

Hsiuping University of Science and Technology Teaching and Research Staff Handbook for Foreign Full-time Professors (Draft)

1. Teaching & Student Counselling

(1) Office of Academic Affairs

1.

Category	Teaching and Student Counseling
Business Projects	Academic performance
Business Description	<p>In order to handle teachers' submission and correction of grades, as well as student grade review and appeals, please refer to the school's grade processing points for Relevant Regulations, definitions of each grade, grade system and percentile grade comparison table.</p> <p>Teachers submit scores through online login. The deadline for submitting semester scores and graduation scores is within ten days of the "beginning of winter vacation" and "beginning of summer vacation" in the school calendar (master's and doctoral courses may be extended by ten days); the deadline for submitting summer scores is Within five days from the day after the final examination of each course.</p> <p>*Results login path: School administration system>Enter account and password>Login>Academic Affairs Information</p>
Relevant Regulations	Key points for processing grades at Hsiuping University of Science and Technology
Organizer	Office of Academic Affairs, Section of Registration
Contact Number	04-2496-1100

2.

Category	Teaching and Student Counseling
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Business Projects	Teaching hours regulations
Business Description	To handle matters related to teachers' teaching hours and overpayment of hourly fees, please refer to the key points of teachers' teaching hours and payment of hourly fees in our school.
Relevant Regulations	Key points on Hsiuping University of Science and Technology teachers' teaching hours and overtime payment of hourly fees
Organizer	Office of Academic Affairs, Section of Curriculum Development
Contact Number	04-2496-1100

3.

Category	Teaching and Student Counseling
Business Projects	All classes taught in English
Business Description	Please refer to point 2 of the key points for the implementation of all-English teaching by our school's rewarded teachers: ... courses taught by foreign teachers..., this point does not apply.
Relevant Regulations	Key points for implementation of Hsiuping University of Science and Technolog award-winning teachers teaching in English
Organizer	Office of Academic Affairs, Section of Curriculum Development
Contact Number	04-2496-1100

(2) Student Development Center

1.

Category	Teaching and Student Counseling
Business Projects	Educational Inheritance

Business Description	<p>In order to improve the professional qualities and knowledge of our teachers in teaching, research, counseling and service, and to establish an excellent academic inheritance system, our school has established a pilot teacher system. The pilot team is composed of mentor teachers (Mentors) and learning teachers (Mentee). Full-time teachers who have served as assistant professors in the school for less than 2 years (inclusive) must apply to be pilot teachers. The pilot period lasts for 2 years. During this period, no overtime, part-time work, part-time classes, or part-time work are allowed; pilot activities must be conducted at least once each semester. It can be conducted through interviews, lectures, visits, etc. After the activity, the pilot teacher record form must be filled in and sent to the Teaching Development Center for review.</p> <p>New teachers who accept the guidance can reduce the basic teaching hours by 2 hours per week to apply for the National Science Council, the Ministry of Education or the industry-government-university cooperation program, and must submit the program application certificate before the end of the semester; new teachers For teachers with special expertise, upon approval by the Advisory Committee of the Teaching Development Center, their program application may be replaced by digital teaching materials or specialty training teaching materials.</p>
Relevant Regulations	Key points for the implementation of the pilot teacher system at Hsiuping University of Science and Technology
Organizer	Student Development Center
Contact Number	04-2496-1100

2.

Category	Teaching and Student Counseling
Business Projects	Outstanding Teaching Faculty

Business Description	<p>In order to improve the teaching performance of our teachers and improve the quality of teaching, our school awards teachers with excellent teaching every year and selects "Outstanding Teachers at the College Level" and "Excellent Teachers at the School Level". Full-time teachers who have taught in our school for three years or more may be selected to participate in the review of this award. The selection method is for each department (institute, center) to select "outstanding teachers at the department level", and then the college selects "outstanding teachers at the college level", and select the best to participate in the selection of "outstanding teachers at the school level", based on the teaching development center advisory committee. Teachers' "teaching achievements", "design content of teaching materials and teaching methods", "teaching philosophy and enthusiasm" and "other outstanding deeds" will be evaluated and evaluated.</p>
Relevant Regulations	Guidelines for Rewarding Excellent Teaching by Teachers of Hsiuping University of Science and Technology
Organizer	Center for Teaching and Learning Resources
Contact Number	04-2496-1100

3.

