

國立臺北大學教師授課時數及超支鐘點費核計辦法

National Taipei University Regulations for the Calculation of Faculty Members' Teaching Hours and Overtime Payment

In case of any discrepancy or inconsistency between the English and Chinese versions of the regulations, the Chinese version shall take precedence.

89.9.13經本校第三次行政會議確認、89.10.19第四次行政會議通過
90.3.23第六次、91.6.10第十一次、92.12.24第十六次行政會議修正通過
93.5.14報部，93.10.16教育部台高（二）字第0930127323號函覆備查
94.1.14本校第十五次校務會議第三次延續會修正通過
94.4.14報部，94.4.29教育部台高（二）字第0940054937號函覆修正第7、8條條文
95.1.09本校第十七次校務會議第四次延續會修正通過
95.1.25報部，95.3.07教育部台高（二）字第0950032132號函覆備查
97.1.03本校第廿一次校務會議第二次延續會修正通過
99.11.30本校第廿七次校務會議第一次延續會修正通過
100.11.28本校第廿九次校務會議第一次延續會修正通過第2、4、5條條文，並自101年2月20日生效
101.11.26本校第三十一次校務會議第一次延續會修正通過第9、10條條文
103.4.24本校第三十四次校務會議修正通過第8、11、12條條文
104.5.18本校第三十六次校務會議第一次延續修正通過第2、11條條文
104.11.12本校第三十七次校務會議修正通過第2、4、5、7、8條條文
105.05.25本校第三十八次校務會議第一次延續會修正通過第3條條文
105.11.09本校第三十九次校務會議修正通過第4條條文
105.11.23本校第三十九次校務會議第一次延續會修正通過第8條條文
106.11.08本校第四十二次校務會議修正通過第6條條文
107.4.25本校第四十三次校務會議修正通過第2、3、4、5、6、7、8、9、10、11、12條條文，並自107學年度起適用
107.11.14本校第四十四次校務會議修正通過第7條條文，並自107學年度起適用
108.5.8本校第四十五次校務會議第一次延續會修正通過第3、7、9、11、12、13條條文
108.11.13本校第四十六次校務會議修正通過第3、4、6條條文，第3、6條條文自109學年度起適用
109.05.06本校第四十七次校務會議修正通過第2、4、6條條文
109.11.18本校第四十九次校務會議修正通過第5、6條條文
110.4.28本校第五十次校務會議修正通過第2、4、5、6、7條條文，第6條條文自109學年度起適用
110.12.8本校第五十一次校務會議第一次延續會議修正通過第13條條文
111.04.27本校第五十二次校務會議修正通過第7條條文
111.11.16本校第五十三次校務會議修正通過第3、4、7、8條條文，第7條第4點條文自112學年度起適用
112.4.26本校第五十四次校務會議修正通過第4、6、7、9條條文，第6、9條條文自112學年度起適用
113.4.24本校第五十六次校務會議修正通過第2條條文
113.11.13本校第五十八次校務會議修正通過第3條條文

一、國立臺北大學（以下簡稱本校）本於大學自治之精神，特依據大學法施行細則第十八條之規定，訂定本辦法，以規範教師授課時數及超支鐘點費之核計有關事項。

The National Taipei University (NTPU or “the University”) hereby formulates the NTPU Regulations for Calculating Teaching Hours and Overtime Payment for Faculty (“the Regulations”) in accordance with Article 18 of the Enforcement Rules of the University Act to judiciously conduct matters related to the calculation of full-time faculty members' weekly teaching hours and overtime pay.

二、專任教師每一學期每週基本授課時數如下：

The basic weekly teaching hours required of full-time faculty members at the University (“faculty member(s)”) per semester are specified as follows:

1. 教授為八小時。
8 hours for Professors.
2. 副教授為九小時。
9 hours for Associate professors.
3. 助理教授為九小時。
9 hours for Assistant professors.
4. 講師為十小時。
10 hours for Lecturers.

