

CYCU Faculty Appointment and Service Rules

Amended at 1st College Affairs Meeting in the school year of 1977 on November 18, 1977
Amended at Meeting of University Affairs Committee of 14th term on October 23, 1981
Amended at Meeting of University Affairs Committee of 21st term on November 26, 1988
Amended at Meeting of University Affairs Committee of 23rd term on December 1, 1990
Amended at Meeting of University Affairs Committee of 26th term on December 4, 1993
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 1996 on May 3, 1997
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 1999 on May 20, 2000
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2001 on May 25, 2002
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2003 on April 24, 2004
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2005 on April 22, 2006
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2007 on April 26, 2008
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2010 on May 14, 2011
Amended at 1st University Affairs Committee Meeting at 2nd semester in the school year of 2015 on November 18, 2015
Authorized by the Board of Directors letter under Yuan-Dong-Fa-Zi No. 1040000065 dated December 18, 2015

Chapter I General Provisions

- Article 1. The appointment and service of CYCU faculty shall follow the Rules.
- Article 2. CYCU is a catholic school, and no smoking, drinking, gambling and any other illegal activities will be permitted in the campus.
- Article 2-1. CYCU's full-time and adjunct faculty shall comply with such gender equity laws and regulations as Gender Equity Education Act, Act of Gender Equality in Employment, and Sexual Harassment Prevention Act, et al.
- Article 3. CYCU's faculty consist of professors, associate professors, assistant professors and lecturers categorizing into 4 grades, who shall be appointed by the President. The terms of office to be held by them shall follow the relevant requirements.
- Article 4. CYCU's faculty shall be obligated to act as mentors, assist the training education, attend meetings and perform guidance work.
- Article 5. CYCU's full-time faculty shall not hold any other full-time position outside the school, provided that professors, associate professors, assistant professors and lecturers may hold the position as a part-time faculty in their spare time after classes subject to prior approval of chairs of departments (institutes), directors of centers, directors of offices, deans of colleges, and the President. The courses taught by them on a part-time basis shall be identical with those taught by them in CYCU in nature and for no more than four (4) hours per week.
- Article 6. CYCU's full-time faculty shall go to school for no less than four (4) days per week to engage in teaching, researching, and guiding students.
- Article 7. The new full-time faculty's age shall be no older than the faculty's retirement age required by CYCU.
The adjunct faculty's age shall be no older than 70 years old; otherwise, the faculty shall be subject to the review by the faculty evaluation committee year by year.

Chapter II Appointment, Acceptance, and Resignation

- Article 8. The appointment, term of appointment, discontinued appointment and termination of appointment of CYCU's faculty shall follow CYCU's "Regulations Governing Establishment of Faculty Evaluation Committee" and "Faculty Appointment Regulations", and the regulations thereof shall be established separately.

- Article 9. For the term of appointment of CYCU's faculty, the faculty shall be appointed on a trial basis in the first year. The appointment shall be renewed for another year in the second year, and for another two (2) years in the third year, and so on.
- Article 10. Upon receipt of the letter of appointment, the faculty shall decide whether to accept the appointment or not within two (2) weeks. Where the faculty decide not to accept the appointment, they shall return the letter of appointment for cancellation within two (2) weeks; otherwise, they shall be held refusing to accept the appointment.
- Article 11. Upon acceptance of the appointment, the new full-time faculty shall complete the registration form to report on for duty with the service unit and Office of Human Resource.
- Article 12. The appointment contract shall be only performed by the faculty in person. Where the faculty resign with causes in the duration of the appointment or have no intend to continue accepting the appointment upon expiration of the term of appointment, they shall submit the application for resignation within one (1) month prior to the resignation, and may resign subject to agreement of chairs of departments (institutes), directors of centers, directors of offices, deans of colleges, approval of the President via the Office of Human Resource, and completion of the resignation formalities.
- Article 13. Where CYCU intends to discontinue the appointment of full-time faculty, it shall give a notice within one (1) month prior to the discontinuance.
- Article 14. Upon resignation, the faculty shall complete the handover of their job responsibilities and public property borrowed by them precisely, secure the relevant certificate for the handover, and return the faculty ID card, and then may proceed to apply for the certificate of resignation.

Chapter III Remuneration

- Article 15. The regulations governing the full-time faculty's remuneration shall be established in accordance with CYCU's Regulations Governing Faculty's Remuneration Criteria separately.
- Article 16. The adjunct faculty's hourly pay shall be calculated based on the teaching hours, namely 4.5 months per semester. Where the adjunct faculty are appointed in the mid of semester, the pay shall be calculated as of the hiring date.
- Article 17. The regulations governing the full-time faculty's application for dormitory shall be established separately.
- Article 18. The full-time faculty is entitled to the relevant benefits offered by CYCU.

