

Enforcement Rules for Faculty Leave Application, Class Adjustment, Substitution, and Makeup Classes

Revised and passed by the Regulation Committee on October 14, 2004

1. If faculty members will be absent for any reason, the rescheduling of classes must be handled online after a suitable time is negotiated with the students.
2. Faculty members are requested to not go abroad during the semester except for official business trips.
3. Faculty members should not accept students' requests for extending holidays or vacation periods by canceling or rearranging classes before or after those periods (for example the National Day).
4. If faculty members cannot come to the university for more than three weeks, they must find a substitute to continue teaching the course and submit an application for approval to the president as a special case.

If the substitute is not a Ming Chuan faculty member, the credentials and a copy of Ministry of Education teaching certificate for the substitute must be attached.

Teaching fees of the substitute will be handled by the faculty member who is on leave.

5. If faculty members must be absent, they are asked to write a report requesting a substitute in order to not adversely affect students' studies, and then complete the online application for substitution. At the end of the semester, the university will subtract performance points from the yearly faculty evaluation for the missed teaching hours.
6. In consideration for faculty members and the efficiency of students' learning, the maximum number of makeup classes per day is four hours and the total teaching hours per day cannot exceed six hours. (The makeup classes should schedule after the two o'clock class period in the afternoon for day division and division II.)
7. Regulations for the faculty members attending academic conferences approved at the University Affairs Committee Meeting are as follows:
 - (1) Faculty members who are appointed by university officials to attend an academic conference can apply for official leave and are not required to make up any missed classes during the period of absence.
 - (2) Faculty members who are invited to present academic research paper(s), be speakers, or be commentators at academic conferences may apply for official leave, but are required to make up any missed classes during the period of absence.
 - (3) Faculty members who are not presenting a paper, speaking, or acting as moderators or commentators may apply for official leave and are required to make up any missed classes during the period of absence. This type of leave is limited to two times per semester.

- (4) Faculty members who are not presenting a paper, speaking, or moderating may apply for official leave and are required to make up any missed classes during the period of absence. In addition, the unit responsible for the conference needs to present the leave request prior to the conference.
8. Requests for making up classes must be filed online at least three working days before the makeup class is scheduled. Students will be able to check the makeup information online.
 9. Full-time faculty members who request maternity leaves must have their class schedule arrangement approved. The university will only pay for the basic teaching hours, and the faculty member will need to compensate substitutes for all additional hours.
 10. Full-time faculty members who request paternity leave will be given two days leave. Such leave will only apply three days before or after the baby's delivery.
 11. Upon being approved by the president, these enforcement rules were announced and implemented.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****