

國立中山大學學生社團指導老師聘任要點

Guidelines on Hiring Student Club Instructors

108年02月20日 本校107學年度第2學期第1次行政會議通過

Approved at the 2nd Executive Meeting on February 20, 2019

108年03月08日 本校108年度第1次校務基金管理委員會會議通過

Approved at the 1st University Endowment Fund Management Committee meeting on March 8, 2019

108年10月30日 本校108學年度第1學期第5次行政會議通過

Approved at the 5th Executive Meeting on October 30, 2019

108年12月6日 本校108年度第3次校務基金管理委員會會議通過

Amended and approved at the 3rd University Endowment Fund Management Committee meeting on December 12, 2019

111年03月30日 本校110學年度第2學期第4次行政會議修正通過

Amended and approved at the 4th Executive Meeting on March 30, 2022

112年12月08日 本校112學年度第3次校務基金管理委員會修正通過

Amended and approved at the 3rd University Endowment Fund Management Committee meeting on December 8, 2023

一、 為提升學生課外活動之品質、落實社團輔導功能及增進學生知識技能，促進學生社團積極運作與正常發展，依據本校「學生社團輔導辦法」第三條規定，特訂定「國立中山大學學生社團指導老師聘任要點」（以下簡稱本要點）。

I. These guidelines are formulated in accordance with Article 3 of the *Regulations for Establishment and Supporting of Student Clubs* to elevate the quality of student extracurricular activities, ensure effective counseling functions, enhance students' knowledge and skills, and facilitate the active operation and development of student clubs.

二、 社團指導老師職責：

II. Student club instructors shall fulfill the following duties:

(一) 協助社團推展各項相關工作及解決有關社團運作之問題。

(1) assisting clubs in promoting relevant tasks and handling issues related to club operation,

(二) 社團例行性活動之申請由指導老師審閱簽註。

(2) examining and signing on applications for regular club activities with comments,

(三) 輔導社團經費籌措、運用交接及帳目管理。

(3) assisting in fundraising and managing club funds as well as other accounting matters,

- (四) 指導社團參加合宜之校際交流活動或競賽，並親自帶領社團參加，如無法親自帶領請協助覓尋合適之領隊人員。
- (4) guiding and leading clubs to take part in inter-university activities and competitions, either by leading them in person or arranging a suitable proxy if unavailable,
- (五) 協助社團幹部於每學期末擬訂下學期之活動、工作計劃及預算。
- (5) assisting core members of clubs in planning activities as well as drafting work plans and club budgets for the upcoming semester at the end of each semester, and
- (六) 出席本校辦理之「社團指導老師會議」及相關會議，以利溝通。
- (6) attending club instructor meetings and other related meetings held by the University for better communication.

三、 社團指導老師資格：

III. Qualifications:

- (一) 本校在職專任教師、兼任教師、職員或研究員。
- (1) Club instructors shall be the full-time faculty, adjunct faculty, staff, or researchers currently working at the University, or
- (二) 具專門性、技藝性專長(需檢附具體事蹟或相關證明文件)之本校碩士班以上在校生或校外人士。
- (2) graduate students or off-campus individuals with professional skills or expertise in specific fields (proofs of specific achievements or relevant documentation required).
- (三) 指導老師需符合性別平等教育法之相關規範。
- (3) Club instructors shall abide by relevant provisions stipulated in the *Gender Equity Education Act*.

四、 社團指導老師聘任原則：

IV. Hiring principles:

(一) 指導老師聘任以一名為限，採學年度聘任之。

(1) Each club is restricted to only one instructor, with the term for one academic year.

(二) 社團因特殊狀況得申請增聘協同指導老師數名，經學生事務處組長會議通過後聘任，須每學年重新提出申請。

(2) Under special circumstances, students may apply for more club co-instructors after the approval from the Division Director Meeting of Office of Student Affairs. Such applications shall be resubmitted every academic year.

五、 社團指導老師聘任程序：

V. Hiring Procedure:

(一) 社（團）長應於每年七月十日前，填送下學年度「社團指導老師資料卡」至校園生活與職涯發展組審核彙整後，陳請學務長核聘，聘期一年。

(1) Club leaders shall submit the “Club Instructor Information Form” for the upcoming academic year to the Student Life and Career Development Division (SLCDD) before July 10. After being reviewed and compiled by the SLCDD, applications shall then be submitted to the vice president for Student Affairs for approval. The term of club instructors shall be one year.

(二) 社團指導老師因故未能繼續指導時，社（團）長需向校園生活與職涯發展組報備，提交新社團指導老師資料後依程序聘任之，聘期至當學年度止。

(2) When an instructor is unable to serve due to certain reasons, the club leader shall report to the SLCDD and submit the information of a new instructor. The new instructor shall then be appointed in accordance with relevant procedure with a term lasting until the end of the current academic year.

六、 社團指導老師指導費：

VI. Remuneration for Club Instructors:

(一) 校內指導老師及校內協同指導老師指導費每學期為新臺幣伍仟元整。

- (1) University employees serving as an instructor or co-instructor shall receive a remuneration of TWD 5000 per semester.
- (二) 校外指導老師按社團例行活動記錄表之時數核發指導費，每學期最高不得超過 24 個鐘點。
- (2) Off-campus instructors shall be paid based on the hours recorded on regular club activity reports, with a maximum of twenty-four (24) hours per semester.
- (三) 校外協同指導老師指導費亦以社團例行活動紀錄表之時數為核發原則，惟每人每學期最高不得超過 20 個鐘點，且總額不得超過各社團核定之總鐘點費。
- (3) Off-campus co-instructors shall also be paid based on the hours recorded on regular club activity reports, in principle. Nevertheless, the maximum hours per person per semester shall not exceed twenty (20) hours, and the total amount shall not exceed that of the approved hourly pay for each club.
- (四) 校外指導老師（含校外協同指導老師）鐘點費依據教育部「公立大專校院兼任教師鐘點費支給基準表」之夜間標準核發。
- (4) The hourly pay of club instructors (including co-instructors) shall be paid in accordance with the night-time standard of the *Standards for the Hourly Pay of Adjunct Faculty at Institutions of Higher Education*.

七、 社團指導老師若違反性別平等教育法之相關規定，且調查結果屬實者應予以解聘。

VII. Club instructors shall be dismissed from their duties if violating the relevant provisions of the *Gender Equity Education Act* after substantiation.

八、 社團指導老師指導費由校統籌人事費項下支出。

VIII. The remuneration of club instructors shall be sourced from the personnel funding from the University Endowment Fund.

九、 本要點經行政會議及校務基金管理委員會會議通過後實施，修正時亦同。

IX. These guidelines are approved by the Executive Meeting and the University Endowment Fund Management Committee before

implementation. Amendments to these guidelines shall follow the same procedure.