

臺北醫學大學教師兼任行政教師設置辦法

Taipei Medical University

Regulations on Administrative Advisers

103 年 12 月 11 日教務會議新定通過

Approved by Academic Affairs on December 11th, 2014

113 年 07 月 30 日教務會議修訂

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Amended by document No. 1130014180 *TMU Xiao Jiao Tze* on August 16st, 2024 for 8 articles in total

第一條 (目的)

本校為利推動系、所、學位學程及所屬學生相關之行政事務有效處理，得由教師兼任行政老師協助，特訂定「臺北醫學大學教師兼任行政教師設置辦法」(以下簡稱本辦法)。

Article 1 (Purpose)

The “Taipei Medical University Regulations on Administrative Advisers” is set up with a view to facilitating the administrative affairs of departments, institutes, and degree programs.

第二條 (行政教師資格)

各系、所行政教師由所屬專任教師擔任，學位學程行政教師由該學位學程專任教師或合聘(支援)系所之專任教師擔任。

Article 2 (Qualification)

The position of an administrative adviser will be undertaken by one of the full-time teachers of each department, graduate institute, or degree program.

第三條 (通識教育中心行政教師聘任)

通識教育心得聘任行政教師二名，由該中心主任推薦中心專任教師擔任，由課務組於新學年度開始二週內彙整，陳請校長聘任之。

Article 3 (Recruitment for Center of General Education Administrative Advisers)

The director of the Center of General Education may appoint two of its full-time teachers as administrative advisers, which will be presented by the

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Curriculum Section to the President for approval within the first two weeks of each academic year.

第四條 (系、所、學位學程行政教師聘任程序)

各系、所、學位學程行政教師由各學系主任、研究所所長、學位學程主任推薦，由課務組於新學年度開始二週內彙整，陳請校長聘任之。

Article 4 (Recruitment for each Department, Graduate Institute or Degree Program Administrative Advisers)

The administrative adviser of each department, graduate institute or degree program must be recommended by the chair or director and presented by the Curriculum Section to the President for approval within the first two weeks of each academic year.

第五條 (行政教師聘任名額依據)

各系、所、學位學程行政教師之名額依據前一學年度 10 月 15 日之在學生總人數計算如下：

- 一、各學系大學部學生總人數在二〇〇人以下者，得聘一名；二〇一至四〇〇人者，得聘至二名；四〇一至六〇〇人者，得聘至三名；六〇一至八〇〇人者，得聘至四名；八〇一人以上者，得聘至五名。含有碩(碩專)博士班之學系得增加聘任行政教師一名；碩、碩專、博士班之學生總人數達一〇一人以上得增加聘任一名。
- 二、研究所及學位學程得聘任行政教師一名，學生總人數達一〇一人以上得增加聘任一名。
- 三、其他因行政業務需求得經校長核可後增聘。

Article 5 (Quota for Administrative Advisers)

The quota of administrative advisers is based on proportion to the total amount of students on October 15th of last academic year :

1. An administrative adviser for department will be appointed by the department with an enrollment below 200; two, by the department with an enrollment between 201 and 400; three, by the department with an enrollment between 401 and 600; four, by the department with an enrollment between 601 and 800; five, by the department with an enrollment more than 801. One more administrative adviser may be

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appointed by the department with a master/doctoral program. One more administrative adviser for master/doctoral program will be appointed with an enrollment more than 101.

2. An administrative adviser will be appointed by each graduate institute or degree program, with one more added to those with an enrollment more than 101.

3. Those with administrative necessity may appoint one more administrative adviser after the approval of the President.

第六條 (行政教師任期)

行政教師之任期為一年，連聘得連任。

Article 6 (Tenure)

The service term of an administrative adviser is one year, which can be renewed consecutively.

第七條 (行政教師授課學分)

行政教師授課鐘點依本校『教師授課鐘點數計算辦法』規定辦理。

Article 7 (Teaching Credits)

The credits earned by an administrative adviser is regulated in accordance with TMU's "Teaching Hours Calculation Regulations."

第八條 (核決權限)

本辦法經教務會議通過，報請校長核定後公告施行；修正時亦同。

Article 8 (Level of Authority)

These regulations are implemented after approval by the Academic Affairs Committee. All amendments shall follow the same procedure.