

台大外文系教師研究室分配及管理辦法

DFLL Guidelines for Faculty Office Space Allocation and Management

91年9月25日外文系系務會議修正通過

九十二年八月六日邱錦榮系主任公告取消須滿三年方得申請研究室限制

第一條 本系編制內支薪之專任教師得申請借用本系研究室。

DFLL Guidelines for Faculty Office Space Allocation and Management

第二條 本系研究室之分配，按在本系專任教授、專任副教授、專任助理教授、專任講師之順序處理；如職級相等，以使用原研究室之年資排序；如使用原研究室年資相同，則以在本系任該職級專任年資排序；如該職級專任年資亦相同，則以到校年月排序；如到校年月亦相同，則以出生年月日先後排序。

Priority will be determined based on the following criteria, in descending order of importance: 1) academic rank, 2) number of years in current office, 3) number of years of service at current rank, 4) date NTU employment began, 5) date of birth.

第三條 本系研究室若有空缺時，由系辦公室公告週知並開放申請。申請人須親自填寫申請單，送交系辦公室辦理登記。

The DFLL office will announce publicly when additional spaces become available. Application for office space must be filed by the faculty in person and submitted to the DFLL office.

第四條 教師研究室之分配，由系辦公室依本辦法規定之優先順序作業，經簽報系主任核定後分配借用。

Available offices will be allocated based on the priorities indicated in Article 2 above. Final assignment must be approved by the chairman.

第五條 教師借用研究室後，限本人使用，除經系方核准外，不得私自轉借予他人使用，如有違反，系方應收回另行出借。

The office is for the assigned faculty's exclusive use only. Unless authorized by the Department, faculty members are not allowed to switch offices on their own.

第六條 借用人於離職、退休或由專任教師改為兼任教師時，其研究室應於兩個月內交還，經本系點收研究室內各項設備及鎖鑰後，由系方另行分配。

In the event that a faculty member resigns his/her post, retires or otherwise becomes a part-time teacher with the Department, the office, along with all facilities and keys, must be returned to the Department **within two months** after change of status occurs.

第七條 本辦法經系務會議通過後施行，修正時亦同。

The use of office space is subject to university regulations and Departmental by-laws. The present Guidelines must be approved by the Departmental Affairs Committee. Any revision to these Guidelines will require the same approval procedure.