

## **Regulations on Calculating Hourly pay for Teaching Hours of Faculty at Providence University**

*Amended at the Academic Affairs Meeting on May 24, 2023*

- Article 1 This regulation is established to stipulate faculty members' teaching hourly pay.
- Article 2. According to "Regulations on Responsibilities of Faculty Members of Providence University,"  
Faculty members' basic teaching hours per week are as follows:  
professor: 8 hours, associate professor: 9 hours, assistant professor: 9 hours, lecturer: 10 hours.
- Article 3. Full-time faculty who concurrently serve in the supervisory positions of various units, departments, or graduate institutes listed in the university's organizational regulations, new faculty members, chair professors, etc., can reduce their weekly teaching hours according to relevant regulations.
- Article 4. Full-time faculty who concurrently handle administrative affairs such as special research or curriculum planning, after applying for approval by the president, may reduce their basic teaching hours.
- Article 5. Faculties will receive an hourly pay for each hour of teaching according to their rank, but those who are not paid according to the regulations on hourly pay or approved by the President shall be handled according to relevant regulations or the decisions stated on the official documents. **In addition to the courses required by the university, experimental (practical) courses should have credits. The hourly pay of faculty who teach the above-mentioned classes by themselves will be paid according to the credit hours of the class. Faculty members who co-teach the same class will share the hourly pay according to their division of labor ratio. However, for those who co-teach the same class, each faculty member can only teach two classes of these types or three hours of these types of classes in a single semester.**  
**For those who teach undergraduate operation-type experimental (practical) classes, either one or two teachers are assigned to the same class. They must prepare the preoperative and postoperative work of the experimental (practical) class in person. They are applicable to the limit of fourteen credits in Article 8, Paragraph 1, Item 1.**  
Faculty's teaching hours for experimental (practical) classes are included in the budget of teaching hours for each department or institute.  
Faculty's hourly pay is not calculated for off-campus internships. The off-campus pay is handled separately according to the "Providence University Regulations on Off-campus Internship".
- Article 6. After course add and drop, if the number of students enrolled does not fulfill the standards for opening the class and leads to class suspension, the hourly pay will be calculated according to the aggregated teaching hours before the suspension.
- Article 7. An additional weighted hourly pay will be added as per the following criteria:  
A. 73-81 students, an additional 0.1 hourly pay for each teaching hour of the class.  
B. 82-90 students, an additional 0.2 hourly pay for each teaching hour of the class.  
C. 91-100 students, an additional 0.3 hourly pay for each teaching hour of the class.  
D. 101-110 students, an additional 0.4 hourly pay for each teaching hour of the class.  
E. 111-120 students, an additional 0.5 hourly pay for each teaching hour of the class.  
F. Above 121 people, an additional 0.6 hourly pay for each teaching hour of the class.  
After the course withdrawal application ends each semester, the hourly pay in each class

will be recalculated according to the remaining number of students enrolled and the adjusted pay will be applied in the following week. For classes with zero enrollment after the course withdrawal application, the university will stop the hourly pay from the thirteenth week.

Article 8. The regulations on faculty's teaching hours and hourly pay are as follows:

- A. Full-time faculty are limited to 1 hour of overtime hours per week for the whole academic year and shall not exceed the limitation. If they teach micro-credit classes, digital micro-credit classes, design thinking and practice classes, capstone classes approved by the Teaching Development Center, exchange classes, **undergraduate operation-type experimental (practical) classes**, in-service classes in the master's program of the profit center, graduate classes in the weekend school, EMI programs approved by the university (excluding undergraduate Global Management Program and undergraduate Global Foreign Language Education Program), external project classes, etc., the overtime hours can be up to three hours per week per semester. The total weekly teaching hours are limited to 14 hours for each semester.  
For those who are administrators or perform specific tasks with reduced teaching hours, the extra teaching hours for the whole academic year are limited to 1 hour; however, if faculty teach the classes mentioned in Article 8, Paragraph A, which are scheduled after 6 p.m. or on weekends or holidays, the extra teaching hours are limited to 3 hours per semester, The total weekly teaching hours are limited to 14 hours (including reduced teaching hours). Classes without scheduling class time are assumed to be taught before 6 p.m. The example of weekly teaching hours of faculty at all ranks refers to the annex example attached at the end.
- B. For master's programs with an admission quota of 15 students (inclusive) or less, a minimum of 3 students is required to open a course; for those with an admission quota of more than 15, a minimum of 5 students is required to open a course.
- C. The overtime hours for the whole academic year can be calculated up to one hour, and the total weekly teaching hours for each semester must not exceed the limit.
- D. **Faculty should fulfill the basic teaching hours for each semester. If they cannot fulfill the requirements due to the number of course credits, they can aggregate the total weekly teaching hours for the whole academic year. However, the difference in weekly teaching hours between the first and second semesters is at most 2 hours.**
- E. **Faculty whose weekly teaching hours are not able to fulfill the basic requirement of the department each academic year for two consecutive academic years in three academic years or whose teaching hours are not able to fulfill half of the basic weekly teaching hours during an academic year should submit an improvement report to the department faculty evaluation committee, and next to the college faculty evaluation committee for further discussion. After that, it should be sent to the university faculty evaluation committee for review by the academic affairs office according to the "Regulations on Responsibilities of Teachers of Providence University."**
- F. For EMI (English as the Medium of Instruction) courses approved by the university as special cases, and are taught by non-English-native-speaking faculty the hourly pay is weighted by 50%.
- G. Non-English-native-speaking faculty who teach EMI (English as the Medium of Instruction) classes for the undergraduate Global Management and Global Foreign Language Education Programs, have a 50% weighted hourly pay. However, non-English-native-speaking faculty in the Department of English and other English-related departments, units, or graduate institutes are excluded.
- H. The weighted hourly pay shall not be counted as teaching hours.
- I. For departments or institutes whose number of full-time and part-time faculty