Category	Teaching and Student Counseling
Business Projects	Evaluation

Business Description	<p>Our school aims to improve the quality of teaching, research, guidance and services of full-time teachers (including professional and technical personnel) and promote the professional growth of teachers. Full-time teachers are evaluated every four years. However, newly hired teachers will only receive school-level evaluation after serving for two years. The evaluation for the first two years will be handled by the department (institute, center, degree program).</p> <p>The evaluation scores are divided into two categories: branch-level and department-level, accounting for 70% and 30% respectively. The full score is calculated as 100 points. If the sum of the two items reaches 70%, it means passing the evaluation.</p> <p>1. School-level scores include three items: teaching, research, tutoring and service. The scores are generated by the evaluation system. Among them, the raw scores for teaching, research, tutoring and service are weighted by the evaluated teachers according to the scoring rules. The total weight of the three items must be 100%.</p> <p>2. Department (institute, center, degree program)-level scores are determined by each department (institute, center, degree program) according to its characteristics and needs, including teacher evaluation items, standards, procedures, teacher evaluation points and other related matters.</p>
Relevant Regulations	Hsiuping University of Science and Technology Teacher Evaluation Method, Hsiuping University of Science and Technology Teacher Evaluation and Grading Rules
Organizer	Office of Human Resource
Contact Number	04-2496-1100

4.

Category	Teaching and Student Counseling
Business Projects	Teaching Evaluation

	In order to understand students' opinions on teachers' teaching, assist teachers in improving teaching, and enhance teaching quality, our school conducts mid-term and final teacher teaching opinion surveys every semester. The midterm survey only provides feedback for students to fill out. The final survey adopts a 5-point scale. If the teacher's total average of all valid questionnaire scores in a single semester does not reach 3 points, or the total average of all valid questionnaire scores in two consecutive semesters does not reach 3.5 points, full-time teachers should receive guidance coaching, and It is not allowed to exceed the working hours and take part-time classes outside the school; part-time teachers will no longer be appointed within 2 years from the semester when the results of the teaching opinion survey are announced.
Relevant Regulations	Hsiuping University of Science and Technology Teachers' Teaching Opinion Survey and Key Points for Guidance Implementation
Organizer	Office of Human Resource
Contact Number	04-2496-1100

5.

Category	Teaching and Student Counseling
Business Projects	Excellent Course
Business Description	<p>In order to deepen the connotation of teaching and improve the quality and effectiveness of teaching, our school provides excellent course awards every semester. Based on the courses offered by teachers in the previous semester, those who meet the following three conditions will receive this award:</p> <ol style="list-style-type: none"> 1. The teaching opinion survey score is higher than the average of full-time teachers (including project teaching staff) in the school. 2. The total response rate of the teaching opinion survey reached 70%. 3. The student recommendation rate or number of recommendations for the teaching opinion survey shall be the top 10% of the full-time teachers (including project teaching staff) in the school.

Relevant Regulations	Hsiuping University of Science and Technology Course Award Points
Organizer	Center for Teaching and Learning Resources
Contact Number	04-2496-1100

(3) Student Affairs Office

1.

Category	Teaching and Student Counseling
Business Projects	Student counseling
Business Description	<p>1. Individual consultation: Help students clarify psychological conflicts or doubts, whether it is self-exploration, finding career direction, seeking clarification of emotional problems, trying to break through interpersonal obstacles, family interaction, adjustment to setbacks, facing pressure, emotional regulation, or The treatment of mental illness, etc., are all within the scope of psychological counseling services.</p> <p>Consultation hours: Monday to Friday 9:10 am to 5:00 pm.</p> <p>2. Group consultation: Groups and workshops with different themes and natures are organized every semester to help students understand themselves and others.</p> <p>3. Psychological tests: The center is equipped with various tests, providing appropriate tests for understanding learning, interpersonal relationships, and self-understanding to understand oneself.</p> <p>4. Class lectures: Various mental health lectures are provided on a class-by-class basis.</p>
Relevant Regulations	Student Counseling Act
Organizer	Student Development Center
Contact Number	04-2496-1100

2.

