

## **National Chung Hsing University Guidelines for the Recruitment of Industry Experts for Collaborative Teaching**

Enacted in the 400<sup>th</sup> Administrative Meeting on Jun. 15<sup>th</sup>, 2016

Amended (Articles 3-6) in the 464<sup>th</sup> Administrative Meeting on Jun. 26<sup>th</sup>, 2024

- I. To strengthen the connection between students' theoretical knowledge and practical experience, National Chung Hsing University (hereinafter referred to as the University) has introduced industry experts (hereinafter referred to as industry instructors) to participate in teaching. These guidelines are formulated based on the Ministry of Education's Implementation Guidelines for the Selection of Industry Experts for Collaborative Teaching in Colleges and Universities.
- II. The term collaborative teaching in these guidelines involves the primary instruction of the course being conducted by the designated full-time teacher, complemented by practical teaching provided by industry instructors.  
The original teacher must be present throughout the industry instructor's teaching. The primary responsibilities of industry instructors include collaborative teaching in practical courses, joint course planning, compiling case study teaching materials, and guiding students in practical activities such as case analysis, hands-on projects, off-campus competitions, certification exams, and presentations.
- III. The industry instructors stipulated in these guidelines shall meet the qualifications and conditions in accordance with the Ministry of Education's Implementation Guidelines for the Selection of Industry Experts for Collaborative Teaching in Colleges and Universities.
- IV. The total hours of all industry instructors participating in a collaborative teaching course cannot exceed the total teaching hours for that course in a semester.
- V. For the originally scheduled teaching by full-time teachers, their teaching hours and hourly rates shall be calculated based on the original course arrangement. The hourly rates for industry instructors can be determined according to the university's standard for adjunct teacher teaching remuneration or the standards used by other public institutions. The hiring units should fund these payments independently.
- VI. Prior to recruiting industry instructors, each department should prepare an Application Form for Recruiting Industry Expert in Collaborative Teaching curriculum list (see Appendix 1) and a Curriculum Vitae (see Appendix 2). These documents need to be reviewed and approved by the hiring unit's curriculum committee. Following administrative procedures, the documents

should be submitted to the president for approval. Once approved, the hiring contract (see Appendix 3) will be signed, and the appointment letter (see Appendix 4) will be issued. The employment period for industry instructors to assist with teaching the course is generally on a semester-by-semester basis.

The recruitment units should evaluate the effectiveness of the industry instructors to help the curriculum committee review and assess for references for future collaborative teaching.

- VII. Relevant regulations shall apply to matters not covered in these guidelines.
- VIII. These guidelines and any amendments hereto shall be approved in the administrative meeting before taking effect.