

NATIONAL TAIWAN UNIVERSITY

Guidelines for the Calculation of Full-time Faculty Members' Weekly Teaching Hours and Hourly Lecture Fees in Excess of Basic Hours

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Article 1 National Taiwan University (NTU or “the University”) hereby formulates the NTU *Guidelines for the Calculation of Full-time Faculty Members' Weekly Teaching Hours and Hourly Lecture Fees in Excess of Basic Hours* (“the Guidelines”) in accordance with Article 18 of the *Enforcement Rules of the University Act* to judiciously conduct matters related to the calculation of full-time faculty members' weekly teaching hours and overtime pay as well as to address their teaching, research, and service needs.

Article 2 The basic weekly teaching hours required of full-time faculty members at the University (“faculty member(s)”) shall be 8 hours for professors, 9 hours for associate and assistant professors, and 10 hours for lecturers. The University may set different requirements for individual faculty members in their employment contracts, which shall take precedence. Faculty members whose dismissal, termination, or disciplinary suspension is under processing and who continue to be employed temporarily by the University shall be barred from teaching in the meantime; however, faculty members with justifiable cause may be exempt from the foregoing stipulation with the approval of the department/graduate institute/degree program, college curriculum committee, and Vice President for Academic Affairs. Faculty members who are short of weekly teaching hours shall make up the difference in the following academic year or until the teaching hour requirement is met.

Article 3 Teaching hours shall be calculated as follows:

1. Lecture-type session: One teaching hour may be counted for each hour of lecture given; an additional 0.1 hours may be counted for a lecture course with 75 – 150 registered students, 0.2 hours for a course with 151 – 225 students, 0.3 hours for a course with 226 – 300, and 0.4 hours for a course with more than 301 students.
The number of teaching hours recognized for a liberal education course (excluding professional courses that double as liberal education courses) with 75 or more registered students shall be multiplied by 1.5.
For a professional course that doubles as a liberal education course, the number of teaching hours shall be multiplied by 1.5 provided that there are at least 75 registered students after deducting those who are taking the course for compulsory credits (including double major and minor students) and who are students of the course offering department (including double major students).
Faculty members who offer 2 or more liberal education courses, as described in the previous 2 items, may only have the course with the most teaching hours counted for extra teaching hours.
2. Laboratory and practicum: 0.5 teaching hours may be counted for every hour of laboratory or practicum session; lab and practicum sessions led by a faculty assistant or teaching assistant shall not be included in the calculation of faculty members' teaching hours.
3. Service learning: One teaching hour may be counted for each service learning course. Faculty members who offer both departmental and student club service learning courses simultaneously may be issued up to two teaching hours. Faculty members in the Teacher Education Program who offer Service Learning (III) may be issued one teaching hour; furthermore, they may be considered as a mentor to students in the program and thereby be issued one additional teaching hour.
4. Composition: Faculty members of Chinese and English (foreign) language courses (must be offered as general core courses) with composition/translation practice who correct students' work themselves may be issued one additional teaching hour.
5. Topical research: One teaching hour may be counted for each topical research course offered. Up to three teaching hours may be counted per faculty member per semester. Each course offering division may set stricter rules regarding the recognition of topical research teaching hours, in which case they shall take precedence.
6. Seminars: The teaching hours for a seminar shall be shared among all participating faculty members based on the average number of hours they devote to the seminar. Up to three teaching hours may be counted per faculty member per semester.
7. Teacher Education Program internships: Internship courses shall be classified by subject. Two to four teaching hours may be recognized depending on the actual number of students under guidance. Faculty members with 6 or fewer students may be issued 2 teaching hours, faculty members with 7 to 12 students may be issued 3 teaching hours, and faculty members with 13 or more students may be issued 4 teaching hours. The phrase "actual number of students under guidance" above shall refer to the total number of students participating in the internship

divided by total number of faculty members providing guidance in that particular subject.

Subparagraphs 5 and 6 of the preceding paragraph shall not apply to lecture courses titled “Topical Research” or “Seminar.”

Individual faculty members from each department/graduate institute/degree program who are short of basic teaching hours and who serve as an academic or thesis/dissertation advisor may, with the approval of their home college, have up to four teaching hours recognized for this service.

Courses offered in an in-service graduate program or EMBA program shall not be counted as part of a faculty member’s weekly teaching hours.

Faculty members offering advanced placement courses, summer session service learning courses, or Category II summer session courses (elective courses that have been offered in neither the first/fall nor the second/spring semester of the current academic year) may choose to have the corresponding weekly teaching hours recognized in either the current or following academic year. Faculty members who have already exceeded the basic teaching hour requirements for the current academic year may be eligible for overtime pay in the following academic year.

