

# National Chung Hsing University Regulations Governing Verification of Teaching Hours and Overtime Hourly Pay

Enacted in the 44<sup>th</sup> University Affairs Meeting on May 4<sup>th</sup>, 2001  
No.90083679 official letter approved by Ministry of Education on Jun. 13<sup>th</sup>, 2001  
No.90106079 official letter approved by Ministry of Education on Jul. 25<sup>th</sup>, 2001  
Amended (Articles 3 & 11) in the 41<sup>st</sup> University Affairs Meeting on Dec. 7<sup>th</sup>, 2001  
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Amended (Articles 3, 5, 9, 10 & 11) in the 49<sup>th</sup> University Affairs Meeting on Dec. 9<sup>th</sup>, 2005  
No.0950026699 official letter approved by Ministry of Education on Mar. 1<sup>st</sup>, 2006  
Amended (Articles 3 & 15) in the 51<sup>st</sup> University Affairs Meeting on Dec. 8<sup>th</sup>, 2006  
Amended (Article 2) in the Temporary University Affairs Meeting on Oct. 3<sup>rd</sup>, 2007  
Amended (Article 6) in the 54<sup>th</sup> University Affairs Meeting on May 9<sup>th</sup>, 2008  
Amended (Article 12) in the 55<sup>th</sup> University Affairs Meeting on Dec. 17<sup>th</sup>, 2008  
Amended (Article 6) in the 58<sup>th</sup> University Affairs Meeting on May 14<sup>th</sup>, 2010  
Amended (Articles 8, 14, 15 & 16) in the 64<sup>th</sup> University Affairs Meeting on Dec. 7<sup>th</sup>, 2012  
Amended (Articles 8 & 15) in the 66<sup>th</sup> University Affairs Meeting on Oct. 18<sup>th</sup>, 2013  
Amended (Articles 3, 5, 10, 11 & 12) in the 69<sup>th</sup> University Affairs Meeting on May 30<sup>th</sup>, 2014  
Amended (Article 5) in the 71<sup>st</sup> University Affairs Meeting on Dec. 12<sup>th</sup>, 2014  
Amended (Article 5) in the 79<sup>th</sup> University Affairs Meeting on Dec. 8<sup>th</sup>, 2017  
Amended (Articles 11 & 16) in the 84<sup>th</sup> University Affairs Meeting on Apr. 8<sup>th</sup>, 2019  
Amended (Article 15) in the 93<sup>rd</sup> University Affairs Meeting on Jun. 4<sup>th</sup>, 2021  
Amended (Article 8) in the 94<sup>th</sup> University Affairs Meeting on Oct. 15<sup>th</sup>, 2021  
Amended (Articles 5, 9, 10 & 13) in the 99<sup>th</sup> University Affairs Meeting on Dec. 23<sup>rd</sup>, 2022  
Amended (Article 2) in the 102<sup>nd</sup> University Affairs Meeting on Oct. 20<sup>th</sup>, 2023  
Amended (Article 15) in the 103<sup>rd</sup> University Affairs Meeting on Dec. 22<sup>nd</sup>, 2023

Article 1 National Chung Hsing University (hereinafter referred to as “the University”) established these Regulations in order to govern matters regarding teaching hours and overtime hourly pay.

Article 2 The University's full-time faculty's basic teaching hours per week are stated as the following:

- I. Professors: 8 hours
- II. Associate professors: 9 hours
- III. Assistant professors: 9 hours
- IV. Lecturers: 10 hours

The basic teaching hours referred to in the preceding may be reduced upon special approval under the following circumstances, but shall not be calculated into overtime hours.

- I. Reduced by one or two hours for new faculty members in the first two years upon special approval.
- II. During the period of pregnancy, faculty members may apply for a reduction of two hours per week in basic teaching hours for one semester. For those who need to care for children under the age of two, they may apply for a reduction of two hours per week in basic teaching hours for each child. Each child is limited to one application per child, and a maximum of four semesters may be applied for. The preceding applications must be accompanied by relevant documents and attain special approval by the committee with the faculty member's affiliated unit.

Article 3 The standard for reduction of weekly basic teaching hours for the University's full-time faculty who hold administrative posts concurrently is stated as the

following:

- I. Reduction by 4 hours for Vice President, and Administrator, Deputy Administrator and Director of the University's administrative unit at the 1st level and section chief; reduction by 4 hours in the case of 1st level Administrator and Deputy Administrator of teaching and research unit; reduction by 3 hours in the case of directors of teaching and research unit and directors and deputy directors of both departments and institutes; reduction by 2 hours in the case of any department, institute or program.
- II. The teaching hours of the director in charge of a subsidiary unit of any college may be reduced by 2 to 4 hours subject to the resolution of the administrative meeting.
- III. The teaching hours of faculty members assuming multiple part-time administrative posts may be reduced by no more than 4 hours.

