

Guidelines on the Recruitment and Appointment of Part-time Faculty by International College at I-Shou University

Promulgated with the consent of the President dated January 4, 2013

Amendments to Provisions II, V, VII, XI, XIII-XV, and XIX promulgated with the consent of the President dated May 6, 2014

Amendments to the Guidelines adopted by the University-level Teacher Review Committee on June 26, 2019, and promulgated with the consent of the President dated July 6, 2019

Amendments to Provisions I-XV and XVII and deletion of Appendix 1, 2, and 3 adopted by the University-level Teacher Review Committee on September 24, 2025, and promulgated with the consent of the President dated October 12, 2025

- I. The Guidelines on the Recruitment and Appointment of Part-time Faculty by International College at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the International College (hereinafter referred to as “the College”) pursuant to the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University.
- II. To facilitate matters related to the AACSB accreditation, the professional attributes of part-time faculty members appointed by the College shall be governed by the Principles for Faculty Size and Quality Maintenance of Board of Management and Business Education at I-Shou University. Part-time faculty members shall meet the qualification requirements for maintaining teaching eligibility as specified in Provision II of the Guidelines before they may offer courses at the College and assist with activities related to improving teaching quality.
- III. The departments (programs or degree programs) within the College may recruit and appoint part-time faculty members to teach or supervise graduate students’ degree treatises. In principle, part-time faculty members shall teach courses with a large number of classes, courses in professional field(s) where there is a shortage of teachers, and professional subjects offered by graduate institutes, as well as supervise graduate students’ degree treatises.

IV. To maintain the teaching quality of the College, if a candidate for a part-time teaching position is under one of the following circumstances, chairs of departments (or directors of programs or degree programs) are required to submit a recommendation form of part-time appointments (for special circumstances) to state sufficient and justifiable reasons for the appointment:

1. The candidate will teach seven hours or more per week;
2. The candidate will teach a required course(s); or
3. The candidate is 65 years old or older.

The maximum teaching hours per week of a part-time faculty member shall not exceed those of their full-time counterparts in the same academic rank. Notwithstanding the foregoing, the maximum allowed number of teaching hours per week (including both daytime and evening programs) is eleven, provided that such a teaching overload is necessary to meet teaching needs, and prior consent has been obtained from the University.

A current part-time faculty member will be reappointed only after the outcome of their latest teaching survey meets the requirements stated in Article 3 of the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University.

V. Scholars and experts who teach modular courses part-time at the University but are not employed by the University shall not be included when doing a headcount of the part-time faculty serving at the University. However, they are still required to have the necessary qualifications for faculty appointment. Their applications for a part-time teaching position shall be submitted to the competent Teacher Review Committees for an accreditation review, and official appointments shall be made following the established administrative procedure.

VI. When doing a headcount of faculty members at each academic unit, four part-time faculty members paid on an hourly basis shall be counted as equivalent to one full-time faculty member. In principle, the number of part-time faculty members recruited by the College and its departments (programs or degree programs) shall not exceed one-third of the total number of faculty members at the College and its departments (programs or degree programs). Moreover, the number of part-time faculty members at the level of lecturer shall not exceed two-thirds of the total number of part-time faculty members.

VII. The term of appointment of part-time faculty members appointed by the College shall be governed by the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University.

VIII. If a department (program or degree program) within the College has difficulty finding a suitable candidate to teach a special professional course, and therefore intends to appoint a part-time faculty member at the age of 65 or older, Article 9 of the Regulations for the Recruitment and Appointment of Part-time Faculty Members at I-Shou University shall

apply.

