

義守大學__學年度第__學期「教學啟動」申請表
Application for “Teaching Improvement” in the _____ Semester of
Academic Year _____, I-Shou University

申請日期/Application Date : 年/Y 月/M 日/D

姓名 Name		職 號 Position No.	
職 稱 Position Title		單 位 Dept.	
本校到職日：__年__月__日 Date attended in this school: __/__/__(Y/M/D) 本學期申請減授時數：__小時(每週規定授課時數至多得減授三小時) Apply for reducing teaching hours for _____ hours (3 hours at most)			
申請人 Applicant	單位主管 Dean of Unit	院長(中心主任) Dean of College (Direct of the Center)	人力資源處 Personnel Office
課務組承辦人 Clerk of Curriculum Section	課務組組長 Head of Curriculum Section		核 示 Ratification

備註 Remarks :

1、申請資格：新任本校專任教師，年資未滿二年（年資計算至當學年度教師申請日止）之本校專任教師得申請。

Application qualification: full-time assistant professors who have not taught for two years in this school can make the application (seniority calculation includes the days before the application deadline.)

2、申請時程：申請人應於每學期期末考試前一週至次學期正式上課日結束，檢附申請表向課務組提出申請。

Application available time: Applicants should be in the week before final exams each semester to second semester of the official school day ended, the attached application form to apply to the Curriculum Division..

3、經申請核准者，當學期之授課鐘點數(含進修部鐘點)不可超過減授後的鐘點數，且不可校外兼課。

After the application is ratified, all the teaching hours of the semester (including the teaching hours in Division of Continuing Education) shall not exceed the hours after reduction and part-time teaching outside the school is not allowed as well.

4、獲減授之總時數，教師應於本校任教之第三至五年期間增授完畢，未於規定期限內執行完成增授之鐘點數，應歸還未執行增授之鐘點費。

The reduced hours shall be made up for in installments between the third and five years. Teachers are not allowed to collect the hourly pay and have to meet the teaching hour requirement. Those who do not make up for the reduced hours shall refund the hourly pay.