Category	Teaching and Student Counseling
Business Projects	Mentorship system
Business Description	<p>1. Recommend full-time teachers of the school to serve in master's and doctoral classes, bachelor's classes, and excellent teacher training scholarship students and teachers train public-funded student tutors.</p> <p>2. The tutor's responsibility is to understand the student's family and personal situation, and examine the student's Daily life words and deeds, guiding students to cultivate themselves and learn, participate in extracurricular activities, and assist students solve problems such as difficulties and opinions and responses, and communicate with students' parents and relevant guidance sheets work closely together and support each other.</p> <p>3. Bachelor's degree students, non-teacher education program students, students receiving the Excellence in Teacher Education Scholarship, and students on the Teacher Education Public Fund Program will teach the course 'University Life Learning and Counseling' (required, zero credit) for one hour per week. The course is taught for nine months each academic year.</p> <p>4. The maximum subsidized class tutoring activity fee per person per semester for doctoral, master's and bachelor's classes Eighty yuan, need to be verified and written off.</p> <p>5. The school holds a regular meeting of tutors every semester to discuss work implementation and study common issues related to student affairs. 6. Our school selects and commends tutors who tutor students or have excellent work performance and have specific facts every school year.</p>
Relevant Regulations	Teachers Law, University Law, and Implementation Key Points of Hsiuping University of Science and Technology Tutoring System
Organizer	Office of Student Affairs, Section of Student Guidance
Contact Number	04-2496-1100

2. Resources for Teaching & Research

(1) Education and Development Center

1.

Category	Teaching and Student Counseling
Business Projects	Interdisciplinary Practice Research Program
Business Description	In order to integrate the cross-domain professional knowledge and creativity of our students, pay attention to social issues and industry development trends, cultivate their slash knowledge and practical skills, and eliminate the gap between learning and application, the "Hsiuping University of Science and Technology Cross-Domain Social Practice Course Key Points" are specially formulated . By offering practice-oriented cross-disciplinary courses based on Problem-Based Learning (PBL), students can improve their Complex Problem Solving, Critical Thinking, and Innovation abilities. , Creativity, it is expected to help students achieve "employment upon graduation" and seamlessly integrate into the workplace.
Relevant Regulations	Key Points of Hsiuping University of Science and Technology Cross-domain Social Practice Course
Organizer	Teaching Development Center
Contact Number	04-2496-1100

2.

Category	Teaching and Student Counseling
Business Projects	Professional Development Community

Business Description	<p>In order to implement the growth of teaching profession to improve teachers' teaching quality and improve students' learning effectiveness. Our school encourages teachers to establish a teacher community, where full-time teachers can enhance the teaching and coaching knowledge of teachers in the community through regular discussions based on their common interests in teaching and coaching. The "Hsiuping University of Science and Technology Teacher Teaching Professional Growth Subsidy Operation Key Points" are specifically formulated, through "promoting university social responsibility practice industry-university cooperation", "information technology and humanistic care orientation" and "whole "English-taught" four major teacher communities conduct cross-department and cross-field exchanges, and through diverse types of academic activities, the results are reflected in the quality of teaching.</p> <p>(USR)/teaching practice", "enhancing industry-university cooperation", "information technology and humanistic care orientation" and "whole "English-taught" four major teacher communities conduct cross-department and cross-field exchanges, and through diverse types of academic activities, the results are reflected in the quality of teaching.</p>
Relevant Regulations	Key Points of Hsiuping University of Science and Technology Teacher Teaching Professional Growth Subsidy Assignment
Organizer	Teaching Development Center
Contact Number	04-2496-1100

3.

