**National Kaohsiung University of Science and Technology**

**External Part-time Employment Status of Faculty that Requires Approval**

2024.10 Prepared by Personnel Office

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Faculty Member |  | | | Department/Office |  | |
| **Type of Organization** | □ A. Government agencies (departments), public schools, registered private schools  □ B. Administrative entities  □ C. Non-profit seeking businesses or organizations  □ D. Profit seeking enterprises or organizations: ※ Approval of the affiliated department (institute, degree program, office, center, or college) and the President’s consent are required.  □ 1. NKUST’s partners in industry-academia collaboration  ※ For part-time employment that lasts for more than six months, the University shall sign a Part-time Employment Agreement or related contract (contract period should be the same as the part-time work period) with the employing organization, specifying that the employing organization should pay an academic feedback fund to the University which will be included in the University Endowment Fund. The actual feedback fund shall not be lower than the faculty member’s total remunerations from the University in a month, and fees to be paid are limited to the academic feedback fund.  □ 2. Profit seeking enterprises invested by government agencies (departments), public schools, public corporations, public enterprises, or their sponsors, trusts, or incorporated donors, or profit seeking enterprises re-invested by the invested profit-seeking enterprises  □ 3. Contractors of government agency’s (organization’s) research projects  □ 4. Mission teams or temporary organizations of public enterprises  □ 5. Academic journal publishers of considerable academic standing as recognized by the affiliated unit or college.  □ 6. Publishers of textbooks, teacher’s books, or teacher’s manuals edited according to the Ministry of Education’s curriculum guidelines  □ E. Biotech and pharmaceutical startup companies  □ F. Enterprises, organizations, groups, or startup companies specified in the Regulations on Researchers Holding Concurrent Positions and Engaging in Investment with Technology Contributions | | | | | |
| **Organization** | **Job Title** | **Period** | **Part-time Work Hours** | | | **Part-time Remunerations** |
|  |  | From / /\_\_\_\_  (YYYY/MM/DD)  To / /\_\_\_\_  (YYYY/MM/DD)  ※For faculty who hold a part-time job for more than 1 year, the Personnel Office shall carry out annual part-time work evaluation every academic year to determine if they are approved to continue the part-time job. | □ Regular: Approximately \_\_\_\_ hours per week  □ Irregular: Approximately \_\_\_\_ hours per week  ※Faculty’s part-time work shall not affect their primary duties, and they shall fulfill the University’s basic teaching hours and work requirements. Faculty whose work involves recurring business shall not take up part-time job for more than 8 hours per week. | | | □ Non-paid position  □ Only attendance fee or travel allowance  □ Yes, □ Monthly payment NTD\_\_\_\_\_\_\_\_\_  □ Payment per incident NTD \_\_\_\_\_\_\_\_\_\_  ※Remunerations for part-time job shall be dispensed by the University, except those transmitted by remittance by the employer with written notification sent to the University.  ※For faculty whose monthly part-time remunerations exceed their total monthly remunerations from the University, the affiliated department (institute, program, office, center, or college) shall provide a written evaluation report when conducting the annual part-time work evaluation, which shall be reviewed in the department (institute, program, office, center, or college) affairs meeting, and then approved by the President. |
| Approved part-time jobs currently held | 1. Approval Document No.:  2. Approval Document No.:  3. Approval Document No.: | | | | | |
| Faculty member’s signature | 1. Is the part-time job related to your area of teaching or research expertise? □ Yes □ No  2. Work hours of the currently held part-time jobs is less than 8 hours in total? □ Yes □ No  3. Have you fulfilled the NKUST basic teaching hours and work requirements? □ Yes □ No  4. The part-time job does not affect your primary teaching and research work? □ Yes □ No  Signature: Date: (YYYY/MM/DD) | | | | | |

Note: This form constitutes a supporting document for seeking approval of **“New Part-time Jobs”**. All information must be filled in accurately, and the form must be signed or sealed personally and then scanned and uploaded as an official document for review and approval. The applicant shall be held personally responsible if false information is provided.