

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 Committee on December 11th, 2014

103 年 12 月 31 日北醫校教字第 1030004375 號令訂定，全文 8 條

The eight articles regulated as TMU Document No. 1030004375 on December 31st, 2014

第一條 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 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 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 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 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 Curriculum Section to the President for approval within the first two weeks of each academic year.

第四條 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

*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

任之。

Article 4 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 各系、所、學位學程行政教師之名額計算如下：

- 一、各學系之行政教師名額以各學系學生總人數計算。各學系學生總人數在二四〇人以下者，得聘一名；二四一至四八〇人者，得聘至二名；四八一至七二〇人者，得聘至三名；七二一至九六〇人者，得聘至四名；九六〇人以上者，得聘至五名。
- 二、含有碩(碩專)博士班之學系得增加聘任行政教師一名。
- 三、研究所及學位學程得聘任行政教師一名，學生總人數達一五〇人以上得增加聘任一名。
- 四、其他因行政業務需求得經校長核可後增聘。

Article 5 The quota of administrative advisers in proportion to the total amount of students:

1. An administrative adviser will be appointed by the department with an enrollment below 240; two, by the department with an enrollment between 241 and 480; three, by the department with an enrollment between 481 and 720; four, by the department with an enrollment between 721 and 960; five, by the department with an enrollment more than 960.
2. One more administrative adviser may be appointed by the department with a master/doctoral program.
3. An administrative adviser will be appointed by each graduate institute or degree program, with one more added to those with an enrollment more than 150.
4. Those with administrative necessity may appoint one more administrative adviser after the approval of the President.

第六條 行政教師之任期為一年，連聘得連任。

Article 6 The service term of an administrative adviser is one year, which can be renewed consecutively.

第七條 行政教師授課鐘點數抵減依本校『教師授課鐘點數計算辦法』規定辦理。

Article 7 The teaching load of an administrative adviser is regulated in accordance with TMU's "Teaching Hours Calculation Regulations."

第八條 本辦法經教務會議通過後公告施行；修正時亦同。

Article 8 These regulations are implemented after approval by the Academic Affairs Committee. All amendments shall follow the same procedure.