

國立中山大學兼任教師聘任資格審查要點

Guidelines on the Appointment of Adjunct Faculty

105.10.20第376次教評會修正通過

Approved at the 376th University Faculty Evaluation Committee meeting on October 20, 2016

F108.5.3第393次校教評會修正通過

Approved at the 393rd University Faculty Evaluation Committee meeting on May 03, 2019

109.3.19 第398次校教評會修正通過，109.3.27生效

Approved at the 398th University Faculty Evaluation Committee on March 19, 2020

112.5.17 本校111學年度第2學期第4次協調會報修正通過

Approved at the 4th Coordinating Meeting on May 17, 2023

112.6.8 第424次校教評會修正通過

Approved at the 424th University Faculty Evaluation Committee meeting on June 08, 2023

113.6.6 第435次校教評會修正通過

Approved at the 435th University Faculty Evaluation Committee meeting on June 06, 2024

- 一、為彌補本校各系（所、教育中心、學位學程）專任教師之不足，並基於輔助教學與研究之實際需要，特訂定本要點。
 - I. These guidelines are formulated to address the shortage of full-time faculty to fulfill actual teaching and research needs of individual departments, institutes, education centers, and degree programs (hereinafter referred to as the “departments”).
- 二、兼任教師之聘任以助理教授（含）以上為原則，但該專長確為稀有或因實務課程需要，亦得聘請兼任講師擔任之。
 - II. Adjunct faculty shall be appointed at the rank of assistant professorship or higher, in principle. Nevertheless, adjunct lecturers may be appointed if the expertise is rare or specific practical courses are needed.
- 三、兼任教師應具有教育人員任用條例第十八條（教授）、第十七條（副教授）、第十六條之一（助理教授）及第十六條（講師）各款資格之一，其聘任程序依第二十六條第一項第三款規定辦理。
 - III. Adjunct faculty shall meet one of the qualifications in each rank stipulated in Articles 18 (Professors), 17 (Associate professors), 16-1 (Assistant professors), or 16 (Lecturers) of *Act Governing the Appointment of Educators*, and their appointment shall be handled in accordance with Subparagraph 3, Paragraph 1 of Article 26 therein.

四、 兼任教師聘任程序如下：

IV. Appointment procedures for adjunct faculty shall be as follows:

(一) 初聘

(1) Initial appointment

1. 助理教授職級以上之兼任教師，如具有擬聘職級教師證書或本校約聘教師轉為兼任教師者，得免辦理著作、作品、成就證明或技術報告外審，逕提送三級教師評審委員會（以下簡稱教評會）審議；如未具擬聘職級教師證書者，仍應依本校教師及研究人員聘任規則規定之程序及通過標準辦理外審及審查。
 - i. Adjunct assistant professors or higher ranks who hold a Teacher's Certificate at the current rank or are currently appointed on a contract-employed basis at the University may be exempt from the external review of their academic publications, creative works, proof of merit, or technical reports. Such cases may be directly submitted to the department, college, and University faculty evaluation committees in succession for deliberation. Those without a Teacher's Certificate at the current rank shall undergo an external review in accordance with the procedures and criteria stipulated in *Regulations for the Appointment of Faculty and Researchers*.
 2. 擬聘兼任講師者，得備齊學位著作，逕提送三級教評會審議。
 - ii. Adjunct lecturers may be appointed with the research work for their degree submitted to the department, college, and University faculty evaluation committees in succession for deliberation.
3. 專任教師離職或退休轉為兼任教師時，經聘任之系（所、教育中心、學位學程）、院（西灣學院）教評會審議通過，並陳請校長核定後聘任。
 - iii. Full-time faculty to be appointed as adjunct faculty after their resignation or retirement shall first receive approval from the department and college faculty evaluation committees in succession, and then approval from the President.
4. 擬聘本校榮譽講座教授為兼任教師者，得由提聘單位逕提本校教評會

核備。

- iv. Honorary chair professors recognized by the University may be appointed as adjunct faculty, with the recruiting unit submitting the cases directly to the University Faculty Evaluation Committee (UFEC) for approval.

(二) 續聘

(2) Renewed appointment

1. 系（所、教育中心、學位學程）續聘兼任教師應於每年五月或十一月底前將教師續聘名冊提經系（所、教育中心、學位學程）、院（西灣學院）教評會審議通過，並陳請校長核定後續聘。
 - i. Departments renewing the appointment of adjunct faculty shall first submit the list of candidates by the end of May or November each year to the department and college faculty evaluation committees in succession for deliberation and approval, and then to the President for final approval.
2. 同一學年度聘任單位因教學需要須再續聘兼任教師一學期時，得依行政程序簽請院長同意，並陳請校長核定後續聘。
 - ii. Department renewing the appointment of adjunct faculty for an additional semester within the same academic year due to teaching needs may submit the case directly through the administrative procedure to the dean of the affiliated college for approval. The case shall be subsequently submitted to the President for final approval.
3. 曾為本校兼任教師聘期中斷一年以內，如再提聘為原系所或他系所同職級兼任教師，以續聘程序辦理。
 - iii. Appointment of adjunct faculty who has not been employed for less than one year may follow the procedure of renewed appointment for adjunct faculty of the same rank.

