

文藻外語大學推廣部教師聘任辦法

Guidelines for Part-time Teacher Employment of Division of Extension Education of Wenzao Ursuline University of Languages

第一條 本校為確保並精進推廣教育之教學品質，落實終身學習之目標，實現文藻之教育理念，特訂定推廣部(以下簡稱本部)教師聘任辦法(以下簡稱本辦法)。

Article 1. For ensuring and improving teaching quality of extension education, fullfilling the target of life-long learning and achieving the educational concept of Wenzao Ursuline University of Languages (hereinafer “the school”), these Guidelines for Part-time Teacher Employment (hereinafer “Guidelines”) are enacted by Division of Extension Education (hereinafter “the Division”) accordingly.

第二條 適用課程：本部所開設之各類課程。

Article 2. Classes : For all courses.

第三條 師資條件：

- 一、本校專兼任教師。
- 二、具備教育部核發講師以上證書者。
- 三、大學畢業以上具豐富實務經驗或相關證明者。
- 四、具政府機構核頒專職技證照者。
- 五、非本校專兼任之外籍教師另需具備就業服務法第 51 條之條件。

Article 3. Part-time teacher is employed by the Division under the following situations :

1. Full-time or Part-time Teacher of the school.
2. Teacher who have Teacher Certificate or above approved by Ministry of Edcuation.
3. Teacher must possess a Bachelor's Degree or above with plentiful pratical experiences or relevent certificate.
4. Teacher with professional certificate approved by government organization.
5. Foreign teacher who is not emplyed by the school needs to conform to legislative requirements of the Article 51 of EMPLOYMENT SERVICE ACT.

第四條 審查程序：

- 一、本校專兼任教師：由本部主任面談後聘任之。
- 二、非本校專兼任教師：經試教並由評審小組審議後，依行政程序陳請校長核定後聘任之。
- 三、因情況特殊，需臨時增聘教師者，得由本部主任於開課前先行聘任，事後依前項程序辦理。
- 四、非語言類教師：由本部主任面談後聘任之。

Article 4. Audit Program:

1. Full-time or Part-time Teacher of the school : needs to be interviewed by director of the Division.
2. Teachers not employed by the school : ratified by the President after the teaching demonstrations and reviewed by assessment panel.
3. In special circumstances, if Division needs to employ new teachers urgently, director could employ teachers in advance and follow the audit program afterwards.
4. Teacher of Non-languages courses : needs to be interviewed by director of Division.

第五條 評審小組由相關系科教師代表二人及本部代表一人組成。

Article 5. Assessment panel is composed of two teachers of relevant department and one representative of the Division.

第六條 聘任原則：

- 一、依本辦法通過試教考核及完成行政程序之教師，即為本部儲備教師。依每期開課需要安排課程。
- 二、現任教師其教學績效優良者，得優先續聘之。
- 三、若未達教學要求（如：續班率低、請假次數過多及行政配合度不佳等）或違反政府教育法規者不予續聘。

Article 6. Principle of employment:

1. Teachers who pass through teaching demonstration and complete the administrative procedure become reserved teacher of the Division which will arrange courses according to the teaching demands.
2. Recent employed teachers who has good teaching achievement will have priority in renewed employment.
3. If teacher who does not meet the requirement (For example: low rate of student reenrollment, asking for leave too much and poor compatibility for administrative work... etc.) or violate the government education regulations will not be employed continually.

第七條 本校各系所(中心)得支援本部所需之師資，以維持教學品質。

Article 7. All departments (centers) of the school need to provide the required teachers for the Division in order to maintain teaching quality.

第八條 本辦法經推廣教育審查委員會通過，陳請校長核定後實施。

Article 8. These Guidelines become effective after they are approved by the Extension Education Committee meeting and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準)

(English version is for reference only, the Chinese version shall prevail)