

國立中山大學教師請假補課、代課鐘點費處理要點

Guidelines on Handling Make-up Classes and Payment for Substitutes

94.12.02 94 學年度第 3 次行政會議通過

Approved at the 3rd Executive Meeting on December 2nd 2005

95.11.17 95 學年度第 1 次行政會議修正通過

Amended and approved at the 1st Executive Meeting on November 17th 2006

112.5.10 111 學年度第 2 學期第 7 次行政會議修正通過

Amended and approved at the 7th Executive Meeting on May 10th 2023

- 一、 國立中山大學（以下簡稱本校）教師應依教師法及本校聘約善盡授課義務，如有短期請假，應自行補課，並事先填具補課說明簽經主管核准後送教務處備查，非有第二點之情況不得延聘代課教師。
- I. Full-time faculty of National Sun Yat-sen University (hereinafter referred to as the “University”) shall fulfill their obligations in accordance with the *Teachers’ Act and Faculty Contract Agreement*. Faculty who cannot teach class timely shall apply with explanation for approval to the head of the affiliated unit and the Office of Academic Affairs notified of such matter. Missed classes shall be made up duly by the faculty, unless the condition meets the provisions stipulated in Article 2 then a substitute teacher shall be employed to teach the missed classes.
- 二、 本校專任教師符合部頒教師請假規則、教育人員留職停薪辦法第4條第一項或兼任教師符合專科以上學校兼任教師聘任辦法第17條情形之一者，任課學期所遺課程得經學校之同意商請本校教師代課或由學校用人單位延聘教師代課。
- II. Full-time faculty meeting one of the conditions stipulated in the MOE’s *Regulations for the Faculty’s Leave Application*, Paragraph 1 in Article 4 of *Regulations for Educational Staff’s Unpaid Leave*, or Article 17 of *Regulations for Employment of Adjunct Faculty at Institutions of Higher Education* may apply for approval for requesting an internal faculty member or an external substitute employed by their affiliated unit to teach the remaining courses of the semester.
- 教師因特殊情形(含臨時辭聘、因案停聘、死亡等)於學期間臨時出缺，該學期用人單位得專簽經校長核准同意後，商請本校教師代課或延聘教師代課。
- For cases that faculty cannot teach due to unforeseen reasons (sudden resignation, suspension of employment, death, etc.), the affiliated shall apply for the President’s approval for requesting an internal faculty member or an external substitute to teach for them.

前二項情形應符合本校人事相關規定。

The provisions stipulated in the two preceding Paragraphs shall also comply with the relevant regulations of the Office of Personnel Services.

- 三、 專任教師有休假、借調、出國研究、進修或講學及退休等情形時，其所留課程應改由其所屬教學單位教師擔任，不得申請代課。
- III. Courses taught by full-time faculty who are on leave, on secondment, on overseas leave for research, further studies, or lecturing, or retired shall be covered by faculty from the same affiliated unit, without applying for external substitutes.
- 四、 代課教師授課鐘點費之支給，依下列方式辦理：
- IV. The payment for substitutes shall be handled as follows:
- (一) 代課教師應優先以校內基本授課時數不足之專任教師或兼任教師充當，合計代課時數後其超支時數每週不得超過四小時；但情況特殊者，得專案簽准放寬超支時數。
- (1) The full-time faculty who do not fulfill the required weekly teaching hours or adjunct faculty shall first be enlisted as the substitutes. The total weekly teaching hours beyond the limit shall not exceed four hours a week after substitute hours are considered. Under special circumstances, the limit may be increased after a special request is approved.
- (二) 如因專業不同，得經學校同意延聘校外合格教師兼代，其鐘點費之支付，每週以不超過四小時為限。
- (2) An external qualified substitute may be employed after the University's approval for teaching certain special courses, with a maximum of weekly teaching hours limited to four hours per week.
- (三) 代課教師鐘點費比照各級兼任教師鐘點費標準支給。
- (3) The payment for substitutes shall be handled in accordance with *Standards of Hourly Pay for Adjunct Faculty*.
- 五、 專任教師經核准由其他教師代課，其已支領超支鐘點費者，應於被代課期間停發。
- V. The overtime pay for the full-time faculty shall be suspended during the period when a substitute is enlisted to teach for them.
- 依本校教師授課鐘點核計準則得支領鐘點費之兼任教師，於授課期間依規定請假者，請假期間鐘點費由用人單位依部頒專科以上學校兼任教師聘任辦法第 17 條規定辦理。

For adjunct faculty who receive the hourly pay pursuant to the *Guidelines*

on Calculation of Hourly Pay for Faculty Members, their hourly pay shall be handled in accordance with Article 17 of the *Regulations for Employment of Adjunct Faculty at Institutions of Higher Education* for their leave during the semesters.

- 六、 所延聘代課教師之代課期間不得超過三個月，如逾三個月，應另依本校兼任教師聘任程序辦理。
- VI. The period of teaching by substitutes shall not exceed three months; otherwise, adjunct faculty for the teaching shall be employed through the appointment procedure.
- 七、 本要點未盡事宜，悉依教育部教師請假規則之規定。
- VII. Matters not covered herein shall be handled in accordance with the MOE's *Regulations for Faculty's Leave Application*.
- 八、 本要點經行政會議通過後施行，修正時亦同。
- VIII. These regulations are approved at the Executive Meeting before implementation. Amendments to these regulations shall follow the same procedures.