依國立臺北大學教師聘任暨升等評審辦法第十條規定，新聘之講師、助理教授、副教授前三年每學期每週基本授課時數得減授三小時，其非外語授課超授時數不得支領超支鐘點費，但依第七條之規定加乘後之超支鐘點費得以支領，並以四小時為限，亦不得再適用其他項目減授。新聘教師未於期限內升等者，經再續聘一次，如仍未能升等者，應於三年內負擔返還初聘開始前三年已減授之時數且不得支領超支鐘點費，至通過升等生效日為止。新聘教師初聘前三年如同時減授時數，且有承接國科會計畫或指導研究生者，亦得提出相關證明，作為折抵前三年應返還之時數，惟106學年度起新聘教師無折抵時數之適用。

According to Article 10 of the National Taipei University Regulations for Faculty Appointment and Promotion, the basic teaching hours per week for newly hired lecturers, assistant professors, and associate professors during the first three years of each semester may be reduced by three hours. Excess hours from non-foreign language courses shall not be eligible for additional overtime pay. Only under the conditions stipulated in Article 7, a maximum of 4 hours can be calculated for overtime pay, and other forms of reductions are also not permissible.

Newly hired faculty who do not receive a promotion within the specified period, and upon one contract extension still cannot be promoted, are required to reimburse the teaching hours that were previously reduced during the first three years of their initial appointment within three years, and they shall not be eligible for additional overtime pay until the effective date of the promotion. Newly hired faculty members who experienced a reduction in teaching hours and were simultaneously involved in National Science and Technology Council projects or

supervising graduate students may submit relevant proof to offset the hours that need to be reimbursed for the initial three years. However, the application of credit hours for newly hired faculty is not applicable, starting from the academic year 2017.

本辦法每週基本授課時數包含專任教師在學士班、碩士班（不含碩士在職專班）及博士班之授課時數。計算專任教師超授鐘點時數或授課不足時數時，係每學年統計一次，採每學年上、下學期授課時數之平均數計算之。

The basic weekly teaching hours include full-time faculty members teaching in the bachelor's program, master's program (excluding the On-the-Job Graduate Program), and doctoral program. Calculations for faculty members who exceed or fall short of their teaching hours may be conducted annually by averaging the teaching hours for both semesters in each academic year.

專任教師授課時數未達每週基本授課時數者，應於次一學年內補足，如仍未補足，應累計至補足為止，且不另發給超支鐘點費。

Faculty members who are short of weekly teaching hours shall make up the difference in the following academic year or until the teaching hour requirement is met, and no additional overtime pay will be provided.

三、專任教師兼任學術單位主管或行政職務者，每學期依下列規定減授時數：

Faculty members who also serve as academic affairs or administrative official at the University may be granted a reduction in their basic teaching hours in accordance with the following standards:

1. 核減四小時者：

The faculty members may be granted a reduction of 4 teaching hours:

- (1) 副校長、教務長、副教務長、學生事務長、副學生事務長、總務長、副總務長、研究發展長、副研究發展長、國際事務長、副國際事務長、各學院院長、主任秘書、圖書館館長、進修暨推廣部主任、通識中心主任、體育室主任、資訊中心主任、校友中心主任。

Faculty members serving as a Vice President, a Dean of Academic Affairs, an Associate Dean of Academic Affairs, a Dean of Student Affairs, an Associate Dean of Student Affairs, a Dean of General Affairs, an Associate Dean of General Affairs, a Dean of

Research and Development, Associate Dean of Research and Development, a Dean of International Affairs, Associate Dean of International Affairs, Deans of respective colleges, a Chief Secretary, a Library Director, a Dean of Extension Education Center, a Director of General Education Center, a Director of Sports Affairs, a Director of Information Center, a Director of Alumni Center.

- (2) 教務、學生事務、總務、研究發展、國際事務等處、秘書室組長及其同職級之室主任、中心主任。

Faculty members serving as Section Chiefs and Directors in the Office of Academic Affairs, the Office of Student Affairs, the Office of General Affairs, the Office of Research and Development, the Office of International Affairs, and the Office of the Secretariat.

- (3) 校友中心、資訊中心、進修暨推廣部及體育室之各組組長。

Faculty members serving as Directors of the Alumni Center, the Information Technology Center, the Extension Education Center, and the Physical Education Division.

- (4) 副校長室及各學院之秘書。

Faculty members serving as secretaries in the Office of the Vice President and in other colleges.