Faculty members holding concurrent administrative posts other than the ones referred in the preceding paragraph shall comply by the content of special approval.

The reduced hours shall not be calculated into overtime hours, however, if the administrative post does not receive a manager allowance or duty allowance, the reduced hours may be calculated into the overtime hours.

Article 4 The teaching hours of the University's full-time faculty members may be reduced by one hour but no more two hours per week per graduate student under guidance, but the reduced hours shall not be calculated into overtime hours.

Article 5 Faculty members of the University who holds the posts of principal investigators of a contracted collaboration project between industry and academia may be entitled to reduction of teaching hours by one or no more than two hours per week, but the reduced hours shall not be calculated into overtime hours.

Industry and academia collaboration projects here include research projects commissioned by the National Science and Technology Council, University Social Responsibility projects by the Ministry of Education, or other projects commissioned by the Central Government agencies or public legal person.

Article 6 The subjects taught by the University's full-time faculty members include "seminar discussion", "research projects" and "tutorial" and etc. The teaching hours may be calculated into the basic teaching hours (no more than two hours) upon approval of the department meeting, but cannot be calculated into overtime hours.

Article 7 Internship courses instructed by the University's full-time faculty members may all be calculated into the basic teaching hours, but must be split into half when calculated into overtime hours.

Article 8 In the condition where the University's full-time faculty members have insufficient basic teaching hours, they may make up for their basic teaching hours with the

teaching hours spent in extension education program in the same semester—provided that the make-up hours can only make up for basic hours and no overtime hours or extension education program hours may be claimed.

Article 9 When a University's full-time faculty member has insufficient weekly teaching hours in one semester in an academic year, the member may make up the teaching hours by incorporating those in another semester of the same academic year, provided that the weekly teaching hours in any semester shall be no less than 3 hours.

Full-time teachers shall meet the basic teaching hours required of their rank every semester. Full-time teachers that fail to meet the basic teaching hour requirements for the academic year, after tallying total hours in both semesters, shall be handled in accordance with NCHU measures regarding the situation.

Article 10 Where the number of students in a class taught by the University's part-time faculty is more than 60 persons, the hourly pay shall increase by 0.1 times per additional 10 persons up to 2.4 times. Where the number of students in excess of 60 persons is less than 10, it shall be counted as 10.

Article 10 does not apply to remote learning courses.

Article 11 Full-time faculty may receive overtime payment when the number of registered students in their classes meet the following standards: more than 20 people in classes for bachelor's program; more than 15 people in classes for both seniors and master students; more than 10 people in classes for master's or doctoral program.

Article 12 When the University's full-time faculty's total weekly teaching hours are more than their basic teaching hours, they may claim the overtime hourly pay in accordance with the "Payment Standards of Hourly Rates of Part-time Teachers of Public Colleges and Universities" authorized by Executive Yuan for no more than 4 hours of overtime per week, any exceeding hours shall be considered as voluntary teaching.

The overtime hours of the University's full-time faculty will be consolidated into the teaching hours throughout the academic year and paid upon verification.

Article 13 The University's part-time faculty members who have assumed full-time posts in other agencies or schools shall be paid the hourly pay of no more than 4 teaching hours per week.

Part-time teachers at NCHU offering internship or lab courses for compulsory courses or electives for teaching accreditation reviews in compliance with the Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education set forth by the Ministry of Education will receive one teaching hour for two actual teaching hours.

Article 14 The hourly pay for teaching faculty of summer courses shall be paid based on the section of standard for evening classes teaching hourly pay as in the "Payment

Standards of Hourly Rates of Part-time Teachers of Public Colleges and Universities”. The hourly pay for internship courses shall be half of said pay. The minimum number of students in a class shall be 20 persons. When the number amounts to 40 persons or more, the hourly pay shall increase by 50% accordingly.

Article 15 The regulations governing verification [of teaching hours for courses established by the University's faculty members in extension education program bachelor's degree and post-baccalaureate medicine shall be defined separately.](#)

Article 16 The Regulations have been passed at the School Affairs Meeting, and will be implemented. The same shall apply when these Regulations are amended.