中國醫藥大學專任教師服務聘約

Service Contract for Full-Time Faculty at China Medical University

一、 教師應以「仁慎勤廉」之精神作指標，履行本聘約約定事項，遵守本校教職員服務守則，維護校譽。

Faculty members shall uphold the spirit of benevolence, prudence, diligence, and integrity, fulfill the obligations stipulated in this contract, abide by the University's service rules, and maintain the University's reputation.

二、 每週授課基本時數除特殊情形外，教授八小時、副教授九小時、助理教授九小時、講師十小時，授課時數計算標準依本校「教師授課時數計算辦法」規定辦理；特約者，依其約定。

Except under special circumstances, the minimum weekly teaching hours are: 8 hours for Professors, 9 hours for Associate Professors and Assistant Professors, and 10 hours for Lecturers. Teaching hours shall be calculated in accordance with the University's Regulations for the Calculation of Teaching Hours. Contract-based instructors shall follow the terms of their agreements.

三、 敘薪及待遇：依本校「教職員工敘薪辦法」及「教職員工待遇及加給支給原則」規定辦理，並自實際到職日起支。

Salaries and benefits shall be administered in accordance with the University's "Regulations for the Remuneration of Faculty and Staff" and "Guidelines for Faculty and Staff Compensation and Allowances," effective from the actual start date of employment.

四、 教師負有教學、研究、服務三大義務，對學生之心理、品德、生活言行有輔導之責。

Faculty members are obligated to fulfill duties in teaching, research, and service, and are responsible for providing student guidance in mental well-being, moral conduct, daily life, and behavior.

五、 教師應依規定到校服勤，每週至少四天，如有特殊情形，不克到校時，應依本校「教職員工請假規則」辦理。教師授課外，應出席學校之應出列席會議，擔任導師、指導學生課業、按時送交試題、試卷及成績，擔任實驗實習，負責任課及職責內一切事務。

Faculty members shall fulfill their duties on campus at least four days per week. Absence due to special circumstances must be handled according to the University's "Leave Regulations for Faculty and Staff." In addition to teaching, faculty members shall attend required meetings, serve as student mentors, supervise academic performance, submit

exam questions and grades on time, conduct experiments and internship courses, and fulfill all assigned responsibilities.

六、 教師因故請假缺課時，須定期補課，擔任監考應親自來主持或覓適當人員代理，如未履行概以「缺課未補」論。

Faculty members who take leave resulting in missed classes must arrange for make-up. Faculty must personally monitor examinations or appoint suitable substitutes. Failure to fulfill these duties shall be regarded as unexcused absence without make-up.

七、 專任教師具有專業執照者不得在外執業(本校附設機構及建教合作機構除外)或出租供他人使用。但經學校同意者不在此限。

專任教師兼職或兼課應事先以書面報經學校核准，期滿續兼或兼職職務異動時，應重行申請。

Full-time faculty members holding professional licenses may not engage in outside practice (excluding in CMU's affiliated institutions and academia-industry cooperation units) or rent out their licenses to others. Exceptions require University approval.

Part-time employment or teaching outside the University must be approved in writing by the University in advance. Renewals or changes in such positions must also be re-approved.

八、 教師於聘約期滿後，不再應聘時，應於聘約屆滿二個月前簽請學校同意。教師於聘約期間內辭職者，應於預定離職生效日之二個月前，簽請學校同意；未於離職生效日之二個月前簽請學校同意者，應賠償貳個月薪津；如獲有其他獎助，悉依相關法規辦理。

專任教師離職前，應按規定完成離職手續始可離校。

Faculty members who do not intend to renew their contract must obtain University approval at least two months before the end of the contract. Resignations during the contract period require approval at least two months prior to the effective date. Failure to do so will require compensation equivalent to two months' salary. Any additional grants or subsidies shall be handled in accordance with relevant regulations.

Faculty must complete the resignation procedures before officially leaving the University.

九、 教師在應聘期間內，如不遵守聘約，經教評會調查屬實時，本校得依法辦理解聘或不續聘程序。

If a faculty member fails to comply with the contract during the term of appointment and this is confirmed by the Faculty Evaluation Committee, the University may initiate dismissal or non-renewal procedures in accordance with regulations.

十、 本校為因應校務發展及整體教學課程需要、整合專任教師資源，得辦理專任教師校內轉調。教師除教學、研究外，應配合學校暨院、所、系、科之需要，參與各項行政及服務工作。

To support institutional development and curriculum needs, the University may reassign full-time faculty members internally. In addition to teaching and research duties, faculty shall cooperate with administrative and service responsibilities at the department, college, and University levels.

十一、 本校附設(屬)醫院專業人員配合學校教學、實習及研究之需要而經聘任為本校教師，於任職期間應同時遵守學校及附設(屬)醫院之相關管理規章；於附設(屬)醫院之職務終止或解除時，則本聘約之職務亦同時終止或解除。

Professional staff of CMU's affiliated hospitals who are appointed as faculty due to teaching, internship, or research needs must comply with the regulations of both the University and the affiliated hospital. If their hospital position is terminated or revoked, their faculty position shall be terminated accordingly.

十二、 新聘教師前二年須經教評會評議其教學、研究、服務等狀況後，再續聘之，所有教師之評估及晉薪分別依本校「教師評估辦法」及「教師薪資晉級辦法」規定辦理。

Newly appointed faculty shall undergo evaluation by the Faculty Evaluation Committee after two years regarding their teaching, research, and service performance. All faculty evaluations and salary adjustments shall follow the "Regulations for Faculty Evaluation" and the "Regulations for Faculty Salary Advancement."