- (5) 未設置助教員額之系所，其兼辦秘書業務人員，惟每系所以一人為限。

Departments without designated teaching assistant positions may have one staff member handling secretarial duties, limited to one per department.

- (6) 兼任經行政會議通過及校長核定設立之功能性單位主管職務者。

Faculty members serving as Directors in the functional office with the approval of the Administrative Council and validated by the President.

2. 核減三小時者：各學系主任、學位學程主任、研究所所長、人文學院師資培育中心主任、永續創新國際學院華語中心主任及非系主任兼任之單一學系學院副院長。

Faculty members may be granted a reduction of 3 teaching hours: faculty members serving as Directors of each department, the degree programs, the graduate institute, the Center for Teacher Education in the College of Humanities, the Chinese Language Centers in the International College of Sustainability Innovation, and non-department heads concurrently

serving as associate deans of a single department within a college.

3. 核減二小時者：校級研究中心主任、各學院研究中心主任。

Faculty members may be granted a reduction of 2 teaching hours: faculty members serving as Directors of the Center for Institutional Research, and research centers in each college.

4. 核減一小時者：各學分學程召集人。惟跨領域微學程召集人為核減0.5小時。

Faculty members may be granted a reduction of 1 teaching hour: faculty members serving as Coordinators of each credit program. However, coordinators of interdisciplinary micro-programs have a reduction of 0.5 hours.

四、專任教師未達基本授課時數者，得以下列方式認列授課時數，但不計入超支鐘點時數：

Faculty members who fail to meet the basic teaching hours may be acknowledged as follows: the hours will not be counted as additional overtime hours.

1. 獲頒國科會傑出研究獎勵者，於次學年度核減授課時數三小時。

Faculty members who received the Outstanding Research Incentive Award from the National Science and Technology Council may be granted a reduction of 3 teaching hours in the following academic year.

2. 執行國科會研究計畫者、非國科會計畫(含產學合作)每案行政管理費提撥新臺幣十五萬元(含)以上者，於研究計畫執行期間(自計畫執行年度起算，可保留三年)，每案以領取主持費之主持人或共同主持人擇一核減授課時數一小時。核減計畫最多為二案，核減授課時數每學期以二小時為限。

Faculty members conducting research projects funded by the National Science and Technology Council or non-National Science Council projects, including Industry Cooperation, with an administrative management fee allocation of NTD 150,000 or more per project during the project execution period (counted from the project start year, with a reservation period of three years), may be granted a reduction of 1 teaching hour for each project. This reduction applies to either the principal investigator or co-principal investigator receiving the project management fee. The maximum reduction is two projects, and the reduction of teaching hours is limited to two hours per semester.

3. 執行教育部補助及委辦計畫擔任主持人者，計畫經費達一百萬元以上，於計畫執行期間每學期得核減授課時數一小時(自計畫執行年度起算，可保留三年)。

Faculty members conducting projects funded by the Ministry of Education and commissioned projects with a project budget of NTD 1,000,000 or more may be granted a reduction of 1 teaching hour per semester (counted from the project start year, with a reservation period of three years).

4. 專任教師擔任本校研究生論文指導教授者，每一學生以一小時計算，碩士班學生以一學年為限，博士班學生以二學年為限；其每學期採計之授課時數以二小時為限。

Faculty members serving as thesis advisors at the University may be granted a reduction of 1 teaching hour per student. The reduction is limited to one academic year for master's students and two academic years for doctoral students, with a maximum reduction of 2 hours each semester.

前四款合計之總時數，每學期以三小時為限。

The total hours from the aforementioned reductions are limited to 3 hours per semester.

5. 專任教師在本校進修學士班授課，得以進修學士班授課時數補足其基本授課時數，每學期以一門課為限且至多三小時，但補足之鐘點數不得支領進修部鐘點費。

Faculty members who teach in the Extension Education Bachelor Program at the University may supplement their basic teaching hours with the teaching hours for the Extension Education Bachelor Program courses. The limit is one course per semester with a maximum of three hours. However, the supplemented hours will not qualify for additional teaching payment.

