

National Chung Hsing University Guidelines for Part-Time Instructor Appointment, Promotion, and Teaching in the Extension Education Undergraduate Program

Enacted in the 299th Administrative Meeting on Oct. 22nd, 2004
Amended (Point 1) in the 377th Administrative Meeting on Apr. 10th, 2013
Amended (Point 7) in the 467th Administrative Meeting on Nov. 27th, 2024

- I. These guidelines are established in accordance with the university's Regulations for Faculty Appointment and Promotion and Regulations for Governing Verification of Teaching Hours and Overtime Hourly Pay.
- II. All instructors in the extension education undergraduate programs are part-time instructors, classified into four ranks: Professor, Associate Professor, Assistant Professor, and Lecturer.
- III. The extension education undergraduate programs shall prioritize appointing full-time teachers in the University as part-time instructors. If additional teaching staff is needed, external part-time faculty may be hired.
- IV. All external part-time instructors to be appointed must meet the University's qualification requirements for each faculty ranking and undergo the three-level, three-review process. Faculty Review Committees from the respective departments and colleges that offer the courses shall conduct the reviews at the department and college levels. The university faculty review committee shall carry out the final evaluation.
- V. The promotion and reappointment of external part-time instructors shall be handled in accordance with the university's regulations.
- VI. Each instructor in the extension education undergraduate programs shall, in principle, not teach more than seven hours per week. Instructors who teach part-time shall receive hourly compensation for a period of four and a half months per semester.
- VII. Classes in extension education undergraduate programs must have at least 15 enrolled students to be offered. However, continuing courses in the spring semester are exempt from this requirement.

If a course cannot be offered due to low enrollment after the add/drop period, the instructor shall be compensated according to the actual hours taught.
- VIII. For any matters not mentioned herein, please refer to related regulations set forth by the University.
- IX. These Guidelines and any amendments hereto shall be approved by the University's administrative meeting before taking effect.