

國立中山大學教師授課鐘點核計準則

Guidelines on Calculation of Hourly Pay for Faculty Members

111. 10. 05本校111學年度第1學期第3次行政會議修正通過
Amended and approved at the 3rd Executive Meeting on October 05th, 2022

- 一、 為使本校專任教師授課時數及超支鐘點之核計有所依循，特依大學法施行細則第十八條之規定，訂定本準則。本校臨床教師授課時數核計要點另訂之。
- I. These guidelines are formulated in accordance with the provisions of Article 18 of *Enforcement Rules of the University Act* to facilitate the calculation of teaching and overtime hours for the University's full-time faculty. *Guidelines on the Calculation of Hourly Pay for Full-Time Clinical Faculty* shall be formulated separately.
- 二、 專任教師每學期每週基本授課時數應為教授8小時、副教授及助理教授9小時、講師10小時。專任教師全學期休假(出國)研究、請假、留職停薪或借調等，期間不受本條規定限制，但不得支領鐘點費及課輔津貼，亦不作為教師升等之核算基準。
- II. The basic weekly teaching hours for the full-time faculty shall be eight (8) hours for professors, nine (9) hours for associate and assistant professors, and ten(10) hours for lecturers. Full-time faculty on research leave, personal leave, unpaid leave, or secondment for the whole semester shall be exempt from the requirements, and shall not apply for overtime pay or academic counseling fees. The period of which the faculty is on leave shall be not be counted into the work seniority for the application of professorship promotion.
- 初次擔任教職之新進助理教授1年內每學期每週得減少授課時數3小時，但未有國家科學及技術委員會(以下簡稱國科會)計畫之新進助理教授未提出國科會計畫申請前之學期不予減授。
- New assistant professors may reduce their teaching hours by three (3) hours per week in each semester of their first year; the reduction shall not apply to those who are not conducting any National Science and Technology Council (NSTC) project and have not applied for one in the current semester.
- 專任教師每學期授課時數，依規定減授及抵充後，實際授課時數之講授類課程時數不得少於3小時；惟符合三條第一款之主管則不受課程類別限制。
- For full-time faculty, the weekly teaching hours for lecturing courses shall not be less than three (3) hours per week after applicable deduction, but those concurrently in administrative positions and meeting the requirements stipulated in Paragraph 1 of Article 3 shall not be subject to this restriction on course category.

教師授課時數俟每學年第二學期學生加退選後合併學年度時數計算。教師授課時數未達學年合計之基本授課時數者，應於次一學年內補足，如仍未補足，應累計至補足為止。學年度合計授課時數應扣除前學年應補足時數後，方得計算超支鐘點時數。惟教師前兩學年度若有符合本準則第四條規範之義務教學時數者，得抵充當學年度之不足授課時數。

The total teaching hours for each academic year shall be calculated after the add/drop period ends in the Spring semester. Any insufficient teaching hours shall be made up in the next academic year and carry over to the subsequent academic years until they are all made up. In calculating overtime pay, any make-up hours carried over from previous years shall be deducted from the current year's actual teaching hours. Nevertheless, obligatory teaching hours as stipulated in Article 4 in the past two years shall be counted toward making up for insufficient teaching hours of the current year.

教師時數核計結果及學年度時數不足情形均送系所排課參考。教師若連續兩學年度授課時數未符合規定(含未符合最低時數限制及補足前學年度不足時數後，所餘時數仍未達基本授課時數)，依教師法暨本校教師聘約規定，函送三級教師評審委員會作為教學績效之相關審議依據。

Results of teaching hour calculations and a list of faculty members with insufficient annual teaching hours shall be forwarded to individual academic units for course planning reference. Faculty members falling short of teaching hour requirements for two consecutive academic years (including those who fail to meet the minimum teaching hours and those who fall short after making up for previous years) shall be reported to the faculty evaluation committees of the department/institute, college, and university for teaching performance review in accordance with the *Teachers' Act* and *Faculty Contract Agreement*

三、 專任教師兼任行政職務，每週得酌減授課時數如下：

III. Full-time faculty with concurrent administrative positions may have their weekly teaching hours reduced as follows:

(一) 副校長、行政一級主管、學術一級主管及學系主任，每週授課時數依本職別應授基本授課時數核減 4 小時。

(1) For senior vice presidents, first-level administrative or academic supervisors, and department chairs, their weekly teaching hours shall be reduced by four (4) hours.

