

# Kaohsiung Medical University

## Regulations Governing the Calculation of Teachers' Basic Teaching Hours

April 26, 2006 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0950100014  
May 13, 2009 Passed by the 5th Academic Affairs Meeting of the Academic Year 2008  
September 28, 1999 Passed by the 1st Academic Affairs Meeting of the Academic Year 2009  
October 30, 2009 Passed by the 1st University Council Meeting and the 3rd Joint Administrative Meeting of the Academic Year 2009  
December 07, 2009 Promulgated via the KMU official letter Chiao Tzu No. 0981105655  
July 25, 2011 Passed by the 9th Academic Affairs Meeting of the Academic Year 2010  
September 08, 2011 Passed by the 1st and the 2nd Administrative Meeting of the Academic Year 2011  
October 27, 2011 Promulgated via the KMU official letter Chiao Tzu No. 1001103273, and then implemented from the second semester of the Academic year 2011  
November 01, 2013 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2013  
November 08, 2013 Passed by the 3rd Administrative Meeting of the Academic Year 2013  
November 21, 2013 Promulgated via the KMU official letter Chiao Tzu No. 1021103615  
February 16, 2015 Passed by the 3rd Academic Affairs Meeting, and then implemented from the first semester of the Academic year 2015  
March 12, 2015 Passed by the 8th Administrative Meeting of the Academic Year 2014  
April 23, 2015 Promulgated via the KMU official letter Chiao Tzu No. 1041101160  
February 19, 2016 Passed by the 3rd Academic Affairs Meeting of the Academic Year 2015  
March 10, 2016 Passed by the 8th Administrative Meeting of the Academic Year 2015  
September 08, 2016 Passed by the 1st Academic Affairs Meeting of the Academic Year 2016  
October 13, 2016 Passed by the 3rd Administrative Meeting of the Academic Year 2016  
February 13, 2017 Passed by the 4th Academic Affairs Meeting of the Academic Year 2016  
March 09, 2017 Passed by the 8th Administrative Meeting of the Academic Year 2016  
May 25, 2017 Passed by the 6th Academic Affairs Meeting of the Academic Year 2016  
June 08, 2017 Passed by the 11th Administrative Meeting of the Academic Year 2016  
May 23, 2018 Passed by the 5th Academic Affairs Meeting of the Academic Year 2017  
June 08, 2018 Passed by the 11th Administrative Meeting of the Academic Year 2017  
December 12, 2018 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2018  
January 10, 2019 Amended and Passed by the 6th Administrative Meeting of the Academic Year 2018  
July 17, 2019 Passed by the 6th Academic Affairs Meeting of the Academic Year 2018  
September 12, 2019 Passed by the 2nd Administrative Meeting of the Academic Year 2019  
October 04, 2019 Promulgated via the KMU official letter Chiao Tzu No. 1081103417  
December 09, 2019 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2019  
January 09, 2020 Passed by the 6th Administrative Meeting of the Academic Year 2019  
February 13, 2020 Promulgated via the KMU official letter Chiao Tzu No. 1091100262  
April 17, 2020 Passed by the 4th Academic Affairs Meeting of the Academic Year 2019  
June 11, 2020 Passed by the 11th Administrative Meeting of the Academic Year 2019  
July 02, 2020 Promulgated via the KMU official letter Chiao Tzu No. 1091101986  
July 30, 2020 Passed by the 5th Academic Affairs Meeting of the Academic Year 2019  
August 13, 2020 Passed by the 1st Administrative Meeting of the Academic Year 2020  
September 04, 2020 Promulgated via the KMU official letter Chiao Tzu No. 1091102842  
July 20, 2022 Passed by the 3rd Academic Affairs Meeting of the Academic Year 2021  
September 08, 2022 Passed by the 1st Administrative Meeting of the Academic Year 2022  
September 27, 2022 Promulgated via the KMU official letter Chiao Tzu No. 1111103722  
February 10, 2023 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2022  
March 30, 2023 Passed by the 7th Administrative Meeting of the Academic Year 2022  
April 26, 2023 Promulgated via the KMU official letter Chiao Tzu No. 1121101286  
July 26, 2023 Passed by the 4th Administrative Meeting of the Academic Year 2022  
September 28, 2023 Passed by the 2nd Administrative Meeting of the Academic Year 2023  
October 17, 2023 Promulgated via the KMU official letter Chiao Tzu No. 1121103368  
November 15, 2024 Passed by the 1st Academic Affairs Meeting of the Academic Year 2024  
December 25, 2024 Passed by the 5th Administrative Meeting of the Academic Year 2024  
January 3, 2025 Promulgated via the KMU official letter Chiao Tzu No. 1141100026

February 11, 2025 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2024  
March 12, 2025 Passed by the 8th Administrative Meeting of the Academic Year 2024  
April 1, 2025 Promulgated via the KMU official letter Chiao Tzu No. 1141101088  
July 15, 2025 Passed by the 4th Academic Affairs Meeting of the Academic Year 2024  
August 13, 2025 Passed by the 1st Administrative Meeting of the Academic Year 2025  
September 03, 2025 Promulgated via the KMU official letter Chiao Tzu No. 1141103086  
October 17, 2025 Passed by the 1st Academic Affairs Meeting of the Academic Year 2025  
November 12, 2025 Passed by the 4th Administrative Meeting of the Academic Year 2025  
December 01, 2025 Promulgated via the KMU official letter Chiao Tzu No. 1141104139  
February 04, 2026 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2025  
March 11, 2026 Passed by the 8th Administrative Meeting of the Academic Year 2025  
March 25, 2026 Promulgated via the KMU official letter Chiao Tzu No. 1151100985

Article 1 In order to establish the principles for calculating the actual teaching hours of full-time faculty and clinical faculty, Kaohsiung Medical University (hereinafter "the University") hereby enacts these Regulations.