- IX. Applicants for a part-time teaching position shall possess the necessary qualifications as stipulated in the Act Governing the Appointment of Educators and shall undergo an accreditation review by the competent department-, college- and university-level Teacher Review Committees. The course(s) a candidate intends to teach shall be highly relevant to the subject area in which they have received the highest degree or to their practical experience.
- X. Courses offered by departments (programs or degree programs) within the College shall primarily be taught by their full-time faculty members (including project faculty members). When full-time faculty members (project faculty members) are unavailable to teach certain courses, these courses may be released and successively assigned to course instructors in the following order: faculty members from other departments within the College, faculty members from other colleges, qualified course instructors from E United Group, senior executives from institutions that have signed agreements with the University and maintain substantial internship or industry-university collaboration with the College's departments (programs or degree programs), outstanding doctoral students recommended by the departments (programs or degree programs) within the College, and other qualified external course instructors.
- XI. For each department (program or degree program), the proportion of part-time course instructors who are graduates of the University's master's or doctoral programs, or who are currently enrolled as doctoral students of the University, shall, in principle, be kept below one-third of the total number of part-time course instructors in that department (program or degree program).
- XII. Full-time employees of E United Group-affiliated enterprises who apply to serve as part-time course instructors in the College's departments (programs or degree programs) shall be recommended by the highest-ranking official of their employing enterprise.
- XIII. Part-time faculty members holding one of the following qualifications are eligible to apply for teacher qualifications accreditation (the Teacher Certificate) to the Ministry of Education after obtaining written consent from the President and passing the review by the competent Teacher Review Committees at three levels:
1. a full-time medical practitioner of a medical institution which has entered into a strategic alliance with the University, and who is recommended by the highest-ranking official of the medical institution;
 2. a full-time teacher of a public or private general (vocational) high school who is recommended by the school principal;
 3. an employee of a company that has signed a letter of intention on industry-university

collaboration, research and training strategic alliance with the University, and who is recommended by the highest-ranking official of the company;

4. a part-time faculty member who has a doctoral degree conferred by the University;
or
5. a full-time employees of E United Group-affiliated enterprises recommended by the highest-ranking official of the enterprise;

Except for part-time faculty members holding the qualifications as referred to in Subparagraph 4 or 5 in the preceding paragraph, any other part-time faculty members shall also satisfy the following requirements to be eligible for teacher qualifications accreditation, and the University's regulations and rules regarding teacher qualifications accreditation shall apply:

1. having taught part-time at the University for a minimum of two years, for at least two credits every semester, and continuing teaching at the University when applying for teacher qualifications accreditation; and
2. having performed well at the University in terms of teaching and counseling & service over the past two years.

Part-time faculty members shall bear review fees associated with the teacher qualifications accreditation.

- XIV. Part-time faculty members who apply for the Teacher Certificate under the preceding provision shall have their academic works externally reviewed. Those who submit degree treatises for an accreditation review shall deliver the degree treatises to the college-level Teacher Review Committee for an external review by five scholars and experts from outside the University, and the passing criteria specified in the Regulations for Faculty Promotion System at I-Shou University shall apply. As for those who submit academic works for an accreditation review, the representative work shall be a journal paper (or monograph) published with I-Shou University listed as the institutional affiliation; otherwise, they will be ineligible for an accreditation review. The qualifications review procedure and the passing criteria for the external review of academic works shall be governed by the University's regulations and rules concerning faculty promotion.

Among all part-time faculty members at all academic ranks at the University, only those at the level of lecturer can apply for promotion to the level of assistant professor by submitting their degree treatises after earning a doctoral degree.

Part-time faculty members who have a full-time teaching job at another academic institution are not permitted to apply for the Teacher Certificate to the University.

- XV. In accordance with the academic calendar of each semester, applications for part-time faculty appointment shall be submitted sequentially to the department-, college- and university-level

Teacher Review Committees for approval before the beginning of a new semester. In case of failure to have such an appointment approved before a semester begins, the recruiting unit shall clearly state the reasons for the delay and may proceed with the appointment process only after obtaining written consent from the President.

- XVI. If a part-time faculty member is under one of the following circumstances, their appointment will not be renewed:
1. The outcome of the teaching survey of the previous semester (or the outcome of the last teaching survey) fails to meet the requirements;
 2. They have not cooperated with the College on matters related to the AACSB accreditation;
 3. They resign halfway through the term of appointment without advance notice;
 4. Students whom they taught did not perform well;
 5. They have engaged in activities unrelated to the course during class sessions, such as product promotion and election campaigning;
 6. They have been absent without justification, or have frequently arrived late or left early; or
 7. They have tarnished the reputation of the University and its faculty members through conduct reflecting poor character and lack of integrity.
- XVII. Matters not mentioned herein, if any, shall be deliberated by the college-level Teacher Review Committee and governed by the applicable regulations and rules of the University.
- XVIII. The Guidelines do not apply to the recruitment and appointment of part-time chair professors.
- XIX. The Guidelines become effective on the third day of promulgation after being adopted by the college- and university-level Teacher Review Committees and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.