

National Kaohsiung University of Hospitality and Tourism

“Instructors Teaching Hours Calculation Implementation Guideline”

Amended and approved by academic affairs meeting on June 15, 2017

- I. The “instructors Teaching Hour Calculation Implementation Guideline” (hereinafter referred to as The Guideline” has been formulated in accordance with the University Act, the Public College/University Full-time Instructors Basic Teaching Hours Allocation Cautionary Measures and the university’s various chapters, rules and in accordance with the actual needs.
- II. The university’s full-time instructors mandated basic curricular teaching hours are as follows:
 1. Instructors are 8 hours; associate professors are 9 hours; assistant professors are 9 to 10 hours (upon servicing for 3 full years, it is calculated at 9 hours); lecturers are 10 hours. Regardless whether exceeding the hours, various instructors shall first support the institutes, departments, B.A. modules, sections, centers’ teaching requirements.
 2. Fulltime professional technical personnel’s lecturing hour calculation is to commensurate to the comparable level of fulltime instructors.
 3. Of adjunct instructors for the first three years of the five-year system college department, professors weekly lecturing hours are principally set to 8 hours; associate professors 9 hours; assistant professors 9 to 10 hours (starting in full 3-year service it is calculated at 9 hours); lecturers 10 hours.
 4. Of those lecturing exclusively the first three years module of the five-year system, the professors are 10 hours; associate professional, assistant professors 11 hours; lecturers 12 hours.
 5. Fulltime instructor serving as present are waived of the basic lecturing hours, and when in need, the hourly fees are calculated and also dispensed per fulltime instructors overtime hourly fee regulations.
- III. Of full-time instructors who also oversee administrative duties, whose weekly exemptible teaching hours are as follows:
 1. Of level one, level two administrative directors, whose weekly lecturing hours are approved to reduce the basic hours by 4 hours.
 2. Of academic unit director, deputy director, whose weekly lecturing hours are approved to reduce the basic hours by 2 hours.
 3. Of adjunct director of Kaohsiung Municipal Junior High School of Hospitality and Tourism, whose weekly lecturing hours are approved to reduce the basic hours by 4 hours.
 4. Positions for the needs of promoting school affairs or as specified by other laws and regulations and positions beyond the foresaid described positions, a project-based signature request may be submitted to the president for approval, and is processed per the approved content.

When also serving the preceding various headings’ multiple administrative duties, the maximum approved weekly hour reduction is 6 hours, and of fulltime instructors reducing whose lecturing hours per the guideline, the weekly lecturing hours may not fall below 3 hours.

- IV. Fulltime instructors shall adhere to the regulations to lecture the full basic lecturing hours, and if under extraordinary circumstances, it may be calculated at a semester's weekly hours on average, and only when exceeding the basic lecturing hours per week may the overtime hourly fee be dispensed. Of instructors short of the basic lecturing hours, when lecturing at the school continued education department, may add and tally the continued education department's lecturing hours.
- V. Of fulltime instructors' daytime department lecturing hour points, upon deducting the basic hours, those lecturing at the daytime department, the overtime is capped to 3 hours, and the sum of the daytime department overtime hours and the continued education department lecturing hours is capped to 6 hours, except of the instructor's lecturing hours at project-dedicated classes.
The sum of on-campus overtime and off-campus part-time hours is capped to 4 hours, and if exceeding 4 hours, it is still calculated at 4 hours.
Adjunct instructors lecturing at the daytime department is limited to 3 courses, and the weekly lecturing at the daytime department may not exceed 8 hours, except where a given hands-on course exceeds 8 hours, and which is also calculated per the actual lecturing hours, but limited to 1 course at most. The total lecturing hours at the daytime department and continued education department may not exceed 10 hours.
Of military training officers daytime department and nighttime department lecturing hours, upon deducting the basic hours, those lecturing at the daytime department has the overtime hours limited to 4 hours, and those lecturing at the continued education department whose hourly fee dispensed is capped to 4 hours, except the lecturing hours at project-dedicated classes.
Fulltime instructors overtime hours adopt a school year-based combined calculation, and need to be applied in advance, and upon approved, it is approved and issued in the next semester; the full school year daytime department overtime hours are capped to 6 hours, and the daytime department overtime hours plus the continued education department lecturing are capped to 12 hours; the portion in excess may not be withheld to the next school year, and is deemed as voluntary teaching.
- VI. Instructors' off-campus part-time hours shall be capped to 4 hours per week, and shall also be processed per time leave regulations. The sum of instructors school stand-in hours and the preceding paragraph-specified part-time hours may not exceed 9 hours per week.
- VII. The school module session's hourly fee dispensed is specified as follows:
(I) Daytime department curriculums are scheduled for sessions 1-10, Monday through Friday, and are approved and issued at daytime department hourly fee, and if curriculums are scheduled for lecturing in sessions 11-14, they are still approved and issued per daytime department hourly fee, except where having been approved via a project-based signature submittal.
(II) Of continued education department scheduled lectures from Monday through Friday sessions 1-10 at daytime department time slots, it is then approved and issued per daytime department hourly fees, and of lectures scheduled in nighttime time slots sessions 11-14 (with classes starting at after 6:00PM) or on Saturday, Sunday, it is approved and issued per nighttime hourly fee.
(III) Daytime hours: Monday through Friday, sessions 1-10.
Nighttime hours: Monday through Friday, with the class starting time at after 6:00PM or on Saturdays and Sundays.
- VIII. Of fulltime instructors adjunct instructors, whose actual lecturing hours per semester are actuated to dispense the overtime hourly fee.