第5款以進修學士班補足之基本授課時數，每學系每學期每週不得超過二十七學分(企管系及行政系三十六學分)。

The basic teaching hours supplemented by the Extension Education Bachelor Program, as stated in item 5, shall not exceed 27 credits per department per week per semester (36 credits for the Department of Business Administration and the Department of Public Administration and Policy).

6. 專任教師開設於學士班暑期課程及學士班準大學生暑期課程，符合本校暑期開班授

課辦法第五條第一項規定之開課標準時，如經系所主管同意，得選擇計入次學年基本授課時數，惟不得支領該學年超支鐘點費，並以一學年二門且六學分為上限。

Faculty members who offer courses in the Summer Session for the Bachelor's program or Pre-University Bachelor's program matching the Article 5, Section 1 of the University Regulations for Offering Summer Courses and upon obtaining approval from the Department Director, may have these hours counted as basic teaching hours for the next academic year. However, the teaching hours will not qualify for additional overtime payment in the current academic year and are also limited to 2 courses and 6 credits per academic year.

五、除校長外，專任教師每學期應於日間學制每週至少實體授課三小時(不含加權計算之授課時數)。依第三條規定減授及第四條第一至第四款規定認列之時數，每學期每週累計減授最多以四小時為限。

Faculty members excluding the President are required to conduct a minimum of 3 physical teaching hours per week in each semester for the day program (excluding weighted teaching hours). In accordance with the provisions of Article 3 and 4, Section 1 to 4, the total accumulated reduction weekly teaching hours are maximum of 4 hours per semester.

六、未達開課人數最低標準之課程，因特殊情形符合本校學生選課辦法第十六條規定，並經簽准續開者，各系(所、學位學程)必修(限單班)及華語中心開設凡有外國學生修習之華語課程得依原授課時數計算鐘點費，其餘課程鐘點費核給方式如下：

Courses that fail to meet the minimum enrollment standards due to specific conditions stated in Article 16 of the Regulations for Student Course Selection and have obtained approval for renewal may use the original calculation of teaching hours for the required courses (single class) in each department and Mandarin courses offered by the Chinese Language Center for foreign students. For other courses, the determination of teaching hourly payment is as follows:

1. 該課程為專任教師授課：得列入基本授課時數。如有超支鐘點費，得依該課程之選課人數佔開課人數最低標準之比例核給。

The course taught by faculty members: it will be included in the basic teaching hours, and if there is any overtime payment, it may be allocated based on the proportion of the course's enrollment numbers to the minimum enrollment standard.

2. 該課程為兼任教師授課：鐘點費得依該課程之選課人數佔開課人數最低標準之比例

核給。

The course taught by adjunct faculty: hourly payment may be allocated based on the proportion of the course's enrollment numbers to the minimum enrollment standard.

前項所稱「開課人數最低標準」係依學生選課辦法第十六條規定計算。

The term "Minimum enrollment standard" mentioned in the preceding clause is calculated according to Article 16 of the Regulations for Student Course Selection.

第一項鐘點費之經費來源如下：

The funding source for the first item of hourly fees is as follows:

1. 由各開課單位業務費支應。惟支援外系(所)之課程，由被支援單位業務費支應。

Funded by the General Expenses of each offering department. However, for courses offered to other departments or institutes, the General Expenses of the supported unit shall be responsible.

2. 以下課程由校務基金支應：

The following courses are funded by institutional funds.

- (1) 碩士班招生名額10人以下之系(所)。

Departments (or graduate programs) with an admission quota of fewer than 10 students for the master's program.

- (2) 於職場實習的專業實習課程。

Professional internship courses in the workplace.

- (3) 全英語學位學程、全英語授課學分學程。

Degree Program in English, Credit Program taught in English.

- (4) 華語中心開設凡有外國學生修習之華語課程。

Mandarin courses offered by the Chinese Language Center for International students.

- (5) 「適應體育」、「適應大學英文」。

“Adapted Physical Education” and “Adapt to College Life”.

- (6) 師資培育中心「教材教法」、「教學實習」及「教育實習」課程，惟每位教師一學年以一門課為限。

The Center for Teacher Education offered the courses in “Teaching Methods and Materials”, “Practice Teaching” and “Educational Practice”. However, each faculty member is limited to one course per academic year.

