**朝陽科技大學兼任教師聘期同意書**

Chaoyang University of Technology

Letter of Agreement on the Employment Period of Part-time Instructor

規範說明：

依據教育部頒「專科以上學校兼任教師聘任辦法」，本校為維護兼任教師相關權益，兼任教師聘期起訖日期應以學期制為之，惟因新增課程、教師需求或兼任教師個人因素等事實，致新（續）聘兼任教師聘期無法以學期制為之，得依當學期開學日，或未及於開學日前完成聘任者，應完成行政程序，以校長核定日為約定聘期起日，並於聘期有效期間辦理相關勞工保險事宜。

Explanation:

According to the “Regulations Governing the Employment of Part-time Instructor of Junior Colleges and Institutions of Higher Education” issued by the Ministry of Education, and safeguarding the rights of part-time instructors, the employment commencement and end date of part-time instructors should follow the semester plan. If it could not be done due to newly added courses, instructor’s needs, or personal reasons of the part-time instructor, the class-starting date would then be adopted as the employment commencement date. If it still could not be met, the President would approve another date as the employment commencement date, and all related administrative procedures should be completed as required. The school is responsible for handling the labor insurance during the term of employment.

|  |
| --- |
| **本人已知悉相關規定，並同意 學年度第 學期聘期自 年 月 日起聘，訖日至學期結束日。****I am aware of the relevant regulations and agree that the employment period for the  semester of academic year will start on - - to the end of the semester.** |
| **立書人簽章：****Signature:** |  | **日期：****Date:** |
| **立書人身分證統一編號：****ID Card No.:** |  |
| **提聘單位主管簽章：****Signature of the Section Head of the appointing unit** |  | **日期：****Date:** |

備註：本同意書，請新/續聘教師繳交聘任單位，併同提聘表或續聘名單續辦。

Remarks: This letter of agreement should be submitted to the appointing unit after signed.