Category	Teaching and Student Counseling
Business Projects	Teaching Assistant

Business Description	In order to improve the teaching quality of our school and strengthen students' learning effectiveness, our school provides general course teaching assistants, cross-domain course teaching assistants, and EMI teaching assistant subsidies through the promotion of the teaching assistant system. Each semester, based on the "Teaching Assistant Implementation Points", Teaching assistant subsidy operations are handled according to the needs of each department's courses, and in response to the diverse types of teaching assistants, combined with physical and tms + online classes, through the beginning of the semester online briefing, mid-term training, excellent teaching assistant selection and final results presentation, year by year Develop and complete systematic training courses and assessment and reward mechanisms for various teaching assistants to ensure their professionalism and demonstrate the effectiveness of the teaching assistant system. Through the selection of outstanding teaching assistants and the final results presentation meeting, teaching assistants with outstanding performance will be recognized to demonstrate the effectiveness of teaching assistant promotion. In addition, issue analysis and feedback will be conducted through relevant questionnaire data every year, which will serve as the basis for the rolling selection, training, assessment, and awarding of the best and the elimination of the weak.
Relevant Regulations	1. Key Points for Implementation of Teaching Assistants at Hsiuping University of Science and Technology 2. Key points for Selecting Excellent Teaching Assistants at Hsiuping University of Science and Technology
Organizer	Teaching Development Center
Contact Number	04-2496-1100

(2) Office of Research and Development

1.

Category	Research Project Funding
Business Projects	Full-time and part-time assistant learns and handles labor rights protection business (including personnel recruitment, commercial insurance, business trip request forms, data management, filling in the Sexual Violation Inspection List of the Police Department, and

	filling in the list of personnel hired by contract to the Legal Department).
Business Description	Handle the recruitment of full-time and part-time personnel for the teacher succession plan
Relevant Regulations	Key Points in Handling the Rights and Interests of Hsiuping University of Science and Technology Scholarship Students and Part-time Assistants, and Key Points in the Study of Manpower Work Remuneration under the National Science and Technology Commission Subsidy Research project of Hsiuping University of Science and Technology
Organizer	Office of Research and Development
Contact Number	04-2496-1100

2.

Category	Research Project Funding
Business Projects	The case of the Ministry of Education's university affairs database collection and statistics, school-wide project research project (construction and education cooperation)
Business Description	Fill out the Ministry of Education's university affairs database in March and October every year, and compile annual National Science Council and non-National Science Council research projects
Relevant Regulations	
Organizer	Office of Research and Development
Contact Number	04-2496-1100

3.

Category	laboratory management
Business Projects	Laboratory safety, chemical safety, biological safety

Business Description	1. Laboratory management. 2. Laboratory safety promotion. 3. Handle the business of the school's Environmental Safety and Health-Laboratory Safety and Toxic Substances Control Group. 4. Handle the school's business waste removal, declaration of toxic chemical substance operation records, declaration of priority management chemicals for review and other related businesses.
Relevant Regulations	1. Hsiuping University of Science and Technology laboratory safety and health precautions 2. Hsiuping University of Science and Technology Hazard Education Plan
Organizer	Office of Research and Development
Contact Number	04-2496-1100

4.

Category	Innovation and incubation
Business Projects	Enterprise entry, innovation and entrepreneurship competition
Business Description	In order to integrate and utilize the resources of the school, cooperate with the government's economic development policies, improve the effectiveness of industrial cultivation and promote industry-university cooperation, we lead companies to enter the campus, hold innovation and entrepreneurship lectures, and assist the school's innovation team to participate in various competitions.
Relevant Regulations	1. Hsiuping University of Science and Technology Innovation Incubation Method 2. Hsiuping University of Science and Technology Innovation Operations Management Rules
Organizer	Office of Research and Development
Contact Number	04-2496-1100

5.

Category	Research project application
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Business Projects	Human Subjects Research Ethics Review Application
Business Description	In order to properly implement human behavior and human body research and protect the rights and interests of subjects, a human body research ethics committee is established in accordance with the human body research law to handle the review, monitoring, and education and training of relevant research.
Relevant Regulations	Key points for the establishment of the Hsiuping University of Science and Technology Human Subjects Research Ethics Committee, and key points for the review work of the Hsiuping University of Science and Technology Human Subjects Research Ethics Committee
Organizer	Office of Research and Development
Contact Number	04-2496-1100

6.

