

國立臺灣大學外國語文學系提昇學術研究 授課時數減免辦法實施細則

DFLL Policy on Teaching Load Reduction for Research Enhancement

九十三年四月十四日外文系九十二學年度第二學期第三次系務會議通過
九十三年六月二日文學院九十二學年度第二學期第二次院務會議修正通過
Approved April 14, 2004 by the DFLL Department Affairs Committee
Amended June 2, 2004 by the General Affairs Meeting of the Liberal Arts College

第一條 國立臺灣大學外國語文學系(以下簡稱本系)為激勵教師追求學術卓越,協助教師傾力著述獲致具體貢獻,特依據「國立臺灣大學提昇人文社會領域學術研究辦法」及「國立臺灣大學文學院提昇學術研究辦法」訂定本實施細則。

To facilitate faculty research and strive for academic excellence, the Department of Foreign Languages and Literatures (DFLL) has drafted the following guidelines based on the “NTU Guidelines for the Enhancement of Academic Excellence in the Humanities and Social Sciences” as well as on similar guidelines endorsed by the College of Liberal Arts.

第二條 本系教師若擬依本細則申請減免授課時數,應於每年二月十五日前檢具申請書、三年內研究成果、下一學年研究著述計畫等資料,向本系提出申請,經本系教師評審委員會審核通過後,向文學院推薦。

Fulltime DFLL faculty may apply for teaching load reduction by February 15th of the year. Applicants must submit an application form, proof of academic achievements for the past three years, as well as a research plan for the targeted teaching-reduction year. All applications will be screened by the DFLL Teachers' Evaluation Committee. Qualified candidates will be forwarded to the Liberal Arts College for approval.

第三條 依本細則申請減免之課程,須與系主任商定,且每週減授時數不得高於三小時,為期一學年。授課時數減免時間應與學年一致,以利課程安排。每學年核准減免授課之教師人數,併計當學年度休假、請假人數,不得高於本系全體專任教師總額十分之一。

To minimize impact on staffing and scheduling, an approval from DFLL Chair is needed to unload a particular course. Maximum reduction for any faculty is three contractual hours per week for one academic year. The number of DFLL teaching reduction beneficiaries cannot exceed one tenth of the Department's full-time faculty count (including those on sabbatical or on leave).

第四條 本系教師評審委員會得參酌下列原則綜合考慮後審定推薦人選：

- 一、系所整體授課情形（包括課程數、授課時數、教學品質）不受影響。
- 二、過去三年內研究著述成績優良者優先。
- 三、過去三年襄助系、院、校事務有服務貢獻者優先。
- 四、助理教授、副教授優先。
- 五、年輕教師優先。
- 六、近年獲多次國科會研究計畫主持費補助者優先。
- 七、過去不曾提出申請減免授課時數者優先。

DFLL's Teachers' Evaluation Committee will review all requests based on the following general guidelines:

1. Minimum impact of requested reduction on the DFLL curriculum in general (including possible impact on total number of courses offered, total teaching hours, as well as teaching quality).
2. Priority is given to faculty members with proven academic excellence in the three years preceding the request.
3. Priority is given to faculty members who serve the University, College, and/or Department in other capacities in the three years leading to the application.
4. Assistant and associate professors have priority.
5. Young faculty members have priority.
6. Seasoned recipients of NSC Project Director Grants have priority.
7. Faculty members who have not been this policy beneficiaries have priority.

第五條 因教師減免授課時數而無法開設之課程，由本系聘請不佔缺額之兼任教師擔任，以補足課程數及授課時數，所需經費由學校負擔。

In the event that an approved reduction weakens the DFLL curriculum or causes a drop of the total DFLL teaching hours, the Department will hire temporary, part-time teachers as a contingent measure. Such hiring will be funded by the University.

第六條 獲准減免授課時數之教師，在實行減免授課期間，不得在校外兼課或其他專班授課，不得兼任其他公私立機構職務，不得執行其他公私立機構所委託之業務，不得接受國科會及教育部以外其他機構所委託與所提一年內研究著述計畫不相關之研究計畫，不得擔任本校各類行政職務，不得借調至其他單位服務，得免除出任各種校內委員會委員或會議代表之義務。借調期滿者三年內不得提出申請；在本校服務未滿三年者不得提出申請；經核准於國內外進修、考察、講學、研究者，於期限屆滿返校履行服務義務期間，亦不得提出申請。因辦理時數減免而超出之時數，不另核發超支鐘點費。

Faculty members who are on reduced teaching load must observe the following

restrictions:

- ◆ No public or private employment, teaching or otherwise, outside the University;
- ◆ Research projects other than the one or ones approved for the reduction are not allowed unless entrusted by the NSC or the Ministry of Education;
- ◆ No NTU administrative duties allowed;
- ◆ Applicant is not eligible for temporary job transfer outside the University;
- ◆ May be exempt from NTU committee services.

The following restrictions also apply:

- ◆ Faculty members who have not had three consecutive years of service at DFLL after their last job transfer;
- ◆ Faculty members who have not had three consecutive years of service at DFLL;
- ◆ DFLL faculty returning from their teaching or research leave are obligated to serve a specified term during which they cannot apply for teaching reduction.
- ◆ Those who are granted a teaching load reduction will not be compensated for any extra teaching hours.

第七條 獲得減免授課時數之教師，應於當學年結束後三個月內向本系提出研究成果，本系並應於次年三月十五日前向院轉報研究成果，接受評鑑。評鑑未通過者，三年內不得再提出授課時數減免之申請。

Faculty members who are granted teaching reduction must submit a report detailing their research within three months after the completion of the reduction period. DFLL will present the report to the Liberal Arts College for approval before the 15th of the following March. Those whose research reports are not endorsed by the College are barred from applying for another teaching reduction within three years.

第八條 本辦法如有未盡事宜，悉依院校相關規定處理。

These guidelines are supplemented and may be superseded by the University regulations and College bylaws.

第九條 本細則經系務會議通過報院核定後施行，修正時亦同。

These guidelines have been approved by the DFLL Department Affairs Committee and endorsed by the General Affairs Meeting of the College. Future amendments will require the same approval procedures.