

長庚大學教師授課鐘點核計辦法

Calculation Measures of Teaching Hours for Teachers of Chang Gung University

第一條 長庚大學(以下簡稱本校)為明確規範各職級教師授課時數，並使鐘點費之核發有所依循，特訂定教師授課鐘點核計辦法(以下簡稱本辦法)。

Article 1: Chang Gung University (hereinafter referred to as the University) establishes these measures, hereinafter referred to as these regulations, to clearly regulate the teaching hours of teachers at various levels and provide a basis for the issuance of hourly wages.

第二條 本校專任教師除聘任合約或其他辦法另有規定者，每週基本授課時數如下表：

Article 2: Except as otherwise stipulated in the employment contract or other regulations, the basic weekly teaching hours for full-time faculty members at the University are as follows:

分類	教授	副教授及助理教授	講師
研究型教師 (含專案任務教師)	8	9	10
教學型教師	12	<u>13</u>	<u>14</u>

Categories	Professor	Associate Professor and Assistant Professor	Lecturer
Teachers on the research track (including teachers responsible for a project)	8	9	10
Teachers on the teaching track	12	<u>13</u>	<u>14</u>

每週應授課時數為基本授課時數減去每週得核減授課時數。

The weekly required teaching hours are the basic teaching hours minus the weekly allowable reduced teaching hours.

教師每學年上下學期平均實際授課時數未達每週應授課時數者，應於次學年增開課程，以補足上學年不足之授課時數，且增開授課時數不得併入超授鐘點費計算。若連續兩學年授課不足時，應通知所屬教學單位及

學院(中心)，作為該教師教學評量與升等之參考，並得列入該教師所屬單位增聘教師之考量。

If a teacher's average actual teaching hours of both semesters in each academic year fall below the required weekly teaching hours, the teacher should offer additional courses in the following academic year to make up for the insufficient teaching hours in the previous year. The additional teaching hours shall not be included in the calculation of overtime hourly pay. If a teacher has insufficient teaching hours for two consecutive academic years, they should inform their department and college (center) and use it as a reference for the teacher's teaching evaluation and promotion. It may also be put into consideration in the hiring decisions for additional faculty in the teacher's affiliated department.

新進研究型助理教授前三年授課時數上限為八小時，不得超授。但特殊領域得簽請教務長專案核准。

For newly appointed assistant professors on the research track, the maximum teaching hours during the first three years are eight hours per week. Exceeding the above-mentioned weekly teaching hours is not permitted. However, in special fields, they may request approval from the Dean of Academic Affairs.

兼任教師每週授課時數上限為八小時，但特殊領域得簽請教務長專案核准。

For adjunct faculty, the maximum weekly teaching hours are eight hours, but approval for special fields may be requested through a special case application to the Dean of Academic Affairs.

第三條 本校各職級教師，教授校內一般課程、指導實驗及實習課程者，應親自上課、示範操作或指導，方能採計其授課時數。

Article 3: For teachers at all levels in the university who teach regular courses on campus or supervise laboratory and internship courses, they should personally conduct classes, demonstrate operations, or provide guidance for the teaching hours to be counted.

本校各系（所、學程）安排校內外學者，以演講方式開設之講座、論文研討或類似課程，主講之教師應按其實際授課時數分配；課程負責人若無實際參與該課程講授時，不得核計其授課時數。

Each department (division, degree program) in the university arranges lectures, thesis seminars, or similar courses conducted by scholars from within or outside the university. The teacher who is the main lecturer should be allocated teaching hours based on their actual teaching time. If the course coordinator does not actively participate in the teaching of the course, their teaching hours should not be counted.

本校教師赴明志科技大學及長庚科技大學授課時數可列計本校基本授課時數。

The teaching hours of our university's faculty teaching at Ming Chi University of Technology and Chang Gung University of Science and Technology can be included in our university's basic teaching hours.

各類型課程實際授課時數核計作業要點，另訂之。

Specific guidelines for the calculation of actual teaching hours of various types of courses are separately specified.

第四條 教師於前三年度內依下列標準獲得三分(含)、四分(含)或五分(含)以上者，當學年度每週得減授二小時、三小時或四小時。其中任一款獲得總分以四分為上限，但第一款及第二款除外。

Article 4: Teachers who accumulate a score of three points (inclusive), four points (inclusive), or five points (inclusive) within the previous three years according to the following criteria may reduce their weekly teaching hours by two hours, three hours, or four hours respectively in the present academic year. The total score for any one criterion is capped at four points, except for the first and second criteria.