Category	Research project application
Business Projects	Laboratory animal care application
Business Description	Key points for setting up a laboratory animal care and use group at Hsiuping University of Science and Technology , and precautions for applying for an animal experiment program at Hsiuping University of Science and Technology
Relevant Regulations	Key points for setting up a laboratory animal care and use group at Hsiuping University of Science and Technology , and precautions for applying for an animal experiment program at Hsiuping University of Science and Technology
Organizer	Office of Research and Development
Contact Number	04-2496-1100

7.

Category	Research Project Funding
Business	Hsiuping University of Science and Technology Competitive

Projects	Program Grant
Business Description	<p>In order to ensure the welfare of experimental animals, an experimental animal care and use team is established in accordance with Relevant Regulations to handle the review and supervision of relevant research.</p> <p>Encourage our school's teachers to conduct cross-field academic research to form innovative teams, enhance cross-domain integration and industry-university cooperation, apply for general integrated plans as a team or department, and handle them in accordance with the school's competitive plan subsidy implementation points. Application time: Apply before the end of January of the current year</p> <p>Execution period: Subject to approval at the annual review meeting</p> <p>Subsidy projects: Based on the actual approval of the school in the current year, the expenses required for the implementation of the subsidy plan (Research labor expenses, consumables, items, books and miscellaneous expenses, research equipment expenses, foreign travel expenses)</p>
Relevant Regulations	Key points for implementing Hsiuping University of Science and Technology competitive program subsidy
Organizer	Office of Research and Development
Contact Number	04-2496-1100

8.

Category	Awards and Funding
Business Description	Plans to go abroad on business: teachers will attend international conferences to publish papers or give public performances

Business Description	<p>1. Application qualifications: Teachers from our school are encouraged to go abroad to participate in international academic conferences, publish academic research results or perform publicly abroad, and expand their international horizons. The subsidy assignment shall be based on the key points of subsidy assignments for Hsiuping University of Science and Technology teachers to publish academic activities abroad.</p> <p>2. Application time: Each year is divided into two phases. The first phase is accepted from September 1st to September 30th of that year, and the second phase is accepted from March 1st to March 31st. . 3. Subsidy items: round-trip air tickets. The maximum subsidy limit for trips to regions outside Asia is NT\$30,000 per person. The maximum subsidy limit for trips to Asia is NT\$20,000. The maximum subsidy limit for trips to mainland China, Hong Kong and Macao is NT\$10,000.</p> <p>4. Subsidy principle: Those who apply for subsidies based on this key point must first apply for fee subsidies from the National Science and Technology Commission of the Republic of China or other relevant units. If the student has received air ticket subsidies from outside the school, the school will no longer subsidize them.</p>
Relevant Regulations	Key points of subsidy assignments for teachers from Hsiuping University of Science and Technology to publish academic activities abroad
Organizer	Office of Research and Development
Contact Number	04-2496-1100

9.

Category	Resources for Teaching & Research
Business Projects	Industry-Academic Cooperation Administrative Affairs

Business Description	<p>1. When each unit or individual of our school conducts industry-university cooperation with a partner institution, the project leader should prepare an industry-university cooperation plan application form, a contract in triplicate, and a plan (which can be stated in the contract) in advance. Those who do not need to attach), funding table and related documents shall be submitted to the principal for approval, and then the contract signing procedures will be completed with the cooperative institution in the name of the school. Each project is based on the principle of a contract. The principal is the representative of the school. The project leader should countersign in the contract, be responsible for the execution and control, and jointly bear all responsibilities related to the contract.</p> <p>2. Our school accepts proposals from the National Science and Technology Commission and other industry-university projects, and should handle administrative fee allocation matters in accordance with the key points of allocation and use of administrative fees for Hsiuping University of Science and Technology project projects.</p>
Relevant Regulations	Key points for the implementation of Hsiuping University of Science and Technology industry-university cooperation, key points for the management of
Organizer	Office of Research and Development
Contact Number	04-2496-1100

10.