(7) 國防教育。

National Defense Education.

(8) 全學年上學期選課人數已達開課人數最低標準，下學期續開之課程。

Courses continued in the second semester of the full academic year, for which the enrollment in the first semester has met the minimum enrollment requirement.

七、各課程核計規則如下，得計入超支鐘點時數：

Teaching hours shall be calculated as follows and may be included in the overtime hours calculation:

1. 教師授課時數，其上課班級人數在七十五至八十九人者，以一點二倍計算；九十人以上者，以一點五倍計算；一百二十人以上者，以二倍計算。

The teaching hours for instructors are calculated based on class enrollment, an additional 1.2 times for course with 75-89 registered students, 1.5 times for a course with 90 students, and 2 times for a course with more than 120 students.

2. (刪除) Deleted.

3. 經核定通過於學士班、進修學士班開設之磨課師課程，若搭配實體課程（SPOCs），首次搭配者，教師授課時數以18週計算；非首次搭配實體者，教師授課時數以6週計算。

The “Massive Open Online Courses (MOOCs)” approved and offered in the Bachelor’s and Extension Education Bachelor Program, when integrated with physical classes (SPOCs), teaching hours will be calculated for instructors as 18 weeks for the initial implementation; for subsequent implementations, the teaching hours will be calculated as 6 weeks.

4. 經核定通過以外語授課之課程，依本校外語授課補助要點第四條規定以一點五倍加權計算。

The courses approved for teaching in a foreign language shall be calculated at a 1.5 times weighted rate in accordance with Article 4 of the Directives for the Implementation of Subsidies for Teaching in a Foreign Language.

5. 經核定開設跨領域共授課程之所有授課教師，依各人實際出席上課時數計入教師每週授課時數。

The teaching hours for instructors co-taught in an approved interdisciplinary course shall be assigned to individual instructors based on their respective actual weekly hours taught.

共授教師如為2人，鐘點總數以該課程學分數2倍為上限。

The maximum teaching hours for 2 co-taught instructors are twice the number of credits assigned to the course.

共授教師達3人以上，修課人數生師比達8:1時，鐘點總數以該課程3倍為上限；修課人數生師比未達8:1時，鐘點總數以該課程2倍為上限。

The teaching hours for 3 or more co-taught instructors, and the student-to-teacher ratio reaches 8:1, the maximum hours for the course is three times the standard rate. The student-to-teacher ratio is below 8:1, the maximum hours for the course is twice the standard rate.

6. 經審議通過之大學社會責任實踐課程，其授課時數以1.5倍計算，其超支鐘點費應由教育部高教深耕計畫經費支出。

The University Social Responsibility Project courses which have been reviewed and approved, shall be calculated at 1.5 times the standard rate. The overtime payment shall be covered by the expenditure from the Ministry of Education's Higher Education Sprout Project funds.

同一門科目，如依前六款之規定而加乘計算授課時數時，僅得擇一加權計算。

For the same subject, if calculating the teaching hours based on the regulations specified in the preceding six clauses, only one weighted calculation method is permissible.

7. 語文通識「大一國文：經典閱讀與詮釋」（僑外生組）上下學期每班加計作文一小時，以三小時計，惟語文通識「大一國文：經典閱讀與詮釋」（非僑外生組）不加計作文時數。進修學士班不加計作文時數。

The general course "Freshman Chinese: Classical Reading and Interpretation" for Overseas Chinese Student, an additional 1 hour for composition per class each semester, totaling three hours. However, the general course "Freshman Chinese: Classical Reading

and Interpretation" for non-overseas Chinese students and the Extension Education Bachelor Program shall not include the composition hour.

8. 實習、實作依各系(所)課程規劃表中開課屬性採計授課鐘點時數。

The teaching hours for internships and practical sessions are counted based on the course attributes outlined in the curriculum planning table of each department (or institute).

八、專任教師之超支鐘點費核給方式，以授課時數核實支給，並依上、下學期授課時數平均計算，於下學期再一併支給。

The overtime reimbursement method for faculty members is allocated based on the actual teaching hours, calculated by averaging the teaching hours for both semesters, and disbursed collectively in the next semester.