副校長及行政、學術一級主管因校務發展之需，經學系(所)專簽校長核可，得核減至每學期以授1門(授課2小時以上)課程為原則。

Senior vice presidents and first-level administrative and academic

supervisors undertaking major University development affairs may have their weekly teaching hours reduced to only two hours for one course after their affiliated unit's request and the President's approval.

- (二) 學術一級副主管、行政一級副主管、行政二級主管、研究所所長、學位學程主任、西灣學院教育中心主任、編制內一級跨院特色中心及編制內一級研究中心主任或各學院設置之編制內之教學（研究、推廣）中心主任，每週授課時數依本職別應授時數核減 2 小時。
- (2) For the deputy supervisors of first-level administrative or academic units, directors of second-level administrative units, chairs of institutes/degree programs, directors of education center of Si Wan College, directors of first-level special centers or research center listed in the Charter, and directors of the second-level teaching/research/extension centers listed in the Charter, their weekly teaching hours shall be reduced by two (2) hours.
- (三) 兼任多項行政職務者，每週授課時數至多核減4小時。惟符合本條第一款第二目專簽核准核減至1門課程(2小時以上)者，至多核減至核定時數。
- (3) Faculty with multiple concurrent administrative positions may only have their weekly teaching hours reduced by four (4). Nevertheless, those pursuant to Item 2, Subparagraph 1 of this Article may have their weekly teaching hours reduced to the approved number.
- (四) 其它法規規定之職務、上述職務以外之職務(不含本校任務編組研究中心主任)或上述職務因校務發展考量需調整者，得專案簽請校長核准，按核定內容辦理。
- (4) For concurrent positions required by law, positions other than those stipulated above (excluding directors of research centers not listed in the Charter), or positions stipulated herein but readjusted for sake of University's development, the faculty's weekly teaching hours may be reduced after special request and the President's approval.

四、 教師超支、兼課等時數規範，依下列規定辦理：

IV. The faculty's overtime, concurrent teaching hours and other related matters shall be handled as follows:

- (一) 專任教師於授予學位學制之課程，其校內超支鐘點及校外兼課鐘點合計每學期每週不得超過4小時，超授時數部份視為義務教學。
- (1) For full time faculty teaching extra hours, whether on campus or

in other institutions' degree bearing programs, the number of which shall be limited to a total of four (4) hours per week every semester. Any hour beyond the limit shall be deemed as obligatory teaching hours.

另訂有鐘點支給標準之院、系所、學程，其課程時數不列入超支鐘點核計。

For departments, institutes and degree programs which have set their standards for hourly pay, their course teaching hours shall not be counted into the overtime pay.

- (二) 非研究學院主聘之專任教師於研究學院之授課時數，及高階碩士在職專班之授課時數不計入教師基本授課時數計算。
- (2) Teaching hours in the research colleges by faculty whose main employment unit is not the research colleges, or teaching hours in the executive level in-service master's programs shall not be counted into faculty's basic teaching hours.
- (三) 原任公職之兼任教師兼課鐘點每週至多以4小時為限。
- (3) Adjunct faculty who concurrently hold a civil servant position shall be limited to four (4) hours of teaching per week.
- (四) 超支鐘點費採全學年度合併計算，於第二學期學生加退選後，一次核發9個月。
- (4) Overtime pay is calculated for the entire academic year and shall be paid for 9 months after the add/drop period ends in the Spring semester of the current academic year.
- (五) 專任教師寒暑假期間開課以4學分為限，惟因執行教育部計畫等開課需求者，不在此限。教師暑期授課鐘點費，依本校「暑期開班授課規定要點」發給者，暑期授課時數不計入教師基本授課時數計算。
- (5) Full time faculty offering classes during the winter or summer break may teach up to four credits, except for those who teach classes as required by MOE's projects. For faculty who teach summer classes and receive hourly pay in accordance with *Guidelines on Offering Summer Courses*, their summer teaching hours shall not be counted into their basic teaching hours.

五、 專任教師授課應以開設系所必修及符合應授時數之課程為優先考量，經加退選後以學年併計，如未達學年合計之應授時數者，得以下列方式併計抵充，但學年累計至多以6小時為限。抵充時數不得納入教師實際授課時數及支領超支鐘點費。

V. Full time faculty shall give priority to teaching mandatory courses or elective courses benefiting students' major in fulfilling their required

teaching hours. Their total teaching hours shall be tallied and calculated for the whole academic year after the add/drop period of the Spring semester. Insufficient hours of an academic year may be waived in ways as stipulated below and is limited to a maximum of six (6) hours per academic year, and the waived hours shall not be counted into the actual weekly teaching hours for the overtime pay.

