**Directives for the Appointment of Part-time Teachers**

[2001.04.25 Promulgated in the (90)GaoYiXiaoFa(I)Zi No. 005 Letter](http://lawdb.kmu.edu.tw/images/4/41/90.04.25%28%E4%B9%9D%E5%8D%81%29%E6%A0%A1%E6%B3%95%28%E4%B8%80%29%E5%AD%97%E7%AC%AC%EF%BC%90%EF%BC%90%E4%BA%94%E8%99%9F%E5%87%BD%E9%A0%92%E5%B8%83.doc)

2008.11.20 Passed in the 4th Administrative Meeting of the 97th academic year

[2008.12.04 Announced in the GaoYiRenZi No. 0971105729 Letter](http://lawdb.kmu.edu.tw/images/0/03/97.12.04%E9%AB%98%E9%86%AB%E4%BA%BA%E5%AD%97%E7%AC%AC0971105729%E8%99%9F%E5%85%AC%E5%B8%83.doc)

2011.06.17 Passed in the 3rd University Council and 11th Administrative Joint Meeting of the 99th academic year

[2011.07.01 Announced in the GaoYiRenZi No. 1001102029 Letter](http://lawdb.kmu.edu.tw/images/6/60/1001102029.doc)

2014.02.27 Passed in the 5th Administrative Meeting of the 102th academic year

2014.04.29 Reviewed and passed in the 6th Teacher Evaluation Committee of the 102th academic year

2014.05.06 Passed in the 4th University Council of the 102th academic year

[2014.05.26 Announced in the GaoYiRenZi No. 1031101661 Letter](http://lawdb.kmu.edu.tw/images/f/f9/1031101661.doc)

2015.06.10 Reviewed and passed in the 6th Teacher Evaluation Committee of the 103rd academic year

2015.07.23 Passed in the 6th University Council of the 103rd academic year

[2015.08.19 Announced in the GaoYiRenZi No. 1041102562 Letter](http://lawdb.kmu.edu.tw/images/8/8b/1041102562.doc)

2016.03.30 Reviewed and passed in the 4th Teacher Evaluation Committee of the 104th academic year

[2016.05.19 Passed in the 4th University Council of the 104th academic year](http://lawdb.kmu.edu.tw/images/c/c5/1050519%E5%85%BC%E4%BB%BB%E6%95%99%E5%B8%AB%E8%81%98%E4%BB%BB%E8%A6%81%E9%BB%9E.docx)

2017.06.30 Reviewed and passed in the 7th Teacher Evaluation Committee of the 105th academic year

2017.09.14 Passed in the 1st University Council of the 106th academic year

1. The appointment of part-time teachers for KMU shall be governed by the Directives for the Appointment of Part-time Teachers (hereinafter referred to as the "Directives") unless otherwise stipulated by laws and regulations.

2. Part-time teachers may be appointed for one academic year or one semester depending on the needs of the curriculum. However, due to the fact that courses are newly added, the demand for teachers, or the personal factors of part-time teachers, the appointment period may start from the date agreed by both parties.

The payment standard for hourly fees shall be based on the Directives for the Payment of Teachers' Hourly Fees and shall be paid in the following month after the implementation of the course. During the term of appointment, teachers shall comply with the various teaching standards of KMU and accept student evaluation as a reference for renewal.

3. The teaching units of KMU that meet the following requirements may appoint part-time teachers to assist in teaching:

(1) The teaching hours of full-time regular teachers have reached the basic teaching hours.

(2) There is a need for an internship or experimental course.

(3) Scholars and experts in specialized fields.

(4) The strategic alliance or academic exchange that has been approved as the specific project.

4. Principles for the recruitment of part-time teachers after approval:

(1) Those who have teacher qualifications approved by the Ministry of Education and have taught at least one course credit and accumulated over eighteen teaching hours in the current semester may be issued an appointment letter in accordance with the title of the certificate.

(2) Those who have taught at least one course credit and accumulated over eighteen teaching hours during the current semester but have not been certified by the Ministry of Education, may be issued an appointment letter based on their highest degree. Those with a doctoral degree will be appointed as assistant professors, and those with other degrees will be appointed as lecturers.

(3) For part-time teachers appointed for academic exchange and research purposes, the appointment letters may be issued upon approval of the specific projects.

(4) The teaching assistants with less than 18 teaching hours may be appointed based on course requirements or approved hours.

5. Part-time teachers who fail to comply with the recruitment principles mentioned in the preceding paragraph shall be dealt with by the colleges of KMU by way of invitation letters.

6. Teaching units shall apply for the appointment of part-time teachers in early May and early November of each year. Applicants are required to submit application forms, academic experience documents, and other relevant materials to the teacher evaluation committees of departments (institutes or centers) for review and approval. After being approved by the President, they will be submitted to the Human Resources Office for appointment.

The appointment procedures may be simplified without being reviewed by the Teacher Evaluation Committee if the part-time teachers meet one of the following qualifications:

(1) Academicians of the Academia Sinica or those who have won the Outstanding Award issued by the Ministry of Science and Technology, the Special Researcher Award, the Academic Award issued by the Ministry of Education, attended the national lectures, the outstanding talent lectures held by the Foundation For The Advancement Of Outstanding Scholarship, or other recognized academic achievements and outstanding awards domestically and internationally.

(2) Those who currently serve as distinguished researchers, researchers, associate researchers, or assistant researchers at Academia Sinica or the National Health Research Institutes.

(3) Personnel approved on a case-by-case basis due to academic collaboration or research needs.

(4) Former full-time teachers at KMU.

(5) Those who previously were employed as part-time teachers of KMU, but temporarily absent from KMU for less than three years, or those who currently serve as part-time teachers of KMU and meet all qualifications under the Act Governing the Appointment of Educators.

After being appointed as part-time teachers, those who have been approved by the Ministry of Education or have obtained a higher position or education degree will be appointed with a higher position from the next semester after being reviewed and approved by the teacher evaluation committees of departments (institutes or centers), with the approval of the President.

7. For part-time teachers currently serving in public and private schools, consent from the original school shall be obtained first through correspondence before the semester begins. Except for special circumstances, it shall be indicated in the application.

8. Part-time teachers shall hold full-time positions in other institutions or enjoy social insurance, except for those who have special factors that have been approved as special projects.

9. In addition to meeting the qualifications stipulated in the Act Governing the Appointment of Educators, part-time teachers applying for qualification review shall have taught at KMU for at least two semesters, with at least one course credit for each semester. Besides, they shall still work for KMU with good teaching results before they continue their work at KMU according to the regulations of KMU's Regulations for Reviewing the Appointment and Promotion of Teachers and the relevant regulations of the Ministry of Education. When applying for qualification review, teachers shall provide proof of the course credit(s) and teaching hours.

For part-time lecturers who meet the needs of clinical teaching or have passed the doctoral qualification examination of KMU, and have been approved by specific projects, they may not be subject to the limit of teaching hours mentioned in the preceding paragraph and can proceed with qualification review in accordance with KMU's Regulations for Reviewing the Appointment and Promotion of Teachers and relevant regulations of the Ministry of Education. However, at least one course credit should be taught at KMU during the current semester.

10. Termination or cessation of employment of part-time teachers shall be handled in accordance with the provisions of Articles 4 and 5 of the Employment Regulations for Part-time Teachers at Junior Colleges and Institutions of Higher Education.   
If there is any change or suspension of the course, the appointment may be terminated before the end of the appointment period, and a written notice will be sent by email.   
Part-time teachers who are unable to teach due to personal reasons shall notify KMU in writing about 2 weeks before termination of employment.

11. If a part-time teacher asks for leave during the period of employment, the type of leave, the number of days, and supporting documents shall be attached as shown in the attachment, and the application shall be made three days before the leave. However, if he/she is ill or has an emergency, his/her colleagues, friends, or relatives may act as his/her agent or he/she make up the leave formalities later.   
The course adjustment procedure shall be handled in accordance with the Regulations on Course Offerings of KMU.

12. Part-time teachers who meet the qualifications specified in the Labor Insurance Act, the Employment Insurance Act, or the National Health Insurance Act shall be insured with labor insurance, employment insurance, and national health insurance during the validity of the employment contract.