- IX. Of fulltime instructors and adjunct instructors encountering unsustainable course due to students course addition/withdrawal selections, their hourly fees will all be approved and dispensed up to the actual lecture concluding hour.
- X. Of internship (experimentation) courses, each credit's class opening is capped to 2 hours, and the hourly fee calculation is actuated based on the actual lecturing hours. Of instructors who open and lecture varied course numbers but merge the classes in lecturing, one course's hours are used to calculate the lecturing hours. When multiple instructors jointly lecturing one module teaching, said course's hours are used to calculate each instructor's share based on the actual lecturing hours in percentage.
- XI. The hour calculation for the below listed special courses is as follows:
- (I) Courses being the routine food and beverage actual operation integration lectured by dual instructors, by course hours it is calculated at the maximum of 2 times:
 - 1. The two-year vocational department of food and beverage management – food and beverage practical implementation.
 - 2. The four-year vocational department of food and beverage management – food and beverage practical implementation.
 - (II) Food and beverage (tourism) lecture courses: of food and beverage (tourism) lectures, topical lectures, due to unique course nature, 9 weeks of a semester are set aside to retain off-campus personalities to call on the school to provide lecturing, where said courses' lecturing instructors' hourly fees are claimed at discounting one-half of the hourly fee, which is then evenly divided if multiple instructors jointly lecture a course.
- XII. Graduate institutes curriculum hours
- (I) When serving as graduate student (including the working class) guidance professors, it principally calls for issuing the dissertation guidance fee, and of those spearheading 1 student's master/doctoral graduation dissertation, the doctoral class issues a dissertation guidance fee at eight thousand New Taiwan dollars, the master class issues a dissertation guidance fee at four thousand New Taiwan dollars, with maximum guiding 4 graduate students (heeding to student admissions year as the calculation standards), and which is divided evenly when under multiple guidance professors.
 - (II) Fulltime instructors not fulfilling the basic lecturing hours per week may apply to offset with dissertation guidance, with guiding 1 postgraduate master/doctor student offsetting 0.5 hour, and if jointly guiding, it is calculated evenly between the head count, with offsetting set to 2 hours at most.
 - (III) Hours offset per the preceding two paragraphs may not claim the overtime hourly fee, nor recollect the dissertation guidance fee.
- XIII. When serving as education module internship guidance instructor, the intern students each instructor leads principally are not to exceed 12 students, and if the guidance head-count is at 6 students (inclusive) or less, the lecturing hour is calculated as 1 hour; when the guidance head-count is between 7 students to 12 students, the lecturing hours are calculated as 2 hours. The lecturing hours are actuated by means of extra addition, whereas if a guidance instructor's basic lecturing hours fall short, then it is to adopt the inclusive method.
- XIV. If a multiple number of instructors jointly lecture one course on rotation, said course's lecture hours are principally divided evenly by the entire instructors by the actual lecturing hours, and said course's lecturing hour distribution list shall also be forwarded to **the academic affairs office**, within one week following the course selection confirmation concludes, to facilitate actuating the hours.