Chapter IV Teaching

- Article 19. The teaching hours of CYCU's full-time faculty are required in the following manners:
1. Professors: 8 hours.
 2. Associate professors: 9 hours.
 3. Assistant professors: 9 hours.
 4. Lecturers: 10 hours.
 5. For the instruction on internship, experiment, painting and typing, each two hours shall be counted as one hour.
- Article 20. Where the faculty hold any administrative position concurrently, their weekly teaching hours may be reduced in the following manners:
1. President and Vice President: Reduce by 8 hours.

2. Part-time executive officer I: Reduce by 6 hours.
 3. Part-time vice executive officer I: Reduce by 4 hours.
 4. Part-time academic officer (chairs of departments/institutes, Director of the Center for General Education, and Director of the Center for Faculty Education Program): Reduce by 4 hours.
 5. Part-time executive officer II and secretaries of offices: Reduce by 4 hours.
- The overtime hours for each of above officers and secretaries shall be no more than 4 hours.

Article 21. Where the faculty's weekly teaching hours exceed those required, the overtime hours shall be calculated based on the hourly pay applicable to the adjunct faculty and shall be no more than four (4) hours in school.
The adjunct faculty's weekly teaching hours shall be no more than eight (8) hours, or ten (10) hours in the special case.

Article 22. Where the faculty's teaching hours fail to meet the requirement, the faculty may apply for the following remedies upon authorization of the Dean of Academic Affairs:

1. Adjust the hours and make up the teaching hours within one (1) year;
2. Include the same into the teaching hours for the programs, and the credit courses of the Office of Continuing Education.

Article 23. Physical education faculties shall be obligated to instruct the extracurricular athletics.

Article 24. Military training instructors and nursing faculties shall hold the relevant positions as required by Ministry of Education.

Chapter V Leave of Absence and Make-up Classes

Article 25. The business trips and approved leaves for the full-time faculty are categorized as follows:

1. Personal leave (including family care leave): Seven (7) days to be granted per school year; such leave more than seven (7) days shall be subject to the President's prior approval.
2. Sick leave (including menstruation leave): Twenty-eight (28) days to be granted per school year; such leave more than seven (7) days shall be attached with hospital's certificate. Where the faculty's sick leave is more than the specific time limit due to serious illness, the faculty may apply for an extension upon approval of the President, provided that the extension shall be no more than six (6) months. Where the faculty still cannot return back after the leave of absence, they shall apply for the leave without pay, or retirement or layoff pursuant to laws. The faculty who apply for the leave without pay shall apply for retirement or layoff if they still have not recovered for more than one (1) year since the commencing date of the leave without pay.
3. Marriage leave: 14 days for marriage leave. The marriage leave shall be taken within one (1) month from the date of registration of the marriage, except for those who are approved by the school to postpone the leave or grant the leave within five (5) days prior to the marriage with special reasons.
4. Maternity leave, miscarriage leave, pre-maternity leave and paternity leave: eight (8) days' pre-maternity leave is given to the expectant faculty before delivery, which may be requested in installment and disallowed to be retained after the delivery; forty-two (42) days' maternity leave is given after the delivery; forty-two (42) days' miscarriage leave is given to those who have miscarriages after the pregnancy for more than five (5) months; twenty-one (21) days' miscarriage leave is given to those who have miscarriages after the pregnancy for no more than five

(5) months; fourteen (14) days' miscarriage leave is given to those who have miscarriages after the pregnancy for less than three (3) months. The maternity leave and miscarriage leave shall be taken at one time without deduction of summer or winter vacation days. If necessary, partial maternity leave can be requested before delivery when the pre-maternity leave, if any, has all been taken, provided that it shall not be more than twenty-one (21) days. The number of maternity leave being taken before delivery must be deducted from miscarriage leave, in the case of miscarriage. Any of the male faculty whose spouse gives birth can apply for a five-day paternity leave within fifteen (15) days before or after the date of delivery (inclusive).

5. Funeral leave: fifteen (15) days in the case of death of parents or spouse; ten (10) days in the case of death of step parents, spouse's parents, or children; five (5) days in the case of death of great grandparents, grandparents, spouse's grandparents (step grandparents), or siblings. The funeral leave may be taken in installments, provided that it shall be taken within one hundred (100) days as of the death.
6. Occupational sick leave: In the event of sickness or injury caused in the performance of job duties or in the daily journey for work, which requires recuperation or medical treatment, the faculty shall submit hospital's certificate and the leave shall be granted subject to the medical treatment, which shall be no more than two (2) years. Where the faculty still cannot return back after the leave of absence, they shall apply for the leave without pay, or retirement or layoff pursuant to laws. The faculty who apply for the leave without pay shall apply for retirement or layoff if they still have not recovered for more than one (1) year since the commencing date of the leave without pay.
7. Official leave: The official leave shall be granted in any of the following circumstances:
 - (1) Attendance to assemblies convened by governments;
 - (2) Attendance to military service assemblies pursuant to laws;
 - (3) Attendance to government-sponsored elections and voting;
 - (4) Attendance to training courses and continue education for no more than one (1) year per instruction;
 - (5) Assigned to attend visits or international conferences;
 - (6) Attendance to various meetings or activities as approved upon receipt of the invitation from domestic/foreign entities and groups, provided that it shall be no more than fourteen (14) days per semester;
 - (7) Attendance to government-sponsored examinations related to their job responsibilities, upon the school's prior approval;
 - (8) Attendance to the activities organized by CYCU, upon the school's prior approval;
 - (9) Attendance to hearing as witness or to defend to perform their statutory obligation, upon the school's prior approval;
 - (10) Quarantined by various health competent authorities due to notifiable diseases, with the exception that the faculty suffer from the disease due to causes attributed to themselves;
 - (11) The faculty who are the indigenous peoples can take leave classified as the indigenous peoples' annual ceremonies/holidays in accordance with the official holidays calendar posted by Council Of Indigenous Peoples, Executive Yuan.

