

# 國立交通大學新進教師輔導辦法

95 學年度第 24 次行政會議通過(96.07.20)

104 學年度第 22 次行政會議修正通過(105.05.06)

- 第 1 條 國立交通大學（以下簡稱本校）為輔導新進教師，使其及早適應新的工作環境，得以專心投入研究、教學與服務之職責，特制定本辦法。
- 第 2 條 本辦法所稱之新進教師是指教學年資未滿三年之教師，教學年資之計算包含未進入本校前之教學年資。
- 第 3 條 新進教師可申請初期研究設備費，其相關規定依據當年度公告為主。
- 第 4 條 各教學單位得指派一名資深教授擔任新進教師之學術導師，指導新進教師之研究及教學，期能達到經驗傳承之功效。
- 第 5 條 為減輕新進教師之負擔，編制內專任教師基本授課時數得減免，以進行教材之編撰與研究計畫書之撰寫。享有減免基本授課時數之新進教師不得在外兼職，兼課、兼差。
- 新進專任教師的基本授課時數減免方案，依任職本校前六學期之規定如下：
- 一、第一、第二學期需提出研究相關的計畫申請，則基本授課時數可減免為每學期各開設一門 3 小時課程，其中一門課程需為英語授課，且不另計英語授課的鐘點獎勵，或減免為每學期各開設兩門 2 小時通識課程，不須進行英語授課；
  - 二、符合第五條第一款者，第三、第四學期需開始執行研究相關的計畫或繼續提出研究相關的計畫申請，且需開始指導研究生論文研究或開始指導大學部學生進行專題，則基本授課時數可為一學年 9 個鐘點數，且可使用各類鐘點獎勵方案；
  - 三、符合第五條第一款及第二款者，第五、第六學期基本授課時數為一學年減免 3 個鐘點，且可使用各類鐘點獎勵方案。
  - 四、其餘授課規定依據聘書載明事項辦理。
- 第 6 條 新進的非編制內專任教師，進入本校最初兩年，每學年應依教師授課鐘點核計原則所規定之基本授課時數減免 3 小時，以利教材之編撰。
- 第 7 條 專案教學人員之基本授課時數依據『國立交通大學校務基金進用專案教學人員實施要點』辦理。
- 第 8 條 為避免新進教師之鐘點數減免造成教學課程安排之困擾，若有教學單位該學年之所有教師授課鐘點數都已符合教育部所規定之授課鐘點數，則得由校方提供額外之兼任教師員額，以補足該教學單位所缺之師資。

第 9 條 鼓勵新進教師依『國立交通大學教師申請離校進修研究或講學辦法』於進入本校五年（含）內且升等前申請經由校方或院方認可單位（如科技部，中央研究院、文化部等）之離校研修補助。若有教學單位在新進教師離校研修該學年，所有教師授課鐘點數都已符合教育部所規定之授課鐘點數，而無法排出必修或專業課程，則得由校方提供額外之兼任教師員額，以補足該教學單位所缺之師資。

第 10 條 校方每年為新進教師舉辦“新進教師研習營”，邀請資深教授及行政主管為新進教師講解研究、教學及服務各項職責之相關事宜。新進教師得出席“新進教師研習營”，不克出席者，需事先請假，完成請假程序後，將假單送至教務處彙整後陳報 校長。

第 11 條 教務處教學發展中心每年為新進教師舉行教學知能與經驗分享工作坊，提供教學經驗傳承及專業輔導。

第 12 條 本辦法經校行政會議通過後實施，修正時亦同。

# National Chiao Tung University Regulations for Providing Assistance to New Teachers

Adopted at the 24th Administrative Meeting of the 2006 academic year on Jul 20, 2007

Amended and adopted at the 22nd Administrative Meeting of the 2015 academic year on May 6, 2016

Article 1 National Chiao Tung University (NCTU) has formulated the Regulations in order to provide guidance to new teachers so that they can adapt to the workplace as soon as possible and devote themselves to research, teaching and service.

Article 2 The term "new teachers" as mentioned herein refers to those with less than three years of teaching seniority. Teaching seniority includes those years of teaching in other schools before working at NCTU.

Article 3 New teachers can apply for initial research equipment fees, and the relevant regulations are mainly based on the annual announcement.

Article 4 Each teaching unit may appoint a senior professor as an advisor for new teachers in research and teaching so as to pass experience down.

Article 5 In order to ease the burden on new teachers, the basic teaching hours required for full-time teachers within its statutory establishment can be reduced so that they can have time for producing teaching materials and writing research proposals. The new teachers whose basic teaching hours are reduced are not allowed to moonlight or work part-time outside the school.

The reduction scheme for new full-time teachers' basic teaching hours with regard to serving the first six semesters in the school is specified as follows:

1. In the first and second semesters where an application for research-related projects is required, the basic teaching hours can be reduced to a three-hour course for each semester, of which one course needs to be taught in English, not counting a reward from English teaching, or they can be reduced to two 2-hour general education courses for each semester, without needing to give any course in English.
2. Those who conform to Subparagraph 1, Article 5 hereof shall start to carry out research-related programs or continue to submit research-related proposals over the third and fourth semesters, and shall begin to guide graduate students in their work on thesis or to instruct undergraduate students in research projects. Therefore, their basic teaching hours can be lowered to nine hours per school year, and they are eligible for various hour reward programs.
3. Those who conform to Subparagraphs 1 and 2, Article 5 hereof shall have a reduction of three basic teaching hours per school year over the fifth and sixth semester and they are eligible for various hour reward programs.
4. The rest of the teaching regulations are handled according to the prescribed items in the certificate of appointment.

Article 6 New full-time teachers not within its statutory establishment for the first two years shall be exempted from three hours of basic teaching hours per academic year as set out in the

principle of counting teachers' teaching hours in order to facilitate their preparation of teaching materials.

Article 7 The basic instructional hours of project teaching staff shall be handled on the basis of the "National Chiao Tung University Implementation Guidelines for Project Teaching Staff Employed with School Funds."

Article 8 To avoid having trouble arranging instructional courses resulting from the reduction of new teachers' instructional hours, if the teaching hours of all faculty members in a teaching unit in the academic year are in line with those prescribed by the Ministry of Education, additional part-time teachers may be offered by the school to make up for the shortage of teachers in the teaching unit.

Article 9 New teachers with at least five years' seniority in the school before being promoted are encouraged to leave school to apply for a grant for research and further study to the organization recognized by the school or college, such as the Ministry of Science and Technology, Academia Sinica, and Ministry of Culture, according to the National Chiao Tung University Regulations for Teachers Applying for Leaving School for Further Study or Lecturing. During the year when the new teacher has left school for research and further study, if the teaching hours of all faculty members in the teaching unit in the academic year are in line with those prescribed by the Ministry of Education, and they cannot give time to required or professional courses, additional part-time teachers may be offered by the school to make up for the shortage of teachers in the unit.

Article 10 Every year, the school shall organize an orientation workshop for new teachers, inviting senior professors and administrators to explain their duties of research, teaching and service. New teachers are required to attend the event. Those who fail to attend shall ask for leave in advance. After going through the procedure for absence, they shall send the application form to the Office of Academic Affairs for examination before submitted to the president for approval.

Article 11 The Center for Teaching and Learning Development under the Office of Academic Affairs shall hold a workshop on sharing teaching skills and experience for new teachers every year to provide teaching experience inheritance and professional guidance.

Article 12 The Regulations shall come into force after adopted at the administrative meeting. Any amendments thereafter must be handled in the same manner.