

National Kaohsiung University of Science and Technology Directions for Faculty Off-Campus Part-Time Teaching

Approved at the 1st Meeting of Chief Administrators in Academic Year 2023 on September 6, 2023

Approved at the 4th Administrative Meeting in Academic Year 2023 on November 15, 2023

Approved at the 2nd University Council Meeting in Academic Year 2023 on December 27, 2023

I. These Directions are formulated to clearly regulate the off-campus part-time teaching of full-time faculty members of the University, ensuring that teachers focus on teaching and research.

II. Off-campus part-time teaching referred to in these Directions means teaching conducted by faculty members at schools other than this University, outside of their full-time duties.

Faculty members should prioritize teaching at this University. Off-campus part-time teaching during working hours should not exceed four hours per week. However, the upper limit for receiving overtime pay, when combined with on-campus teaching hours, shall be handled in accordance with the University's Directions for Calculating Faculty Teaching Hours.

III. Full-time faculty members of the University shall not engage in off-campus part-time teaching under any of the following circumstances:

(1) The part-time course is evidently inconsistent with their area of expertise.

(2) They currently hold an administrative position. However, this restriction does not apply to part-time teaching outside of working hours or on holidays.

(3) During periods of retention of position without pay. However, this restriction does not apply if the part-time teaching is compatible with the reason for retention of position without pay.

(4) Other violations of University regulations that result in official determination of ineligibility for part-time teaching.

IV. Before engaging in off-campus part-time teaching, faculty members should take the initiative to complete the Faculty Part-Time Teaching Approval Form or contact the school offering the part-time position to request official correspondence. This should be reviewed by the head of the department (institute) and the dean, and then submitted through administrative procedures to the Office of Academic Affairs and the Personnel Office, before being presented to the President for approval. Only after obtaining approval may faculty members engage in off-campus part-time teaching.

V. The part-time teaching of the University's full-time professional-technical personnel, contract-based full-time teaching staff appointed using the University Endowment Fund, foreign contract-based full-time teaching staff appointed using the University Endowment Fund, and teaching assistants shall be handled in accordance with these Directions.

VI. Matters not covered in the Directions shall be handled pursuant to the relevant laws and regulations.

VII. 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.