

Asia University Management Regulations for the Staff Engaged in Research and Industry-Academia Collaboration Projects

Approved by the 4th Administrative Council Meeting of the Academic Year 2011 on 2011.11.23
and promulgated on 2011.12.09

Approved by the 10th Administrative Council Meeting of the Academic Year 2014 on 2015.05.27
and promulgated on 2015.06.17

Approved by the 2nd Administrative Council Meeting of the Academic Year 2015 on 2015.09.23
and promulgated on 2015.10.07

Article 1. The regulations are established by Asia University (hereinafter referred as “the University”) to encourage outstanding undergraduate students providing specialized supports for classmates and to cultivate a culture of caring.

Article 2. Enrollment requirement: Current undergraduate students, limited to junior year students and above who meet any of the followings:

1. Awarded the University’s Book Award.
2. Ranked top three per prerequisite course, and score over 80 points on conduct and behavior in previous semester.
3. Recommended by professors with explanation on qualification of taking teaching assistant’s role.

Article 3. Scope of work:

1. Assist teachers to conduct teaching courses (hereinafter referred as “TA”).
2. Provide school work guidance in dormitories and study areas of each school. Sessions for school work guidance are conducted in the form of group (more than 5 people) and one-to-one.
3. Those ranked top three per prerequisite course are to work as TA and school work guidance assistant only for that specific course.

Article 4. TA shall attend TA training courses and obtain TA Certificate in accordance of the University’s “TA Training and Evaluation of Performance.” Teachers shall appoint TA directly and pay TA based on the University’s TA fellowship grant program.

Article 5. As TA, one should meet the following requirements:

1. Course session is limited to prerequisite course only.
2. TA shall be paid at NT\$250 per hour for conducting group session (more than 5 people) with weekly working hours not exceeding 6 hours. Sessions that cannot meet required number of attendants with exceed working hours shall be treated as voluntary. The special condition is not subject to the limit on specialized courses with less than 5 attendants when explanation is provided.

3. One-to-one session shall not exceed 4 hours per week. Those who accumulate more than 24 working hours can deduct service course of one semester. Those who accumulate more than 30 working hours and do not deduct service course shall be awarded with a Certificate of Enthusiastic Service from Office of Academic Affairs.
4. Course session venue shall take place in public open areas (such as library, or open areas of each school). Teaching assistants shall register online for hours of sessions and venue for reference evaluation of the Office of Academic Affairs.

Article 6. Related fees for TA and course assistants are allocated from the budget of Teaching Program of Excellence.

Article 7. For teaching and research faculty whose reappointment is declined, the department should notify the teachers concerned in writing at least six months prior to the expiry date of the appointment contract, the college (Center for General Education) should do so four months in advance, and the university two months in advance. Full-time teachers who do not receive notification of the rejection of reappointment at least two months prior to the expiry date of the appointment contract should be granted reappointment unconditionally.

Article 8. Teaching and research faculty intending not to renew their appointment contract upon the expiration should notify the university authority in writing at least one month prior to the expiry date of the appointment contract. Should the teacher concerned intend to resign prior to the expiry date of the appointment contract, approval from the university authority should be secured prior to resignation. Additionally, certificates should be produced to demonstrate a completed hand-over of tasks and all university assets are returned.

Article 9. Teaching assistants should be supervised by the chief of the serving department, assisting teaching-related research activities, supervising students' experiments, grading students' assignments, and additionally obliged to tackle administrative affairs of the university. They are not permitted to assume any part-time job outside the university.

Article 10. The Regulations adopted by the Administrative Council shall come into effect after they are approved and promulgated by the President. Amendments must also undergo the same procedures.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.