十三、 凡本校教師出版之相關論文及著作，作者必須註明本校為其服務單位，始得作為日後升等之依據。

All research papers and publications by faculty members must acknowledge the University as their affiliated institution in order to be counted for promotion.

十四、 教師接受各項委託研究或產學合作計畫，應由學校具名簽訂合約，不得未透過學校行政作業而逕與各機關訂約；且未經學校同意，不得以學校名義或職稱對外進行廣告或宣傳等商業行為。

All commissioned research or academia-industry cooperation projects must be contracted through the University. Faculty are not allowed to sign contracts directly with external institutions without University involvement. Faculty may not use the University's name or title for commercial advertisements or promotions without prior approval.

十五、 教師聘任期間之研究成果，如係本校企劃或執行工作期間完成者，其所有權除另有約定外，應歸本校所有。因前開著作或工作成果所衍生之著作權或其他智慧財產權，應依各相關規定辦理，且所有智慧財產權，應依學校規定辦理授權或移轉，不得未透過學校自行與各機關(構)訂約。

Research outcomes completed during employment that were part of University projects shall be owned by the University unless otherwise agreed. All intellectual property rights derived therefrom shall be handled according to relevant regulations, including

authorization or transfer procedures, and must go through the University rather than be directly contracted with outside entities.

十六、 教師於契約期間至終止契約後三年內，仍應持續遵守保護本校職務相關資訊及機密資訊之義務，不得向公眾或第三人揭露本校所提供之機密資訊。但取得本校書面同意者，不在此限。

Faculty members must continue to protect the confidentiality of the University's information during the term of their contract and for three years thereafter. Disclosure of confidential information to the public or third parties is prohibited without written permission from the University.

十七、 自 95 學年度起，講師、助理教授須於聘任後六年內完成升等，副教授須於聘任後九年內完成升等。但副教授符合申請升等規定者，申請升等未通過，得延長二年並於二年內完成升等；於延長之二年內申請升等但未通過，得再延長二年，並於期限內完成升等。未依規定期限完成升等之各級教師，依大學法第十九條及教師法第十六條規定不予續聘。

聘任之教師為附設(屬)醫院專業人員，且無法於前述期限內完成升等者，期滿後得依本校教師聘任程序以兼任教師聘任。

Starting from the 2006 academic year, Lecturers and Assistant Professors must be promoted within 6 years, and Associate Professors within 9 years. If an Associate Professor meets the promotion criteria but fails to pass, they may extend the promotion period for 2 years. A further two-year extension is permitted if promotion is attempted but not passed within the first extension. Faculty who fail to meet promotion deadlines shall not be reappointed, in accordance with Article 19 of the University Act and Article 16 of the Teachers' Act.

Faculty who are also professionals at affiliated hospitals and cannot meet the promotion deadline may be reappointed as part-time faculty upon expiration of their contract, following the University's faculty appointment procedures.

十八、 教師應遵守性別平等教育法、性別平等工作法、性騷擾防治法、兒童及少年性剝削防制條例、校園霸凌防制準則、校園性別事件防治準則等相關規定。

教師於執行教學、指導、訓練、評鑑、管理、輔導或提供學生工作機會時，在與性或性別有關之人際互動上，不得發展有違專業倫理之關係。

教師發現師生關係有違反前項專業倫理之虞，應主動迴避或陳報學校處理。

教師應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。

Faculty members shall comply with the Gender Equity Education Act, Act of Gender Equality in Employment, Sexual Harassment Prevention Act, Child and Youth Sexual Exploitation Prevention Act, Campus Bullying Prevention Guidelines, and Guidelines for Handling Campus Gender-Related Incidents.

Faculty must maintain professional ethical standards in all gender-related interpersonal interactions during teaching, supervision, evaluation, management, guidance, or when providing student employment opportunities.
If a teacher identifies any potential violation of professional ethics in faculty-student relationships, they must proactively avoid or report the issue to the University.
Faculty must respect the sexual and bodily autonomy of themselves and others, avoid unwanted pursuits, and refrain from handling gender-related conflicts through coercion or violence.

十九、 教師應具備防制校園霸凌意識，主動關懷學生，依權責進行輔導或轉介；若遇疑似霸凌事件，應通報校安中心。
Faculty must be aware of and actively prevent campus bullying, show care for students, and provide counseling or make referrals within their authority. Suspected bullying incidents must be reported to the Campus Security Center.

二十、 教師如有違反送審教師資格規定，或送審教師資格以外之學術成果涉及抄襲、剽竊或其他違反學術倫理情事，依專科以上學校教師違反送審教師資格規定處理原則及本校學術倫理案件審議辦法等相關法令規定辦理。
Faculty members who violate qualifications for faculty review, or whose academic work involves plagiarism or breaches of academic ethics, shall be handled in accordance with the “Guidelines for Handling Violation of the Accreditation Regulations Regarding Teacher Qualifications at Institutions of Higher Education” and the University’s relevant regulations for reviewing academic ethics cases.

二十一、 本聘約未載明事項，均依相關法令及規定辦理。
Matters not specified in this contract shall be handled in accordance with relevant laws and regulations.

二十二、 本聘約經校務會議通過，陳請校長發布實施；修正時亦同。
These regulations shall take effect after approval by the University Affairs Meeting and subsequent promulgation by the President of China Medical University. Amendments follow the same procedure.