

University of Taipei

Incentives to Invite Visiting International Instructors

updated on April 30, 2019

1. Goals

These incentives are designed to encourage Departments and Graduate Institutes to invite instructors from overseas to the University on a part-time, short-term basis in order to raise the University's ratio of international faculty, which will boost the University's performance in Ministry of Education evaluations and raise the University's position in the World University Rankings. (MOE and the World University Rankings regulations state that three part-time international faculty members are equivalent to one full-time international faculty member.)

2. Source of funds

- (1) University: in principle, funding is provided through the budget of the Office of International Affairs. Where a College, Department, or Graduate Institute has made its own budget preparations, budgets may be combined.
- (2) External source: subsidies such as those provided by the Ministry of Science and Technology or the Department of Sports

3. Teaching Pay

- (1) Where the University budget is used, pay is based on the actual number of teaching hours. Teaching pay is based on Regulations Governing the Payment of Military Officers, Public Servants, and Teachers Holding Concurrent Positions or Lecturing. Teaching pay is NT\$2,400 per hour (equal to fifty-minutes of class time).
- (2) Where funding is provided by an external source, payment will be handled in accordance with the terms of the external source.
- (3) Maximum hourly pay is based on Payment Standards for Foreign Consultants, Professionals, and Scholars Working in Taiwan.
- (4) Whether or not additional payment can be claimed will be handled in accordance with Payment Standards for Foreign Consultants, Professionals, and Scholars Working in Taiwan and Handbook of Expenditure Standards and Internal Auditing Processes, published by the Directorate-General of Budget, Accounting, and Statistics of the Executive Yuan.
- (5) The amounts above include income tax of eighteen percent (18%).

4. Teaching Duties

- (1) Dates for course registration and the start of classes are the same as for regular courses. Registration will be handled at the end of the preceding semester or the beginning of the new semester.

- (2) Visiting instructors must teach classes with credits; one credit is equal to eighteen class hours.
- (3) The appointment of an instructor must be managed in accordance with the regulations of the Office of Human Resources.
- (4) Where additional payment is provided in accordance with the regulations of the Office of International Affairs, teaching pay from the main budget for regular teachers will not be issued.
- (5) An instructor's course syllabus must be approved before classes start. It must be reviewed and approved by the three levels of curriculum committees (or retroactively reviewed and approved).
- (6) The assessment and grading of students is handled the same way as for regular courses.

5. Procedures

- (1) The proposed hiring must be submitted to the President for approval, as stipulated in The Assessment Checklist for the Hiring of Foreign Consultants, Professionals, and Scholars Promoting Domestic Construction and Research Projects and University of Taipei Guidelines Governing the Invitation of Scholars from Overseas to Visit, Teach, and Conduct Research.
- (2) The three levels of curriculum committees and the Instructor Evaluation Committee must approve the hiring.
- (3) As required in MOE Instructions for Accredited Universities Recruiting International Scholars for Short-Term Lectureships and Research Projects, the MOE must be notified one month before the appointment takes effect. The Office of International Affairs is responsible for making the notification.

6. Further Details

- (1) If the scholar would like to stay in the residence hall for international faculty or in other accommodations located on campus, their request must be handled in accordance with administrative procedures. Notification must be submitted to the Office of Student Affairs and the Office of International Affairs, which will then be submitted to the President for approval.
- (2) For additional inquiries, please contact the Office of International Affairs.