

Providence University Regulations on Full-Time Teachers with Insufficient Basic Teaching Hours

Amended at the Academic Affairs Meeting on May 24, 2023

- Article 1 Providence University Regulations on Full-Time Teachers with Insufficient Teaching hours (hereinafter the “Regulations”) is established to handle the situation when Full-time teachers have the issue of insufficient basic teaching hours.
- Article 2. “Full-time teachers” in this regulation include both tenure-track and contract-based teachers; The basic teaching hours are stipulated by “Regulations on Responsibilities of Teachers.”
- Article 3. When Full-time teachers have insufficient basic teaching hours, the teaching hours can be counted in two consecutive semesters in an academic year according to the following rules:
- A. The faculty who concurrently serves administrative duties when encountering any personnel changes or quitting the current administrative duties during the semester can be exempted from this regulation.
 - B. Full-time teachers who do not fulfill the basic teaching hours for each semester and apply the complement method from Article 4 of this regulation shall accumulate at most 3 hours per academic year, and shall not be paid extra hourly pay due to the inclusion of the hours in the basic teaching hours.
 - C. If the total number of teaching hours after deducting the complementing hours for that academic year still does not fulfill the basic teaching hours, it should be regarded as insufficient basic teaching hours for that academic year.
 - D. Full-time teachers whose teaching hours are not able to fulfill the basic requirement of the department for two academic years consecutively in three academic years or whose teaching hours are not able to fulfill half of the basic requirement during an academic year **should submit an improvement report to the department faculty evaluation committee**, and next to the college faculty evaluation committee for further discussion. After that, it should be sent to the university faculty evaluation committee for review by the academic affairs office according to the “Regulations on Responsibilities of Teachers” of Providence University.
- Article 4. The rules for complementing insufficient basic teaching hours are as follows:
- A. Use large classes to complement insufficient teaching hours.
 - B. Use weighted EMI (English as the Medium of Instruction) teaching hours to complement insufficient teaching hours.
 - C. Use extension education and summer classes to complement insufficient teaching hours.
 - D. For teachers who have advised graduate students’ theses/dissertations and passed the degree examination to obtain graduation qualification during an academic year, each thesis/dissertation advising complements 0.5 basic teaching hours, and the credit hour for co-advising will be allocated according to the labor ratio of the advisors.
 - E. For teachers who supervise students’ research projects funded by the National Science and Technology Council, each project complements 0.5 basic teaching hours.
 - F. Teachers who advise students to participate in international competitions, win second places or above and are approved by the university’s academic review committee, each case complements 0.5 basic teaching hours.
 - G. Excellent paper publication: For the papers approved by the university academic

review committee and published in level-one journals or above (inclusive), one paper complements 1 basic teaching hours; if published in level-two journals and approved by the university academic review committee, one paper complements 0.5 basic teaching hours. However, a paper publication must have either a single corresponding author or a single first author before it can be complemented.

- H. For those who apply for complementing basic teaching hours as mentioned above, please complete the application form online **before July 31st of that academic year**, and print out the application form. After being approved by the chair of the department (graduate institute) and the dean of the college, those that conform to items (1) to (4) will be sent directly to the Division of Registration and Curriculum for further processing, and those that conform to items (5) to (7) will be sent to the Office of Research & Development for further processing before being sent to the Division of Registration and Curriculum for final handling. Late applicants will not be accepted for the complementation application of the current period.
- I. Special cases approved by the President may be treated as complementing insufficient hours.

Article 5. The Regulations shall be approved by the University Administrative Meeting and enacted on the date of promulgation by the President; the same procedure applies to the amendments.