During winter and summer holidays when no salary is paid, the out-of-pocket insurance fee is deducted from the part-time teacher's hourly rate for the current semester's classes. If the course cannot be taught due to changes, discontinuance, or personal factors of the part-time teachers, the part-time teachers will be charged before the termination of the employment contract.

For part-time teachers who do not hold their original positions and meet the qualifications stipulated in the Labor Pension Act, their pensions shall be paid monthly during the validity period of the employment contract. For the department that hires additional part-time teachers in the middle of a semester, if pension allocation is required, the authority part of the pension shall be borne by itself.

If there is any change in employment during the validity period of the employment contract, part-time teachers shall take the initiative to inform KMU and provide supporting documents. If they meet the insurance eligibility requirements, KMU may apply for the addition or cancellation of the insurance according to the regulations.

13. Part-time teachers shall respect gender equality, abide by professional ethics, and comply with Articles 7 and 8 of the Regulations for the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus, to safeguard students' right to education and personal safety.

14. Any matters not covered in the Directives shall be handled in accordance with other relevant regulations of KMU.

15. The Directives will be implemented after being reviewed and approved by the Teacher Evaluation Committee and the University Council.

List of Leave for Part-time Teachers at Kaohsiung Medical University

※ Calculation of leave on a pro rata basis:  
(For part-time teachers with a term of one semester, leave hours are calculated based on the average weekly teaching hours, and those less than one hour are calculated as one hour)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leave hours  Leave type/attached documents | | Average weekly teaching hours | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Marriage leave  (Household registration information shall be attached. If those who take leave before the date of marriage registration, they may apply for leave with the wedding invitation card first, and then supplement the household registration information.) | | 3 | 6 | 9 | 12 | 14 | 17 | 20 | 23 |
| Prenatal leave  (Mother's Handbook shall be attached for the first leave) | | 2 | 4 | 5 | 7 | 8 | 10 | 12 | 13 |
| Paternity leave (Medical diagnosis certificate shall be attached) | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Leave for personal affairs (including the leave for family care) | | 1 | 2 | 3 | 3 | 4 | 5 | 5 | 6 |
| Sick leave (including maternity recuperation and menstrual leave) | | 3 | 6 | 9 | 12 | 14 | 17 | 20 | 23 |
| Bereavement leave  (An obituary shall be attached and proof of household removal shall be provided) | Death of parents or spouse | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 |
| Death of stepparents, spouse's parents, or children | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 |
| Death of great-grandparents, grandparents, spouse's grandparents, spouse's stepparents, siblings | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

※ Calculation of leave on a non-pro rata basis:

1. Menstrual leave: Teachers may take one menstrual leave every month, and it will be calculated as one calendar day each time. If the number of days taken within an academic year is less than 3 calendar days, it will not be included in the calculation of sick leave, but the rest of the days will be included in the calculation of sick leave. If the appointment period does not last for an academic year, it will be calculated on a pro-rata basis. If the sick leave does not last for one calendar day, it will be calculated as one calendar day.
2. Maternity recuperation leave: Those who are diagnosed by a doctor as needing rest during pregnancy shall be given leave according to the doctor's diagnosis certificate. The number of teaching hours required during the leave shall be included in the calculation of sick leave.
3. Maternity leave (excluding holidays): It is granted for 42 consecutive working days, accompanied by a doctor's diagnosis certificate and a one-time application.
4. Miscarriage leave (excluding holidays): For those who have miscarried after 20 weeks of pregnancy, a continuous 42 working days of leave will be granted. Those who have a miscarriage at least 12 weeks of pregnancy but less than 20 weeks will be given a continuous 21 working days of leave. Those who miscarry before 12 weeks of pregnancy will be given a consecutive 14 working days of leave. The application for miscarriage leave shall be accompanied by a doctor's diagnosis certificate and completed at once.
5. The leave for the indigenous rituals and ceremonies: Teachers with indigenous identity shall be granted leave for the indigenous rituals and ceremonies of each indigenous ethnic group according to the announcement of the Council of Indigenous Peoples, and are requested to apply for the leave by presenting documents proving their ethnicity, such as the copy of household register or the household certificate.
6. Leave for the donation of bone marrow or organs: Leave for donation of bone marrow or organs shall be given according to actual need.
7. Those who take leave according to the calendar will not be paid hourly fees during non-teaching periods.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**