- XV. Of the lecturing hourly fee's actuation and declaration, the various institutes, departments, B.A. modules, sections, centers please compile said semester instructors lecturing hour time into a volume, within one week following each semester's student course addition/withdrawal section concludes, and also subject to the institute, department, B.A. module, section, center director's approval seal, forward it to **the academic affairs office** for consolidated processing, and upon forwarding through a signature request to the president for approval, and then forward to the cashier's section, general affairs office for approval and issuance by month.
- XVI. Fulltime instructors applying for working continued study are to be process per regulations set forth under school existing continued education measures.
- XVII. The hour calculation formula for class lecture head-count exceeding 60 persons is:
 Incentive hourly time = (matriculating head count – 60) × 0.01 × said subject's weekly lecturing hours.
 The heading formula's calculation is applicable to various school time slots' lecturing courses.
 Said incentive hourly time is unrestricted by the overdrawn hours.
- XVIII. Digital course' module hour incentives:
- (I) Incentive hourly time = the figure of (initial course time * 1.5 times) – (initial course hours) needs to be ≤ 4 , meaning each course's incentive reward hour is capped to 4 hours at the most.
 - (II) If two or more instructors jointly lecture a digital course, then it is evenly divided per the course hours, and also paid per the actual lecturing hours by percentage.
 - (III) Said incentive hourly time is unrestricted by the overdrawn hours.
 - (IV) Digital course incentives are applicable to various school time slots' lecturing courses.
- XIX. Hour calculation for full-English lecturing curriculums and relevant matters re to be sought by regulations set forth under school full-English lecture measures.
- XX. The calculation of the off-campus internship program instructors' hourly remuneration is processed per the following methods:
1. The internship class guidance counselor's hourly time is at 4 hours.
 2. The internship section head/department chair' hourly time is at 1 hour.
 3. Of research and development office underwriting overseas internship module and related matter, **the research and development director is assigned with 1 hour, and the internship section head is assigned with 3 hours.**
 4. The international affairs office assisting in overseas tour, counseling and related matters are assigned with 2 hours.
 5. Each instructor receiving assigned overseas tour internship course in hourly time is capped to a total of 4 hours.
 6. Various departments' assigned off-campus internship hours may, depending on the actual circumstances be adjusted through a project-based signature request.
- XXI. The dispensation of the instructors' stand-in hourly remuneration while on time leave (including sick leave, marriage leave, bereavement leave, maternity leave and official leave) is processed by the following means:
- (I) Instructors applying for time leave file for time leave formalities per relevant regulations. Of the courses during the leave, instructors shall make up the courses on their own, but may not utilize the class weekly assembly and counselor time, and class makeup time principally shall heed to the normal lecturing time.

- (II) Instructors with a leave (including sick, marriage, bereavement, gestation and official leaves) period extending over a week or longer (including Saturday, Sunday) may seek stand-in instructor at the time of apply for leave, and are also to apply in advance by filling out the class stand-in application.
 - (III) The actuation of stand-in instructors' hourly fees is approved and issued per the stand-in instructor's job level and actual lecturing hours, with stand-in curriculum heeding to per hour as the unit.
 - (IV) The approval and issuance of stand-in instructors' stand-in hourly fees principally is filed once when the entire stand-in course is taught in completion. When a stand-in course exceeding one-third or more of an entire semester, it is then process per school approval and issuance of overdrawn hour schedule.
 - (V) Of instructors on leave having the school dispensing the hourly fee on whose behalf, the overdrawn hours during whose leave period shall be deducted and suspended form issuance as calculated based on the actual lecturing time.
 - (VI) Of instructors participating in overseas tour, where the visitation period's course needs to have the makeup class completed as regulated, if the lecturer finds a stand-in lecturer on its own, the lecturer is to dispense the stand-in hourly fee.
- XXII. The guideline is implemented upon surpassing the academic affairs meeting's review, and declaring with the director for approval, and the same also applies to all subsequent amendments.