

National Kaohsiung University of Science and Technology

Application Form for Faculty's Off-Campus Part-Time Teaching in Academic Year ____, Semester ____

Unit	_____ College _____ Department (Institute, Office, Center)	Name		Position	
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Self-Check Items	<p>1. Is teaching at this university given priority and meeting primary job requirements? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>2. Do you hold an administrative position? Yes <input type="checkbox"/> (Please fill in the administrative position and the period of appointment: _____) No <input type="checkbox"/></p> <p>*Note: Those holding administrative positions are not allowed to teach off-campus during office hours (Monday to Friday, 8:00-18:00).</p> <p>3. Is the part-time course in your field of expertise? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>4. Are you currently on retention of position without pay? Yes <input type="checkbox"/> (Please fill in the period and reason for retention of position without pay: _____) No <input type="checkbox"/></p> <p>5. Have you been prohibited from part-time teaching due to violation of university regulations? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Teaching at This University (Day Division and Continuing Education Division)				Off-Campus Part-Time Teaching			
Division	Class	Subject	Weekly Hours	School Name	Subject	Weekly Hours	Class Time
			___ hours			___ hours	Day: ___ Time: ___ AM/PM to ___ AM/PM
			___ hours			___ hours	Day: ___ Time: ___ AM/PM to ___ AM/PM
			___ hours			___ hours	Day: ___ Time: ___ AM/PM to ___ AM/PM
			___ hours			___ hours	Day: ___ Time: ___ AM/PM to ___ AM/PM
			___ hours			___ hours	Day: ___ Time: ___ AM/PM to ___ AM/PM

Applicant	Head of Department (Institute, Office, Center)	Dean	Academic Affairs Office	Personnel Office	President

- Form Instructions:
- For off-campus teaching subjects lasting a full academic year, separate application forms should be submitted for each semester **before the start of classes**.
 - Off-campus teaching subjects should be within the teacher's field of expertise. Off-campus teaching between **Monday to Friday, 8:00-18:00, must not exceed 4 hours per week**.
 - Please list all courses and hours taught this semester in the "Teaching at This University" section.
 - Overtime pay for on-campus and off-campus part-time teaching will be calculated according to the university's regulations on teacher's teaching hours.
 - After all departments have stamped this form, please send a copy to the Personnel Office for record-keeping.**