Category	Awards and Funding
Business Projects	National Science Council Research Award Subsidy
Business Description	<p>In order to effectively recruit and retain outstanding talents and improve the professional standards of our university, we have formulated the key points for Hsiuping University of Science and Technology application for National Science and Technology Commission research awards based on the "Key Points for National Science and Technology Commission-Subsidized Research Awards for Colleges and Universities". Application time: According to the annual announcement Subsidy Project: Research Incentive Grant</p>

Relevant Regulations	Key points for Hsiuping University of Science and Technology application for National Science and Technology Commission research award disbursement
Organizer	Office of Research and Development
Contact Number	04-2496-1100

11.

Category	Awards and Funding
Business Projects	Teacher research achievement awards and subsidies
Business Description	In order to stimulate the academic research capacity of teachers, enhance the international academic influence of the school, and move towards a world-class university, the provisions of Article 9, Paragraph 1, Paragraph 4 of the "Hsiuping University of Science and Technology and Institution Development Fund Management and Supervision Measures" are specifically followed , formulating key points for application for Hsiuping University of Science and Technology teachers' research achievement awards. Application time: According to the annual announcement Subsidy Project: Research Achievements Award Subsidy
Relevant Regulations	Key points for application for Hsiuping University of Science and Technology Teacher Research Achievement Awards
Organizer	Office of Research and Development
Contact Number	04-2496-1100

12.

Category	Awards and Funding
Business Projects	Subsidy for English manuscript editing and submission to international journals

Business Description	In order to stimulate the academic research capacity of teachers, encourage teachers and master's and doctoral students to publish their research results in international journals, enhance the international academic influence of the school, and move towards a world-class university, Hsiuping University of Science and Technology has specially formulated the editing and submission of English manuscripts to international journals. Publish key points of subsidies. Application time: Apply before the end of December of the current year Subsidy items: English manuscript editing fees, international journal submission fees
Relevant Regulations	Key points of Hsiuping University of Science and Technology subsidy for English manuscript editing and submission to international journals
Organizer	Office of Research and Development
Contact Number	04-2496-1100

3. Resources for International Exchange

1.

Category	Resources for International Exchange
Business Projects	Subsidies for overseas scholars to visit, teach and conduct research
Business Description	In order to promote academic exchanges between our school and overseas sister schools, other universities and research units, we provide subsidies to various units within the school to invite overseas scholars to our school for short-term visits, teaching and research. It shall be handled in accordance with the key points for the implementation of visits, teaching and research of subsidized overseas scholars and experts by our school. Application time: Apply before the end of February of the current year Subsidy items: hourly wages, transportation expenses, living

	expenses, etc.
Relevant Regulations	Key points for the implementation of Hsiuping University of Science and Technology subsidized visits, teaching and research for overseas scholars and experts
Organizer	Office of International Affairs
Contact Number	04-2496-1100

2.

Category	Resources for International Exchange
Business Projects	The Ministry of Education's Studying and Building Dreams Program and the New Southbound Studying and Building Dreams Program
Business Description	Teachers are the hosts of the program and send students (with the nationality of the Republic of China, excluding in-service classes) to practice abroad. The internship countries do not include mainland China, Hong Kong, and Macau. The internship period shall not be less than 30 days (excluding round-trip transportation time). Application time: Accepted and received from January to February and August every year.
Relevant Regulations	<ol style="list-style-type: none"> 1. The Ministry of Education encourages domestic colleges and universities to provide subsidies for sending students to study abroad or for professional internships abroad. 2. Hsiuping University of Science and Technology handles the Ministry of Education's Study in the Sea and Building Dreams - Selection Key Points for the Scholarship for Colleges and Universities' Overseas Professional Internship Program
Organizer	Office of International Affairs
Contact Number	04-2496-1100

4. Personnel Services



修平科技大學
Hsiuping University
of Science and Technology

外籍專任教師聘任標準作業流程 Recruitment Process for Foreign Full-time Professors 流程圖 Flow Chart

