

國立陽明交通大學兼任教師請假調課補課代課處理原則

National Yang Ming Chiao Tung University Policy for Class

Rescheduling, Make-up Class and Substitute Teachers for Absence of Part-Time Teachers

110 年 4 月 28 日國立陽明交通大學 109 學年度第 4 次行政會議通過
Passed by the 4th Administration Meeting of Academic Year 2020 of National Yang Ming Chiao Tung University on
April 28, 2021

- 一、本校為使兼任教師請假之調課補課代課有所依循，依據專科以上學校兼任教師聘任辦法之規定，訂定本校兼任教師請假調課補課代課處理原則(以下簡稱本原則)。
 1. In order to provide guidance for part-time teachers to reschedule classes, arrange make-up classes, and find substitute teachers, the University has prescribed the Policy for Class Rescheduling, Make-up Class and Substitute Teachers for Absence of Part-Time Teachers (the “Policy”) pursuant to the Procedures of Recruitment of Part-Time Teachers of Colleges and Higher Educational Institutions.
- 二、本原則所稱兼任教師，係指以部分時間在本校擔任教學工作，並依大學法之教師分級及教育人員任用條例所定資格聘任者。
 2. The term “Part-Time Teacher” as used in this Policy means any person hired by the University to teach part-time according to the ranking of teachers under the University Act, and qualifying the Act Governing the Appointment of Educators.
- 三、本校兼任教師於授課期間依專科以上學校兼任教師聘任辦法之規定請假者，其所任教課程應簽請調課、補課或代課，學校應發給鐘點費，並支應補課、代課鐘點費。請假超過前項辦法規定時數者，不發給鐘點費。
本點鐘點費由各聘任經費來源支付。
 3. In the absence of any Part-Time Teacher of the University who takes leave during teaching hours according to the Procedures of Recruitment of Part-Time Teachers of Colleges and Higher Educational Institutions, the class shall be rescheduled, made up, or conducted by a substitute teacher. The University shall pay the hourly fees and fund the hourly fees for make-up class and the substitute teacher.
If the hours of leave of absence exceed the maximum period under the preceding Procedures, no hourly fees will be paid.
The hourly fees shall be funded by the recruitment budgets.
- 四、校內專任教師代為授課者，其代課時數須與每週應授課時數合併計算，如合計時數達可

支領超支鐘點費之規定，得依規定支領超支鐘點費，但其超支時數平均每週不得超過四小時。

4. If the substitute teacher is a full-time teacher at the University, the substitute hours shall be included in the mandatory weekly teaching hours. If the total teaching hours exceed the maximum period of hourly fees, the hourly fees for excessive hours shall be paid, provided that the average excessive hours per week does not exceed four hours.

五、聘請校外代課教師時，所屬單位應事先簽請教務長同意後始得正式授課。
代課期間逾三個月者，應依本校兼任教師聘任要點規定辦理。

5. If the substitute teacher is from an external institution, the absent teacher's unit shall request for approval from the Dean of Academic Affairs before the class.

If the substitute teacher will teach the class for more than three months, the University's Guidelines of Recruitment of Part-Time Teachers shall apply.

六、校外教師代課鐘點費依公立大專校院兼任教師鐘點費支給基準表支給。

6. The hourly fee for external substitute teachers is paid according to the Schedule of Hourly Fees of Part-Time Teachers of Public Colleges and Higher Educational Institutions.

七、本原則如有未盡事宜，悉依專科以上學校兼任教師聘任辦法及相關規定辦理。

7. Any matter not set forth herein shall be handled in accordance with the Procedures of Recruitment of Part-Time Teachers of Colleges and Higher Educational Institutions and relevant rules.

八、本原則經行政會議審議通過後實施，修訂時亦同。

8. This Policy and any amendment thereto shall be implemented after the review of the Administration Meeting.