Weekly teaching hours for undergraduate extension courses and freshman seminars will only be recognized if the faculty member is short of basic teaching hours, but no overtime pay will be granted.

The teaching hours for courses offered in the Teacher Education Program and in faculty members’ home department/graduate institute/degree program shall be counted together.

The teaching hours for professional teacher education courses in the Teacher Education Program shall be calculated in accordance with the standard stipulated in Item 1, Paragraph 1 of this article.

Courses with different curriculum numbers but conducted as one class shall only have the teaching hours for one course recognized.

The teaching hours for a course co-taught by two or more faculty members shall be assigned to individual faculty members based on their respective actual hours taught. The total teaching hours eligible for overtime pay for both/all faculty members combined shall not exceed the total number of available teaching hours for the course. Exemption to the preceding stipulation due to extraordinary circumstances may be granted with the special approval of the Vice President for Academic Affairs.

Article 4 Matters related to the reduction of basic teaching hours shall be handled as follows:

1. Faculty members who also serve as an administrative official at the University may, with the approval of the University’s Teaching Hour Reduction Review Meeting and Administrative Meeting, be granted a reduction in their basic teaching hours in accordance with the following standards:

1) A faculty member serving as a vice president of the University, a director of a top-level administrative office under the direct supervision of the President, or an executive assistant to the President

may be granted a reduction of 2 to 4 teaching hours based on the size of the administrative office and their workload.

- 2) A faculty member serving as a college dean may be granted a reduction of 2 to 4 teaching hours based on the size of the college and their workload.
 - 3) A faculty member serving as the manager of a University-level research center or a teaching, research, educational promotion, service, or other administrative offices may be granted a reduction of 2 to 4 teaching hours based on the size of the center/office and their workload.
 - 4) A faculty member serving as the chair (director) of a department, division, graduate institute, or degree program may be granted a reduction of 2 to 3 teaching hours based on the size of the academic division and their workload.
 - 5) A faculty member serving as the manager of any other office/division may be granted a reduction of 1 to 4 teaching hours based on their responsibilities and workload.
 - 6) A faculty member appointed by their home college or the University to a government agency for educational promotion and related services may be granted a reduction of 1 to 4 teaching hours based on the nature and load of their work, as recommended by the chair/director of the college/office in question.
2. The University's Administrative Meeting may formulate additional regulations to handle matters related to reductions in teaching hours, in which case they shall take precedence.
 3. A faculty member serving as an investigator for a research project or showing other extraordinary circumstances may, with the approval of the competent college affairs meeting, the Teaching Hour Reduction Review Meeting, and the University's Administrative Meeting, be granted a reduction of 2 to 4 teaching hours.

Faculty members qualifying for two or more types of teaching hour reduction may only have the type with the most hours counted. An exemption may be granted with the special approval of the Administrative Meeting.

The reduction in teaching hours granted for serving as an academic or thesis/dissertation advisor and those for services described in Paragraph 1, Subparagraph 3 of this article may not exceed four hours.

Article 5 Faculty members who exceed the basic weekly teaching hours stipulated in Article 2 herein may be entitled to the following overtime pay:

1. Up to four hours of overtime pay may be issued. Faculty members in the Teacher Education Program who meet any of the following conditions may be entitled to up to six hours of overtime pay.
 - 1) Faculty members who offer at least one compulsory course in the program
 - 2) Faculty members who offer at least two elective courses in the program

- 3) Faculty members who serve as an advisor for a teacher internship course
2. Only full-time or retired faculty members of the University may qualify for up to six hours of overtime pay for courses in the Teacher Education Program, as described in the preceding subparagraph.
3. Up to six hours of overtime pay per semester may be issued to faculty members offering Online English Program courses.
4. Overtime pay shall be calculated based on the actual weeks of instruction (from the first week of instruction to the last, as indicated on the University's academic calendar) and the actual lecture hours.
5. Overtime pay shall be approved and issued once every academic year and hours shall be deducted to make up the difference if the number of teaching hours is short of the basic requirement.
6. Departments/graduate institutes/degree programs shall report the overtime pay amounts to the University for approval. Departments/graduate institutes/degree programs shall fully utilize all their faculty resources to prevent individual faculty members from exceeding their basic teaching hours.
7. No overtime pay may be issued for teaching hours recognized for serving as an academic or thesis/dissertation advisor or an investigator in a research project, or for any reduction in teaching hours stipulated herein.

Article 6 The Guidelines shall be passed by the Administrative Meeting and then implemented on the date of promulgation.