一、教師以計畫主持人身份主持國科會或國家衛生研究院等委託之研究計畫、長庚醫學研究計畫或教育部教學實踐研究計畫，一件計畫核計一分。多年期計畫依執行年度分別計算。

1. Teachers who act as principal investigators and lead research projects commissioned by the National Science Council, the National Health Research Institutes, or other institutions, including Chang Gung Medical Research Projects or Ministry of Education Teaching Practice Research Projects will be awarded one point per project. For multi-year projects, points are calculated separately for each execution year.

二、教師累計兼職學術回饋金，每 50 萬元核計一分。

2. Teachers are awarded one point for every accumulated NTD\$500,000 dollars in academic consultancy fees.

三、教師以計畫主持人身份主持公民營產學合作計畫，單件計畫金額達 50 萬(含)元以上、未滿 100 萬元者，核計一分；單件計畫金額達 100 萬(含)元以上者，核計二分。

3. Teachers who act as principal investigators and lead industry-academic cooperation projects with private companies or government institutes for a single project with a fund reaching NTD\$500,000 dollars (inclusive) up to NTD\$1,000,000 dollars are awarded one point. For a single project with a fund of NTD\$1,000,000 dollars (inclusive) or more, two points are awarded.

四、教師以第一或通訊作者身分發表 SCI /SSCI 領域排名前 50%(Q2)論文，一篇核計一分，但該論文發表於掠奪性期刊，不適用之。

4. Teachers who publish papers as first or corresponding authors in the top 50% (Q2) of SCI/SSCI-indexed journals are awarded one point per paper. However, this does not apply to the paper published in a predatory journal.

五、專案任務教師執行專案績效經評核達 90 分以上，一次評核核計一分。

Faculty members responsible for a project are awarded one point per evaluation when their project performance scores reach 90 or above in evaluations.

六、教學型教師以第一或通訊作者身分發表 SCI / SSCI / A&HCI / TSSCI / THCI，一篇核計一分。

6. Faculty members on the teaching track publishing papers as first or corresponding authors in SCI/SSCI/A&HCI/TSSCI/THCI journals are awarded one point per paper.

七、教學型教師於國家級音樂廳發表獨奏或主奏之音樂會，一次音樂會展演核計一分。

7. Teaching-track faculty members who perform solo or as the main performer in a concert at the national level concert hall are awarded one point per concert performance.

八、體育教師個人或實際帶隊成績達國際級運動競賽前八名，一次競賽得名核計一分。

8. Physical education teachers who achieve personal or team rankings within the top eight in international-level sports competitions are awarded one point per competition.

九、教學型教師前六個學期，每個學期教學意見調查結果達課程類別前 30%，核計零點五分。

9. Teaching-track faculty member receiving teaching evaluation results that rank within the top 30% in their course category in each semester during the previous six semesters are awarded 0.5 points per semester.

111 學年度起聘之新進研究型教師，教授及副教授於前三個學年、助理教授於前六個學年內每週得減授四小時；教授及副教授自第四個學年度起、助理教授自第七個學年度起，恢復採用第二條每週基本授課時數標準，並依前項第一款至第四款核減時數。

Starting from the 111th academic year, newly hired research-track professors and associate professors are eligible to reduce their weekly teaching hours by four hours for the first three academic years, and assistant professors for the first six academic years. Professors and associate professors, from the fourth academic year onwards, and assistant professors from the seventh academic year onwards, will revert to the standard weekly teaching hours as stipulated in Article 2. The reduced hours will be determined according to the provisions in the first clause to the fourth clause mentioned above.

第五條 教師兼任主管職務者，每學期每週得核減授課時數標準：

Article 5: Faculty members concurrently holding administrative positions are eligible to reduce the standard weekly teaching hours each semester.

主管職稱 Administrative Positions	減授(時/週)
副校長、六長、主任秘書、院長、副院長、系主任、所長、館長、主任(一)、主任(二)、執行長	4
科主任、副系主任、學科召集人、研究中心主管、執行秘書、組長	2

Administrative Positions	Teaching Hours to Be Reduced (hours/Per Week)
Vice President, Six Deans, Secretary General, College Dean, Vice Dean, Department Chair, Graduate Institute Director, Library Director, Director (1), Director (2), Chief Executive Officer	4
Division Head, Vice Department Chair, Division Coordinator, Research Center Director, Executive Secretary, Team Leader	2

教師受學院(中心)或學校指派擔任校務推廣等行政服務工作者，依其工作性質與工作量，得由指派單位主管建議核減一至二小時，簽請校長專案核准。

同時兼任二個以上主管職務或校務推廣等行政服務工作者，得以最高之減授時數計算，但不得重複採計。

Teachers assigned by the college (center) or the school to serve as administrative service providers such as promoting school affairs, etc. may have their weekly teaching hours reduced by one to two hours based on the nature and workload of their work, as recommended by the supervising unit, and approved through a special case application to the President.

Teachers simultaneously holding two or more administrative positions, such as managerial roles or administrative service providers for school affairs promotion, are eligible for the maximum reduction in teaching hours, without duplication of counting.

第六條 教師每學期每週核減授課時數上限為六小時。

Article 6: The maximum weekly reduction of teaching hours for teachers per semester is six hours.

第七條 教師授課時數每學期核算一次，除臨床教師授課時數外，應由各系（所、學程）建立教師學期實際上課之科目及時數，並經教師確認後循行政程序核定。

專任教師超授鐘點費，依核定之職級鐘點費標準核發。

研究所在職進修專班教師及專兼任臨床教師授課鐘點費，依核定之職級鐘點費標準核發。

兼任教師除兼任臨床教師外，依教育部「公立專科以上學校兼任教師鐘點費支給基準」為原則辦理。

Article 7: The teaching hours are calculated once per semester for teachers, except for clinical faculty members. Each department (division, program) should establish the courses and teaching hours for teachers' actual teaching for the semester. After the teachers confirm them, they are officially approved through the administrative process.

When full-time teachers exceed the allocated teaching hours, remuneration is issued according to the approved rank-based hourly rates.

For teachers teaching in-service programs of graduate schools and part-time clinical faculty, remuneration is issued according to the approved rank-based hourly rates.

For adjunct faculty, excluding part-time clinical faculty, remuneration is processed based on the principles stipulated in the Ministry of Education's "Hourly Rates for Part-Time Faculty in Public Colleges and Universities".

第八條 專任教師每學年上下學期平均實際授課時數，超出每週應授課時數者得支領「超授鐘點費」。每學年超授鐘點時數上限，研究型教師以八小時為限，兼任主管職務及教學型教師以十二小時為限，若特殊原因需超授超過上限者，須簽請校長專案核准。

超授鐘點費於下學期平均發放，計算公式如下：

每週應授課時數＝每週基本授課時數－每週可減授時數

學年度每週超授時數＝每週列入超授總時數－每週應授課時數

超授鐘點費＝各職級鐘點費標準 * 學年度每週超授時數 * 4 週 * 5.5 個月

（學年度每週超授時數超過規定上限者，不列入超授鐘點費計算）

Article 8: Full-time teachers whose average actual teaching hours of the two semesters of the academic year exceed the required weekly teaching hours are eligible

to receive 'Overtime Teaching Pay.' The annual maximum overtime teaching hours are limited to eight hours for research-track faculty, and twelve hours for faculty in managerial positions and teaching-track faculty. If there is a specific reason to exceed these limits, approval must be sought through a special case application to the President.

The Overtime Teaching Pay is disbursed during the second semester, and the calculation formula is as follows:

Weekly Required Teaching Hours = Weekly Basic Teaching Hours - Weekly Allowable Reduced Teaching Hours

Weekly Overtime Teaching Hours = Weekly Total Hours - Weekly Required Teaching Hours

Overtime Teaching Pay = Hourly Rate for Each Rank * Weekly Overtime Teaching Hours * 4 weeks * 5.5 months

(If the weekly overtime teaching hours exceed the specified limit, they will not be included in the calculation for the Overtime Teaching Pay.)

第九條 本辦法未盡事宜，均依照教育部及本校相關規定辦理。

Article 9: Matters not covered by this set of regulations shall be handled in accordance with the relevant regulations of the Ministry of Education and the university.

第十條 本辦法經行政會議審議通過，陳請校長核定公告後實施，修正時亦同。

Article 10: This set of regulations, after being approved in the Administrative Meeting, shall be submitted to the President for official announcement and implementation. The same process applies to any amendments.