元智大學 **教師**校外兼課/兼職申請表

YZU Application Form for Lecturing/Holding Concurrent Positions at Other Institutions

申請日期Date： 年Y 月M 日D

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 單位  Department |  | 姓名  Name | |  | | 職稱  Position |  | | 行政職務  Administrative position | |  |
| **□兼課**  **Lecturing** | 學校名稱Name of school： | | | | | 課程名稱Name of the course： | | | | | |
| 兼課期間Period：自From 年Y 月M 日D起至To 年Y 月M 日D止End；  星期Which day of the week： ，  時間Time：From 時O’clock 分Minute至To 時O’clock 分minute，共計Total： 小時Hours。 | | | | | | | | | | |
| **□兼職**  **Holding concurrent**  **positions** | 機構名稱Name of institution： | | | | | 職稱Position： | | | | | |
| 兼職期間Period：自From 年Y 月M 日D起至to 年Y 月M 日D止end。 | | | | | | | | | | |
| 兼職時數Part-time hours：□定期開會Regular meeting □不定期開會Irregular meeting □每週Per week 小時Hours □其他Others： | | | | | | | | | | |
| 單位審核  項目  Verification  standard | □是Yes □否No，所兼職務與教學或研究專長相關。Related to the faculty’s teaching or research fields.  □是Yes □否No，校外兼課時數每週併計未超過4小時，且兼職兼課時數每週合計未超過8小時。Part-time teaching for no more than 4 hours per week; total combined hours for part-time teaching and concurrent positions no more than 8 hours per week. | | | | | | | | | | |
| 申請人簽章  Applicant’s signature |  | | 單位主管簽章  Office/Unit director’s signature | |  | | | 學院(部)主管簽章  College dean’s signature | |  | |
| 審核項目  Verification  standard | **教務處Office of Academic Affairs:**  校內預排課程授課時數Teaching hours in pre-scheduled courses at YZU： \_\_\_\_\_\_小時hours。  □是Yes □否No，申請新進教師授課時數減免Apply for a waiver of teaching hours for newly hired faculty，\_\_\_\_\_\_小時hours。 | | | | | (申請兼職者免經教務處簽核)  教務處簽章Approval from Office of Academic Affairs： | | | | | |
| **人事室Personnel Office：**  納編日Date of Service Begin：\_\_\_\_年Y\_\_\_\_\_月M\_\_\_\_\_日D  □是Yes □否No，通過新進教師續聘評量辦法。Pass the examination of renewing employment of newly hired faculty.  □是Yes □否No，是否於到任六年內通過升等。Pass the evaluation of promotion within the first six years of employment.  已申請核准之其他兼職Other concurrent positions that have been approved： | | | | | 人事室簽章Approval from Personnel Office： | | | | | |
| **秘書室:Secretariat Office**  □是Yes □否No，通過最近一次教師評鑑。Pass the most recent evaluation of faculties’ performance. | | | | | 秘書室簽章Approval from Secretariat Office： | | | | | |
| **批示**  **Approval** | 副校長Vice President： | | | | | 校長President： | | | | | |

*(請雙面列印Please print double-sided)*