members does not fulfill the plan for the whole academic year, the faculty of that department or graduate institute shall not exceed the limit of the overtime hours in the next semester.

J. The co-teaching classes need to be reviewed by the department and the college curriculum meetings. The credit hours and hourly pay are counted and given according to general courses without being counted as overtime hours. The derivative hourly pay has to be self-financed by the course provider.

K. Independent study advising theses or dissertations or related courses should schedule regular class times and classrooms so as for it to be calculated teaching hours. Each master's program can offer this type of class up to 3 credit hours per semester, and in-service classes are included in the calculation.

Article 9. Master's degree in-service classes and continuing education bachelor's degree courses can be complemented by night courses' complement if they are open on holidays.

Article 10. When full-time faculty's weekly teaching hours do not reach the specified level, the undergraduate classes in the continuing and then master's degree in-service courses, but the calculation of hourly pay is equivalent to general courses.

If they still do not fulfill the basic hours, they can apply for approval to teach courses of Providence University's Office of Extension Education or summer courses in that semester.

For those who have insufficient teaching hours **in each semester**, deduct the hourly pay according to their hourly pay standard.

Article 11. Full-time faculty shall not receive any excess hourly pay, and shall be handled according to the relevant regulations of Providence University's Office of Personnel.

Article 12. The months of hourly pay in the first semester are 4.5 months; the months of hourly pay in the second semester are 4.5 months, totaling 9 months.

Article 12. Part-time faculty's weekly teaching hours shall not be over 4 hours, the weekly teaching hours of the first and second semesters cannot be calculated together.

Article 13. Any special cases from any departments, graduate institutes, programs, centers, and units should be reported first to obtain consent from the administrators or directors of the department, graduate institute, center, and unit before being submitted to the academic affairs office and obtaining consent from the dean of the academic affairs office.

Article 14. The teaching materials of digital learning and hourly pay are calculated according to Providence University's "Regulation on Digital Learning Materials and Classes."

Article 15. Faculty promotions shall take effect from the semester following the effective date specified in the official document issued by the Ministry of Education. The salary shall be applied according to the new position. If faculty teach overtime hours without being paid due to obligation while applying for the promotion during the ongoing semester, they will receive the hourly pay accordingly after passing the promotions. However, in the subsequent semester, faculty will receive the salaries in accordance with the regulations of Providence University.

Article 16. The Regulations shall be approved by the University Administrative Meeting and take effect on the date of promulgation by the President; the same procedure applies to the amendments.

**\*The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**

(Annex example)

Example 1: For those who do not have any overtime hours, and instruct additional classes in any rank.

Rank and Title	Weekly basic teaching hours	Overtime hours per semester	3 additional overtime hours per semester is the maximum	Total weekly teaching hours	maximum	The maximum of Hourly pay for overtime hours
Professor	8	0	3	11	<=14	3
Associate professor	9	0	3	12	<=14	3
Assistant professor	9	0	3	12	<=14	3
Lecturer	10	0	3	13	<=14	3

P.S.: Faculty who are engaged in administrative posts or perform specific tasks are entitled to a reduction of teaching hours. Those who instruct additional classes have to schedule the classes after 6 p.m. or on the weekends.

Example 2 : For those who have 1 hour of overtime hours per semester, and instruct additional classes in any rank.

Rank and Title	Weekly basic teaching hours	Overtime hours per semester	3 additional overtime hours per semester is the maximum	Total weekly teaching hours	maximum	The maximum of Hourly pay for overtime hours
Professor	8	1	3	12	<=14	4
Associate professor	9	1	3	13	<=14	4
Assistant professor	9	1	3	13	<=14	4
Lecturer	10	1	3	14	<=14	4

P.S.: Faculty who are engaged in administrative posts or perform specific tasks are entitled to a reduction of teaching hours. Those who instruct additional classes have to schedule the classes after 6 p.m. or on the weekends.

Example 3 : For those who have 2 hours of overtime hours per semester, and instruct additional classes in any rank.

Rank and Title	Weekly basic teaching hours	Overtime hours per semester	3 additional overtime hours per semester is the maximum	Total weekly teaching hours	maximum	The maximum of Hourly pay for overtime hours
Professor	8	2	3	13	<=14	5
Associate professor	9	2	3	14	<=14	5
Assistant professor	9	2	3	14	<=14	5
Lecturer	10	2	3	15	<=14	4

P.S.: Faculty who are engaged in administrative posts or perform specific tasks are entitled to a reduction of teaching hours. Those who instruct additional classes have to schedule the classes after 6 p.m. or on the weekends.