(一) 國科會研究計畫主持人，每案每週得以抵充授課時數3小時，其他研究計畫案每案每週得以抵充授課時數2小時，社會實踐類計畫之共(協)同計畫主持人，得專案簽請校長核准每案每週得以抵充授課時數2小時。計畫執行期間每位教師每學期累計至多以3小時為限。計畫執行期間須達學期1/2以上，方得抵充。

(1) Faculty as a project principal investigator may have their weekly teaching hours reduced by three (3) for each NSTC project and by two (2) for each non-NSTC project. Faculty as a co-principal investigator of each USR project may have their weekly teaching hours reduced by two (2) by requesting the President's approval. The number of reduced hours is limited to three per semester and the term of the project must last for at least half a semester to be factored into reduction.

(二) 初次擔任教職之新進助理教授授課時數未達學年合計之應授時數者，其申請國科會計畫通過之當學期均得依前款抵充，不受前款規定計畫執行期間須達學期 1/2 以上之限制。

(2) New assistant professors failing to fulfill the required teaching hours may have their teaching hours reduced the semester they are granted a NSTC project as per the provision in the preceding Subparagraph, not subject to the requirement on the project lasting at least half a semester.

六、 各課程得支給超支鐘點費開班人數標準，依加退選結束後人數（含交換生及校際選課外校學生）計算：

VI. Courses which can be counted toward overtime pay are based on the number of students, including exchange and inter-university students, enrolling the class after the add/drop periods, as specified below:

(一) 學士班課程：

(二) Bachelor's programs:

1. 總修課人數（含專班）合計10人。

i. The number of students (including special programs) is at least ten.

2. 專任教師開設學士班課程，修課人數7、8、9人者，得依修課人數比率核給超支鐘點。

- ii. For courses taught by full time faculty with seven, eight or nine enrolled students, the overtime pay of which shall be given proportionally.

(二) 研究所課程：

(2) Master's/doctoral programs:

- 1. 講授類：研究生人數（含碩專班及大學部三年級以上）合計3人。
 - i. Lectures: The number of students (including in-service master's and undergraduate junior students or above) is at least three (3).
- 2. 研討類：研究生人數（含碩專班及大學部三年級以上）合計9人。
 - ii. Seminars: The number of students (including in-service master's and undergraduate junior students or above) is at least nine (9).
- 3. 其他類別課程另有規定者從其規定，餘比照講授類標準計算。
 - iii. Other categories not covered herein shall follow their own criteria if there is any; otherwise, those are deemed as lectures.

(三) 英語學程課程：

(3) English Programs:

- 1. 學士班課程：總修課人數3人。
 - i. Bachelor's programs: The number of students is at least three (3).
- 2. 研究所課程：研究所人數2人。
 - ii. Master's/doctoral programs: The number of students is at least two (2).

(四) 師資培育中心之實習指導教師每指導一生以0.25小時計；每位教師以指導12位實習生為限。

(4) Every intern student supervised by faculty at the Center for Teacher Education shall be counted as a quarter-hour (0.25) of teaching, with the number of supervised students limited to twelve (12).

(五) 師資培育中心之分科／分領域教材教法及分科／分領域教學實習依本條第二款研究所講授類課程標準計算。

(5) Courses related to subject/field specific teaching materials, methodologies and teaching practicums offered by the Center for Teacher Education shall be categorized as the institute's lecture courses, as stipulated in Item 1, Subparagraph 2 of Article 6, and

calculated accordingly.

七、 各課程時數依下列原則核計：

VII. Teaching hours of each course shall be calculated in accordance with the following principles:

- (一) 正課按課程時間表所列時數計算，實驗、實習或企業實習課程按課程時間表所列時數折半核計為原則。任課教師非親自到場指導，則不得計入教師授課時數內。
 - (1) The teaching hours of a lecturing course shall be calculated based on the course schedule; those for laboratories, practicums, or internships shall be calculated as half as listed. If the faculty is not physically present to give instructions, the course hours shall not be counted as teaching hours.
- (二) 音樂系主副修、個別指導課程，以課程時間表所列修課人數核計時數（個別指導、主修修課1人以1小時計，副修修課1人以0.5小時計）。
 - (2) For major, minor, and individual instruction courses in the Department of Music, the teaching hours for individual instructions or majors shall be calculated as one multiplied by the number of students, and for minors as 0.5 multiplied by the number of students.
- (三) 修課人數（併班後人數）逾65人時，每增加1人以增加0.02倍鐘點費計算，增加至雙倍為上限。
 - (3) When the number of students in a class (after being merged with another) exceeds sixty-five (65), the hourly pay shall be increased by two per cent (2%) for an additional student until the pay reaches double of the original.
- (四) 專題類課程採「獨立研究」方式授課者，課程時數得全數計入教師授課時數，但不列入超支鐘點數計算。
 - (4) Courses in the “independent study” category shall be counted into teaching hours in full, but not into the overtime hours.
- (五) 配合教育部及國科會計畫實施之課程，經專案簽請教務長及校長核可，該課程時數於計畫執行期間，授課時數以1.5倍核計。惟該計畫不再列計抵充時數。
 - (5) For courses delivered as required by MOE's or NSTC's project, the number of teaching hours during the project term shall be calculated as one point five (1.5) times, after a request and the approval from both the vice president for Academic Affairs and the President. Such a project shall no longer be used for teaching hour deduction.

