

國立交通大學兼任教師請假調課補課代課處理原則

National Chiao Tung University Leave Application and Substitute Teacher Management Regulations

105學年度第9次校教師評審委員會審議通過(106.06.14)、106年6月27日校長核定
Passed at the 9th Teacher Evaluation Committee Meeting of Academic Year 2016 (June 14, 2017), Approved by the President on June 27, 2017

105學年度第4次教務會議審議通過(106.06.08)
Passed at the 4th Academic Affairs Meeting of Academic Year 2016 (June 8, 2017)

第一條 本原則依專科以上學校兼任教師聘任辦法第十條規定訂定之。

This regulation is stipulated in accordance with Article 10 of the “Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions.”

第二條 國立交通大學(以下簡稱本校)兼任教師之請假，比照教師請假規則第三條請假日數核算與專科以上學校兼任教師聘任辦法第九條規定外，請假期間所任教課程之處理依本原則辦理。

Teaching staffs of National Chao Tung University (NCTU) must apply for leave with reference to Article 3 of the Leave Taking Regulations for the NCTU Faculty. The number of days permitted will be counted in accordance with Article 9 of the “Regulations Governing the Employment of Part-time Teachers in Tertiary Education Institutions,” and the handling of the courses taught will be conducted in accordance with this regulation.

第三條 本校兼任教師請假，其所任教之課程應自行調課補課或請他人代課，且簽請調課補課代課；學校應發給鐘點費，並依該簽案支應調課補課、代課鐘點費。惟超過前條規定時數者，不發給鐘點費。

前項鐘點費由各聘任經費來源支付。

When part-time teachers of NCTU apply for leave, they should reschedule and make-up classes or arrange for substitute teachers themselves, and they should apply for reschedule or make-up class permission. NCTU will be liable for the hourly pay, and pay the hourly pay for make-up classes or substitute teachers. Nevertheless, when the hours exceed the number of hour permitted, no payment will be made.

第三條 校內有專職之教師代為授課者，其代課時數須與每週應授課時數合併計算，代課期間如有超支鐘點費，始得支領代課鐘點費，但其超支時數每週不得超過四小時。

If the substitute teachers are full-time faculty of NCTU, the hourly pay for the hours of substitute teaching should be counted in combination with the weekly lecture hours. During the period of substitute teaching, if there is extra hourly pay, payment for substitute teaching will be made. Nevertheless, it should not exceed four hours weekly.

第四條 聘請校外代課教師時，各單位應簽奉校長同意後始得正式授課，代課期間逾三個月者，應提各單位教評會審議，並陳奉校長核定後始得遴聘授課。

When employing substitute teachers outside NCTU, all departments should apply for the

president's approval before conducting substitute teaching. If the duration of substitute teaching exceeds three months, applications should be filed to the teacher evaluation committee in various departments for evaluation. A substitute teacher should not lecture until the president's approval is granted.

第六條 代課教師鐘點費比照各級兼課教師鐘點費標準支給。

The hourly pay for a substitute teacher is remunerated in accordance with the hourly payment scheme for part-time teachers at different levels.

第七條 本原則如有未盡事宜，悉依相關規定辦理。

If there is anything not mentioned in these regulation, related rules and regulations will apply.

第八條 本原則經校教師評審委員會及教務會議審議通過，陳請校長核定後實施，修訂時亦同。

These Regulations and their revisions will being implemented after reviewed and passed by the Teacher Evaluation Committee and Academic Affairs Meeting and approved by the president.