

NCHU Guidelines for the Handling of Insufficient Teaching Load among Full-time Faculty Members

Enacted in the 289th Administrative Meeting on Jun. 26th, 2002
Amended (Articles 2, 3) in the 450th Administrative Meeting on Aug. 31st, 2022

- I . National Chung Hsing University (NCHU or “the University”) has formulated these *Guidelines for the Handling of Insufficient Teaching Load among Full-time Faculty Members* to ensure a fair and reasonable teaching load for full-time faculty at the University and reduce overhead costs incurred from payment of hourly wages.
- II . All full-time NCHU faculty members of all academic ranks shall meet the required weekly teaching load each semester.

All academic units shall include teaching load among their faculty evaluation criteria. In the event that any faculty member is carrying an insufficient teaching load, action shall be taken in accordance with the *Faculty Evaluation Regulations*.
- III . During course scheduling for each semester, academic units shall ensure that the teaching load of all full-time faculty members is in conformance with the required teaching load of their respective academic ranks.

If a faculty member fails to meet the required teaching load for a given academic year due to insufficient hours in one semester despite an increased teaching load in the other semester of the same academic year, or if their weekly teaching load in a given semester falls below three hours, a notice shall be sent to said faculty member and their associated department (graduate institute) and college, as well as to the Personnel Department.

Pursuant to the provisions of the NCHU Full-time Faculty Contract, the faculty evaluation committee shall deliberate upon what action to take in response, with the relevant meeting minutes and improvement plans submitted to the Office of Academic Affairs for recordation.
- IV . During course scheduling for the fall semester, academic units shall require any full-time faculty member who is unable to meet the required teaching load for that semester to make up the difference in the spring semester by teaching extra course hours.

Faculty members who have canceled the same course twice shall not schedule the same course again or shall be replaced by other faculty members.
- V . These Guidelines come into effect upon approval by the administrative meeting. The same shall apply when amendments are made hereto.