should encourage and teach students about rational communication, offering help, and dealing with interpersonal relationship through their daily instructions, in order to develop their sense of responsibility and an attitude of self-respect and respect for others. Faculty members should help students learn to develop their self-image, accept themselves as they are, and adopt positive thinking.

Faculty members should offer active help and counseling for students who have been bullied or who have bullied or are inclined to bully others, and gain an in-depth understanding and show care for students' learning, interpersonal relationship, and family life.

Faculty members should inspire a sense of justice, honor, the virtues of helping, caring, and supporting each other, and an empathetic attitude among students by means of positive guidance and discipline, so as to eliminate incidents of campus bullying. Faculty members should proactively care for, observe, and assess students' interpersonal interactions, and offer counseling according to their duty and authority. Cases should be reported to the University's Campus Bullying Prevention Team for verification if necessary. Faculty members should also develop an awareness of campus bullying prevention, so as to avoid engage in behaviors that cause incident of bullying or make improper influence on the prevention of campus bullying.

VII. If a faculty member violates the regulations concerning accreditation of faculty qualifications, the University's Guidelines on Handling Violations of the Accreditation Regulations for Faculty Qualifications shall apply.

VIII. For faculty members serving as a seconded teacher, taking part-time job or teaching on a part-time basis outside the University, the relevant regulations of the Ministry of Education and the University should be observed.

In case of violation of the Guidelines for Handling Full-time Public School Teachers Holding Part-time Job and the University's Guidelines for Handling Faculty Members Holding Part-time Job, the faculty member's part-time remunerations received during the period of violating the rules should be expropriated for use by the University Endowment Fund or to become part of the public budget. The University shall recall the fund.

IX. For faculty members who undertake subsidization (commissioned) projects outside the University, the University's administrative procedures should be observed. Contracts should be signed under the University's name. Entering into a contract with any agency (organization) for doing research on commission without going through the University's administrative procedures is not allowed.

X. If a faculty member decides to discontinue employment upon expiration of the employment contract, he/she should inform the University in writing one month before the contract expires. If a faculty member resigns when the employment contract is still in effect, the resignation should be made one month in advance, and he/she should only leave office after the University has given permission.

However, this does not apply to special circumstances where one cannot submit his/her resignation one month in advance, and a waiver is granted with signed permission. When the faculty member leaves his/her office, he/she should make a handover of the work he/she has undertaken and the public property he/she has borrowed, after which an end-of-service certificate will be issued.

- XI. After a faculty member is appointed, any circumstances involving the dismissal, denial of contract renewal, termination of appointment, and layoff specified in the Teachers' Act or the provisions of Article 31 of the Act Governing the Appointment of Educators shall be handled according to the relevant provisions.
- XII. If a faculty member breaches the employment contract, the law and regulations, the University's regulations, or other obligations that should be fulfilled, but the condition does not entail dismissal, denial of contract renewal, termination of employment, or layoff as specified in the Teachers' Act, the University's three-tier faculty evaluation committees shall determine penalties such as denial of promotion, seniority-based pay rise, sabbatical leave, further study, overseas lecturing, overseas research, overtime pay, teaching the Master's class, part-time off-campus lecturing, taking part-time job, taking concurrent administrative duty, serving as advising professor and seconded teacher for a certain period of time, unless otherwise stipulated, depending on the severity of violation.
- XIII. When a faculty member's rights are hurt, he/she may complain to the University's Teacher Appeals Review Committee or file an appeal or an administrative appeal, depending on nature of the case, to ask for compensation.
- XIV. For matters not covered in this employment contract, the University Act, the Teachers' Act, the Enforcement Rules of the Teachers' Act, the Act Governing the Appointment of Educators, the Enforcement Rules of the Act Governing the Appointment of Educators, and the University's relevant regulations shall apply.
- XV. This employment contract comes into effect after passing the University Council and being approved by the President; the same applies to amendments thereof.