計畫訂有專屬授課方式涉授課時數核計者，得於計畫期間，每學期經專案簽請教務長及校長核定後實施，涉課程時數加計者，以不列計超支鐘點時數為原則。

Course requiring special way of teaching so as to affect the calculation of teaching hours may specially request the approvals from the vice president for Academic Affairs and the President for implementation every semester during the term of the project. Teaching hours thus incurred shall not, in principle, be counted into overtime pay.

(六) 課程經核定參與教育部、國科會及本校數位學習課程計畫或本校開放式課程，其課程錄播時數除教育部另有規定外，需符合1學分錄製滿12小時之規定，且經專案簽請教務長及校長核可後，該課程錄播（或錄製）學期之授課時數以1.5倍核計（未開課先行錄製數位內容之課程，於開課學期核計；配合計畫非於學期錄播、開課，但屬可取得學分之課程，得於次一學期依開課學分加計），每課程以加計1次為限。

(6) Courses approved to participate in digital learning projects of MOE, NSTC, or the University, or open access courses offered by the University's faculty shall meet the requirement of 12 hours of recording for one credit, unless otherwise specified by the MOE. The number of teaching hours for the said courses shall be one point five (1.5) times the actual length of hours in the semester when the courses are recorded and offered, after a special request for the approvals from both the vice president for Academic Affairs and the President. The teaching hours of prerecorded courses shall be counted in the semester when the course is offered. The teaching hours of credit bearing courses recorded and offered during summer or winter break to cope with the timing of projects shall be counted in the following semester. Teaching hours of the digital or open access courses shall only be counted once.

(七) 依本校「獎勵教師全英語授課要點」經申請核准時數獎勵之全英語授課課程，其授課時數以1.5倍核計，但不列入超支鐘點時數計算。於該學期結束依前述獎勵辦法複審後確認未符合資格者，取消當學期獎勵時數，取消後授課時數不足者，依第二條第四項及第五項辦理。

(7) The number of teaching hours for EMI courses shall be increased by 1.5 times after approval in accordance with the *Guidelines on Rewarding EMI Faculty*, but shall not be counted into the overtime pay. Nevertheless, the extra hours awarded shall be cancelled if the course doesn't meet the criteria after review by the end of the semester. Cases of insufficient teaching hours

resulting from such cancelation shall be handled in accordance with Paragraphs 4 & 5 of Article 2 herein.

前項第五、六及七款獎勵時數規定，僅得擇一適用。

Only one of the provisions of Subparagraphs 5, 6, and 7 of the preceding Paragraph shall apply each time.

研究學院另有規定者，依其規定核算。

Provisions separately formulated by research colleges shall apply to the research colleges.

- 八、 系所（中心）課程結構內之必修課程，對該系所教育目標之達成有重要影響者，得簽請教務長及校長核可，不受上述規定之限制。
- VIII. Mandatory courses with significant educational objectives in the departments/institutes/education centers shall not be subject to the aforementioned restrictions after the approval from the vice president for Academic Affairs and the President.
- 九、 配合學校發展需要安排至他校授課之教師，如未支領他校授課鐘點費，則此授課時數得計入本校教師授課時數。
- IX. Faculty who teach at other universities without pay, as per the University's development strategy, shall have their external teaching hours counted into their internal teaching hours.
- 十、 核減基本授課時數教師，其核減時數職務有加給、津貼、獎勵金者，其經核算之每週所授課程時數，仍應超過第二條規定之基本授課時數，方得核計超支鐘點。
- X. For faculty whose teaching hours are reduced due to concurrent administrative positions bearing supervisory differential, allowance, or bonus, overtime pay may be given only if their actual teaching hours exceed the basic teaching hours stipulated in Article 2.
- 十一、 本準則經行政會議通過，校長核定後定期實施，修訂時亦同。
- XI. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedures.