

Guidelines for the Appointment of Instructors for Continuing Education Courses at Yuan Ze University.

Passed by the 18th Administrative Committee of the 2020 School Year, April 28, 2021

1. The appointment of faculty for the school's continuing education courses is based on the "Implementation Measures for Continuing Education in Specialized and Higher Education Institutions" established by the Ministry of Education.
2. The term "continuing education courses" in these guidelines refers to courses offered in master's credit classes, bachelor's credit classes, and non-credit classes.
3. For the instructors of the continuing education courses offered by the school, if they are already appointed as full-time or part-time teachers at the school, they will not need to be reappointed according to these guidelines and can continue their teaching duties.
4. The regulations for appointing faculty for the school's continuing education courses are as follows: (a) For instructors of master's credit classes, bachelor's credit classes, and similar classes, the principle is to have a teaching qualification certificate issued by the Ministry of Education or a professional technical qualification. Instructors for master's credit classes must have an assistant professor certificate or a professional technical qualification equivalent to an assistant professor or higher, while instructors for bachelor's credit classes must have a lecturer certificate or a professional technical qualification equivalent to a lecturer or higher. (b) The qualifications for faculty in credit-based and non-credit continuing education classes should be individuals with a qualification as a teacher at a specialized or higher education institution, a professional technical qualification, or a professional technical teaching qualification. If necessary for the courses, individuals with specialized technical expertise and experience may be recruited, provided they meet one of the following conditions:
 1. Possession of a lecturer certificate or a professional technical qualification equivalent to a lecturer or higher issued by the Ministry of Education.
 2. Possession of a master's degree or higher.
 3. Possession of relevant professional certifications issued by government agencies, academic institutions, or public or private organizations.
 4. Recipients of international or national-level competition awards.

5. Individuals with more than 3 years of technical work experience.
 6. Individuals with more than 3 years of practical experience as professional managers.
 7. Individuals with more than 2 years of teaching experience relevant to the courses.
 8. Faculty designated or appointed by the government or authorized institutions.
5. The appointment process for instructors of the school's continuing education courses requires the course coordinator to review and ensure compliance with these guidelines during course planning. The final decision is made by the Continuing Education Review Committee, and once approved, the appointment is confirmed.
 6. The appointment process for instructors should be completed before the start of the courses.
 7. The appointment of instructors for the school's continuing education courses is determined based on the actual teaching period and is issued a letter of appointment by the Director of the Lifelong Education Department upon the instructor's application. In the case of credit-based specialized classes jointly administered by departments and the Lifelong Education Department, the President may issue the appointment letter after the review is approved.
 8. Matters not stipulated in these guidelines shall be subject to other relevant laws and regulations.
 9. These guidelines shall be implemented after being approved by the school's administrative meeting and shall also apply to any future amendments.