

# National Chengchi University College of Commerce Regulations for Reduction of Teaching Hours of Faculty

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- Article 1 The College of Commerce at National Chengchi University (hereinafter referred to as the college) has formulated these regulations to flexibly adjust the teaching hours of faculty in accordance with the school's Curriculum Restructuring Project and the reduction of full-time faculty teaching hours.
- Article 2 For faculty members of the college who have received research projects from the Ministry of Science and Technology in the current academic year or in both of the previous two academic years, as well as new faculty members in their first or second years at the college, the basic teaching hours for the current academic year are 12 hours. For faculty members who have not received research projects from the Ministry of Science and Technology in the current academic year or in both of the previous two academic years, the basic teaching hours for the current academic year are 15 hours. The basic teaching hours of administrative faculty members will be in accordance with the relevant regulations of the Curriculum Restructuring Project of National Chengchi University.
- Article 3 In principle, faculty teaching hours may not be reduced by more than 3 hours for each academic year.
- For faculty members who are on leave of absence, secondment, researching abroad per approval, or are on extended sick leave for one semester, the teaching hours and the hours that may be reduced for the current academic year shall be halved.
- Article 4 The number of teaching hours of the college that can be reduced is equal to the number of teachers with the basic 15 teaching hours, in accordance with Article 2, multiplied by 3 hours per academic year.
- Article 5 The reduction items and their orders of priority are as follows:
- I. For new assistant professors, as well as associate professors and professors from abroad, teaching hours can be reduced by a maximum of three hours for each academic year in the first two academic years; the reduction for the third academic year shall be decided by the head of the department/institute in accordance with the actual situation of course arrangements as well as Article 3, Paragraph 3, Subparagraph 2 of the procedure formulated under the Curriculum Restructuring Project of the university. For new teachers of other types, their teaching hours shall be a minimum of 12 hours per academic year.
  - II. For assistance of college and department affairs and special reductions, a maximum of three hours may be reduced after the approval of the Dean; however, the teaching hours shall be 12 hours per academic year at minimum.
- The reduced credits from the previous reduction items cannot be deferred.
- Article 6 In accordance with Article 9 of National Chengchi University Regulation for Professional Basic Integrated Courses, "For professional basic integrated courses with more than 70 enrolled students after the course add/drop period, for every 10 excess students (rounded up

to the nearest 10), the teacher's teaching hours may be increased by 10% per credit to a maximum of 150% of the actual teaching hours." If the total added teaching hours exceed the basic teaching hour requirement of the college and the teacher has not collected the fees for overtime in the current academic year, the teacher may use the exceeding hours to reduce the teaching hours for the next academic year; however, the minimum teaching hours per academic year shall still be 12 hours.

Article 7 The number of courses opened for each department of study (bachelor's degree, master's degree and doctoral degree program) shall be based on the expected demand for students to satisfy graduation requirements.

Departments should avoid an imbalance in the number of hours of courses held in the first and second semesters to comply with the college policy of the number of courses held in the first and second semesters being 90% consistent.

Matters not specified in the Guidelines shall be subject to the Curriculum Restructuring Project promulgated by National Chengchi University and relevant NCCU regulations.

Article 8 These Regulations shall be announced for enactment by the Dean of the College following the approval of the College Curriculum Committee Meeting and the College Affairs Meeting. The same procedure applies to any revisions.