

National Chung Hsing University Regulations Governing Teachers' Application for Leave, Rescheduling of Class and Substitutes, and Verification of Teachers' Hourly Wage

Enacted in the 42nd Academic Affairs Meeting on Oct. 25th, 2001

Amended (Article 3) in the 50th Academic Affairs Meeting on Oct. 27th, 2005

Amended (Article 3) in the 57th Academic Affairs Meeting on Mar. 26th, 2009

Amended (Articles 3, 4 & 6) in the 70th Academic Affairs Meeting on Oct. 28th, 2015

Amended (Articles 1-6) in the 74th Academic Affairs Meeting on Oct. 25th, 2017

Amended (Articles 2-4) in the [Temporary Academic Affairs Meeting on Jun. 5th, 2024](#)

Article 1 These Regulations are enacted in accordance with the relevant regulations as referred to in the official letter of the Ministry of Education under (87) Kao-(2)-Tze No. 87097756 dated September 1, 1998 and the Regulations Governing the Adjunct Teacher Hiring at Institutions of Higher Education.

Article 2 All of the school's full-time teachers shall perform their obligation to teach pursuant to the Teachers' Act and the contract with the school. If a teacher applies for short-term leave, the teacher shall [make the course arrangements](#) and specify the reasons for the [course arrangements](#) on the leave application form. Unless in the event of the circumstances referred to in Article 3 herein, the employment of substitute teachers shall not be extended.

Adjunct teachers who comply with leave regulations and [make course arrangements](#) during the teaching period will be paid an hourly wage, covered by the employment budget. Unless in the event of the circumstances referred to in Article 3, the employment of substitute teachers shall not be extended.

Article 3 In any of the following circumstances, full-time teachers or adjunct teachers shall, [in advance](#), apply for the school's full-time [or adjunct](#) teachers to act as their substitute upon the school's approval or ask the school to hire qualified substitute teachers to teach on their behalf:

1. Application for a leave for more than 21 days consecutively;
2. Maternity leave: Application for maternity leave, miscarriage leave, or pre-maternity leave plus maternity leave for more than 21 days consecutively;
3. Consecutive business trips (leave for business trips): for more than 21 days;
4. Teachers who are absent temporarily because they have not completed the hiring procedure and there is an urgent need for teachers.
5. [Application for parental leave without pay.](#)

When the preceding substitute position is filled by a current full-time teacher in the school, the substitute hours should be included into the calculation of

the weekly teaching hours, and processed according to National Chung Hsing University Regulations for Governing Verification of Teaching Hours and Overtime Hourly Pay.

When the substitute position is filled by an adjunct teacher in the school, the substitute hours should be included in the calculation of the weekly teaching hours and processed according to the school's adjunct teacher employment guidelines.

A substitute teacher from outside the school can only substitute for a maximum of two semesters within the most recent six consecutive semesters, including the semester of application. If this limit is exceeded, the person must go through the school's official hiring process to be formally appointed as a teacher.

Article 4 The hourly wage of substitute teachers shall be payable in the following manners:

1. As the priority, The posts of substitute teachers shall be assumed by full-time teachers who fail to meet the basic teaching hour requirement in the school. After including the substitute hours into the basic teaching hours, the overtime hours shall be at most 4 hours per week.
2. In cases of different academic expertise, the school shall agree to hire qualified teachers to substitute, with the said teachers working no more than 4 payable hours per week. Substitute teachers who do not have full-time job in the University shall only teach 6 hours per week.
3. The number of students for substitute teachers' classes shall be determined in accordance with Article 13 of National Chung Hsing University Regulations for Curriculum Planning and Course Opening, which sets the standards for the number of students required for adjunct teachers to open a class.
4. Substitute teachers' teaching hour calculation shall refer to the standards governing hourly wages paid to adjunct teachers.

Article 5 The hourly wage of full-time teachers to substitute for extended appointment shall be disbursed from the school's personnel expenses for the given fiscal year.

The hourly wage of adjunct teachers to substitute for extended appointment shall be disbursed from the hiring budget.

Article 6 These Regulations are enforced upon approval of the meeting of academic affairs. The same shall apply to the amendments to these Regulations, if any.