專任教師符合計入超支鐘點之總時數，超過基本授課時數，得支領超支鐘點費，每週以四小時為上限。惟如教師當學期授課課程因大班教學或外語授課致超過上限者，超支鐘點最高得以6小時為限。

Faculty members who meet the total hours eligible for overtime payment due to exceeding the standard teaching hours can receive overtime payment with maximum four hours per week. However, in cases where instructors exceed the limit in the current semester due to large class instruction or teaching in a foreign language, the maximum overtime hour can be extended to six hours.

九、兼任教師授課時數，每週授課時數以四小時為限。

The teaching hours for adjunct faculty are limited to four hours per week.

退休專任教師轉兼任教師於進修學士班授課，其每週授課時數不受四小時限制；並比照專任教師以不超出八小時為限。

Retired faculty members transitioning to adjunct roles for Extension Education Bachelor Program courses are not subject to the 4-hour teaching limit. Instead, they are allowed to teach for a maximum of 8 hours per week, similar to other faculty members.

兼任教師未具公職或他校專任教師身分者，如因開設通識課程、語言中心及華語中心課程，得酌增四小時；開授輔系、雙主修之必修課程及學程先備之基礎課程，得酌增

二小時，但日夜合併計算每週以不超出十二小時為限。

Adjunct faculty who are not civil servants or faculty members at other universities may be allotted an additional 4 hours if they teach General Education courses, Language Center courses, or Chinese Language Center courses. They may also be allotted an additional 2 hours if they teach required courses for Minors, Double Majors, or foundational courses for programs. However, the total teaching hours for day and night classes should not exceed 12 hours per week.

十、兼任教師之學士班、碩博士班授課鐘點費，依授課時數，按「公立大專校院兼任教師鐘點費支給標準表」支給；進修學士班授課鐘點費，依授課時數，按本校「進修暨推廣部兼任教師鐘點費支給基準表」支給。

The hourly fees for adjunct faculty who teach in Bachelor's, Master's, and Doctoral programs are provided based on the teaching hours, and in accordance with the "Hourly Payment Standards for Adjunct Instructors in Public Colleges and Universities". However, for teaching in the Extension Education Bachelor Program, the hourly fees are provided based on the teaching hours as per the University's "Hourly Payment Standards for Adjunct Instructors in the Extension Education Center".

鐘點費依授課時數並準用第七條之規定，依學期核實按月發放，且超授之時數不予支給；惟兼任教師未具公職或他校專任教師身分者，得依第七條之規定加乘計算後支給。

The hourly fees are based on the teaching hours and disbursed monthly in accordance with the provisions of Article 7, and overtime beyond the allotted teaching hours are not included. However, adjunct faculty who are not civil servants or faculty members at other universities may receive additional overtime payment calculated according to the provisions of Article 7.

十一、依「國立臺北大學約聘教學人員聘任辦法」聘任之約聘教學人員及以教育部高等教育深耕計畫經費進用且支領月薪之專案教師，如因計入經核定通過以外語授課加權及大班加乘之授課時數，超過與聘用單位約定每週授課時數部分，得支領超支鐘點費，每週以四小時為上限。

The contract teaching instructors hired under the "National Taipei University Regulations for

the Appointment of Contract Teaching Instructors” and project instructors employed by the Ministry of Education’s Higher Education Sprout Project may be eligible for a maximum of 4 hours of overtime pay per week if their teaching hours exceed the allocated hours, taking into account the weighted calculation hours for foreign language and larger classes.

十二、專任教師於校內外各學位學制及本校進修暨推廣部之授課總時數，除進修學士班授課時數外，每週合計以十六小時為限。

Faculty members are limited to a total of 16 teaching hours per week, including those courses in all degree program on and off-campus, and courses taught at the Extension Education Center, excluding teaching hours for the Extension Education Bachelor’s program.

十三、本辦法應經教務會議決議提請校務會議通過後陳請校長發布實施;修正時亦同。

These regulations shall be proposed for approval at the Academic Affairs Conferences, presented to the University Council for approval, and subsequently submitted to the President for implementation. The same procedure applies to any subsequent revisions.