(三) 變更聘期、終止聘約

(3) Change of appointment term or termination of faculty contract agreement

兼任教師聘任後，兼任教師因故無法應聘、應聘科目未開課或其他事由致

無聘任該兼任教師之需求者，應由聘任單位敘明理由，於一週內通知兼任教師，並依校內程序簽報校長核定變更聘期或終止聘約。

In cases where the appointed adjunct faculty cannot take up the appointment, their courses are cancelled, or other reasons result in no need for the appointment, the recruiting unit shall provide justification and notify the adjunct faculty within one week. Cases involving change or termination of appointment shall be submitted to the President for approval through the administrative procedure.

五、 未具教師證書之兼任教師，在本校有實際授課滿六個學期，每學期授課至少二個學分，並仍在本校兼課者，符合下列資格之一者，始得申請教師資格審查；但專案聘任之講座教授，經校教評會同意辦理者，不受須在本校有實際授課滿六個學期之限制。

V. Adjunct faculty without Teacher's Certificate but having taught six semesters of courses at the University with at least two credits per semester may apply for the qualification review if they meet the following criterion in each rank. Nevertheless, those specially appointed as a visiting professor may be exempted from the requirement of six-semester teaching, subject to the approval from the UFEC.

(一) 講師：須在兼任期間以本校名義發表一篇期刊論文（或學術著作）以上。

(1) Lecturership: They shall publish at least one journal paper (or academic work) with the University as the affiliation during the appointment term.

(二) 助理教授：須在兼任期間以本校名義發表二篇期刊論文（或一本專書）以上。

(2) Assistant professorship: They shall publish at least two journal papers (or one academic book) with the University as the affiliation during the appointment term.

(三) 副教授以上：須在兼任期間最近五年以本校名義發表期刊論文篇數達聘任單位同職級專任教師最近五年平均篇數以上者，其中理

工類科以SCI為主，文法商類科以SSCI、TSSCI、AHCI、THCI 或經校教評會審查認定之期刊為主。

- (3) Associate professorship or higher: They shall publish more journal papers with the University as the affiliation than the average number of those published in the same length of time by the full-time faculty at the same rank of the recruiting unit in the last five years during the appointment term. The academic papers in the science and engineering areas shall be published in SCI journals, while those in the arts and humanities, management, and social science areas shall be published in SSCI, TSSCI, AHCI, or THIC journals, or in those reviewed and recognized by the UFEC.

兼任講師須符合前項第一款並備妥最近六個學期之教學績效資料，經系（所、教育中心、學位學程）、院（西灣學院）及校三級教評會審議通過後，始得報請教育部核發教師證書。

Adjunct lecturers who meet the criterion stipulated in Subparagraph 1 of the preceding Paragraph shall submit the documentation of their teaching performance in the last six semesters to the department, college, and University faculty evaluation committees in succession for deliberation. Upon approval, the cases shall be submitted to the Ministry of Education (MOE) for the issuance of their Teacher's Certificate.

兼任助理教授以上教師資格審查比照本校教師及研究人員聘任規則第五條規定之程序及通過門檻辦理專門著作外審及審查，並備妥專門著作及最近六個學期之研究及教學績效資料，提經系（所、教育中心、學位學程）、院（西灣學院）及校教評會審議通過方得向教育部請領教師證書。系（所、教育中心、學位學程）、院（西灣學院）及校教評會應就申請者之外審成績、教學績效資料及其他服務或成就等綜合審評。

The qualification review for adjunct faculty at the rank of assistant professorship or higher shall be handled in accordance with the procedures and criteria stipulated in Article 5 of *Regulations for the Appointment of Faculty and Researchers*. Their academic research works and documentation related to research and teaching performance in the last six semesters shall be submitted to the department, college, and University faculty evaluation

committees, in succession, for deliberation. Upon approval, the cases shall then be submitted to the MOE for the issuance of their Teacher's Certificate. The said committees shall conduct a comprehensive evaluation based on the faculty's external review result, teaching performance, and other services or achievements.

前項兼任教師擬申請原聘任職等證書且於聘任時已送外審通過者，得免經外審程序。

The adjunct faculty stipulated in the preceding Paragraph who pass the external review at the time of appointment may be exempt from the external review when applying for their Teacher's Certificate at the current rank.

六、 本校兼任教師如提出改聘職等申請，比照本校教師升等審查辦法辦理；惟該職等服務年資計算須為專任教師服務年資之二倍。

VI. Cases involving adjunct faculty applying for change of rank shall be handled in accordance with *Regulations for the Evaluation of Professorship Rank Promotion*. Nevertheless, the requirement of their work seniority at the current rank shall be twice that of the full-time faculty at the same rank.

七、 本校兼任教師於他校取得高一等級之教師證書，得申請改聘為高一職等兼任教師，不需辦理專門著作外審，授權由系（所、教育中心、學位學程）、院（西灣學院）教評會審議通過，並經校長核定後聘任；改聘生效日採不追溯原則，一律自系（所、教育中心、學位學程）、院（西灣學院）教評會審議通過之次學期起生效。

VII. Adjunct faculty who obtain a Teacher's Certificate of higher rank from another university may apply for change of appointment at the higher rank with exemption of an external review. Such cases shall be submitted to the department and college faculty evaluation committees, in succession, and then to the President for approval. The effective date of appointment shall not be retroactive and shall take effect from the next semester following the approval from the said committees.

八、 凡在他校專任之兼任教師，不得在本校申請辦理教師證書。

VIII. Adjunct faculty who hold a full-time position at another university shall not submit their application for a Teacher's Certificate at the University.

九、 本要點經校教評會通過，陳請校長核定後實施，修正時亦同。

IX. These guidelines are approval by the UFEC and the President before implementation. Amendments to these guidelines shall follow the same procedure.