The personal leave, sickness leave and pre-maternity leave referred to in the preceding paragraph shall be calculated on an hourly basis. The marriage leave, partial maternity

leave, paternity leave and funeral leave shall be taken at least half a day at one time. The various leave types shall exclude the regular days off and holidays. Notwithstanding, the extension of sick leave shall not exclude the regular days and holidays. The faculty member who have been appointed for no more than one (1) year is eligible for the personal leave and sick leave prorated by the number of months of their service within the relevant year. The female faculty who require the prevention of miscarriage upon physician's diagnosis may apply for pre-maternity leave and partial maternity leave, in addition to sick leave (extension of sick leave) in the duration of treatment, caring or recuperation.

- Article 26. Official business trips and official leave are required as following:
1. Official business trip: The faculty who are assigned to deal with official business out of the school to meet the need of the school's official business (including execution of the inter-school/intra-school plans and academy-industry cooperation projects) shall be deemed taking the official leave and entitled to claim the business trip allowance (which shall be borne by the various projects and academy-industry cooperation projects, if the business trip is granted in order to execute the projects and cooperation projects). The business trip allowance criteria shall be established separately.
 2. Official leave: The official leave granted in accordance with Subparagraph 7, Paragraph 1 of Article 25 herein shall not claim the business trip allowance.

Article 27. The faculty who wish to apply for leave shall file the application before the leave. The leave no more than three (3) days shall be subject to the unit supervisor's prior approval. The leave no more than seven (7) days shall be subject to the prior approval of the 1st-rank officer. The leave for more than seven (7) days consecutively shall be subject to the prior approval of the President. Upon receipt of the approval of said leave types, the faculty shall apply for making up classes with the Office of Academic Affairs.

Article 28. The full-time (adjunct) faculty shall apply for making up the classed missed due to their leave of absence voluntarily, or ask the unit supervisor for agreement to have the classes taught by substitute instructors.

Article 29. With the exceptions of official leave (official business trip), sick leave, occupational sick leave, paternity leave, maternity leave, partial maternity leave and miscarriage leave, of which the hourly pay shall be borne by the school (exclusive of the overtime), the applicant shall bear the hourly pay for any leave on his/her own. Where the adjunct faculty apply for leave, the hourly pay to any substitute instructor shall be borne by the applicant on his/her own or allocated to the substitute by the school on behalf of the applicant.

Article 30. Where the faculty are absent from any class without applying for the leave, the unit supervisor or Office of Academic Affairs shall report the fact to the President.

Chapter VI Promotion

Article 31. The regulations governing full-time faculty's promotion shall be established in accordance with CYCU's "Regulations Governing Review of Faculty Promotion" separately.

Chapter VII Research and Continued Education

Article 32. The regulations governing the full-time faculty's incentive for research and continued education shall be established in accordance with CYCU's "Regulations Governing Incentives for Faculty's Research and Continued Education" separately.

Chapter VIII Leave of Absence

Article 33. The regulations governing the full-time faculty's leave of absence shall be established in accordance with CYCU's "Regulations Governing Sabbatical Leave" and "Directions Governing Leave of Faculty with Concurrent Supervisory Position" separately.

Chapter IX Retirement, Death Benefits and Layoff

Article 34. The regulations governing the full-time faculty's retirement, death benefits and layoff shall be established in accordance with CYCU's "Regulations Governing Faculty's Retirement, Death Benefits and Layoff" separately.

Chapter X Complaint

Article 35. The regulations governing the full-time faculty's complaints shall be established in accordance with the "Directions for Organization and Review of Faculty Grievances Committee" separately.

Chapter XI Bylaw

Article 36. Any matters not covered herein shall be implemented in accordance with the relevant laws and regulations.

Article 37. The Rules are passed by the university affairs meeting and shall be promulgated and enforced upon authorization of the Board of Directors for record.

The amendments to Article 16 and Paragraph 1 of Article 21 herein shall be effective and enforced as of August 1, 2016.