Article 2 The basic weekly teaching hours for full-time faculty and clinical faculty of the University shall be as follows: Professors, 8 hours; Associate Professors, 9 hours; Assistant Professors, 9 hours; and Lecturers, 10 hours.

Faculty members serving concurrently as attending physicians at any medical unit of the University's affiliated institutions shall have a basic weekly teaching load of 4 hours.

For faculty who, during a semester, apply for maternity leave, parental leave without pay, sick leave for threatened miscarriage, pre-maternity leave, miscarriage leave, pregnancy checkup accompany and paternity leave, or similar leave, where such leave does not cover the full semester, the teaching hours may be calculated flexibly. Applications under the preceding paragraph shall be submitted for the President's special approval before the start of that semester. However, sick leave for threatened miscarriage, miscarriage leave, and paternity leave due to a spouse's miscarriage may be submitted for retroactive approval within one month after the occurrence of the leave event.

Article 3 Principles of Calculation

I. Regular courses, laboratory courses, and practicum courses shall be calculated on the basis of the credit hours assigned to each subject. Physical education, English listening and speaking practicum, service-learning, and national defense education/military training courses shall be calculated based on the teacher's actual instructional hours.

- II. Each credit hour for any course is based on a principle of 18 hours per credit. The credit hours for regular courses, laboratory courses, and practicum courses shall follow the figures announced by the Office of Academic Affairs; any additional classes arranged independently by teachers shall not be counted toward teaching hours.
- III. A teacher's teaching hours shall be calculated by combining hours taught across doctoral programs, master's programs, in-service master's programs, and undergraduate programs (excluding the Post-Baccalaureate Medical Laboratory Data Integration and Interpretation Bachelor's Degree Program and continuing education courses).
- IV. When classes are taught to a combined group, the hours may only be counted once and may not be counted separately as two sessions.
- V. Teaching hours for courses taught at other institutions shall be governed by the relevant contractual agreement and calculated according to the University's method of counting teaching hours.

Article 4 Methods of Calculation

I. Regular Courses:

- (i) Hours shall be calculated based on actual teaching time. If two or more teachers are assigned to teach the same class, the hours shall be divided equally among all teachers listed on the course schedule. When enrollment exceeds 70 students, additional weekly teaching hours may be credited to the teacher(s) as follows:
1. 71–100 students: credited hours = actual teaching hours  $\times$  1.2
  2. 101–140 students: credited hours = actual teaching hours  $\times$  1.4
  3. 141–199 students: credited hours = actual teaching hours  $\times$  1.6
  4. 200 or more students: credited hours = actual teaching hours  $\times$  1.8
- (ii) Starting from Academic Year 2026-2027, the multipliers in the preceding item shall not apply to General Education Liberal Arts courses, except for courses recognized by the General Education Center as special courses in accordance with University policy.
- (iii) For the primary responsible teacher of an integrated course recognized by the college (or center), in addition to actual teaching hours, a maximum of 8

additional hours per semester shall be credited. If two or more teachers are listed as responsible for the same course, these additional hours shall be divided equally among the listed teachers.

## II. Laboratory Courses (including in-class practicum):

(i) Hours shall in principle be credited at half the actual teaching hours for the full semester.

(ii) One teacher may be assigned per class of 35 students; one additional teacher may be added for every additional 35 students. The number of teachers to be arranged is as follows:

1. 1–35 students: 1 teacher
2. 36–70 students: 2 teachers
3. 71–105 students: 3 teachers
4. 106–140 students: 4 teachers
5. 141–175 students: 5 teachers

(iii) Where a department/program or center has limited faculty or resources, and following discussion at a department/program or center meeting only 1 teacher is assigned, and enrollment exceeds 35 students, additional weekly teaching hours may be credited as follows:

1. 36–49 students: credited hours = (actual hours ÷ 2) × 1.2
2. 50–63 students: credited hours = (actual hours ÷ 2) × 1.4
3. 64–77 students: credited hours = (actual hours ÷ 2) × 1.6
4. 78–91 students: credited hours = (actual hours ÷ 2) × 1.8
5. 92–105 students: credited hours = (actual hours ÷ 2) × 2.0

(iv) For courses in which the number of assigned teachers exceeds the provisions of the preceding item, hours shall be divided equally among all teachers listed on the course schedule.

## III. Clinical Skills Courses, Problem-Based Learning (PBL) Courses, and Team-Based Learning (TBL) Courses: Course discussion groups shall in principle consist of at least 8 students. Teaching hours shall be calculated based on the actual hours each teacher participates. The total credited teaching hours per person per semester for each of these course types shall not exceed 24 hours.

IV. Seminars: Teaching hours shall be calculated based on the actual hours of participation. For each course, the primary responsible teacher shall be credited no more than 18 hours per semester; other participating teachers shall be credited no more than 9 hours per semester.

V. Clinical Teaching (including off-campus practicum courses): Each college shall establish its own detailed calculation rules, which shall take effect after being reviewed and approved at an Academic Affairs meeting.

VI. Full-English-medium courses (excluding Basic General English courses) approved through the University's three-tier, three-review Curriculum Committees, whether for the full semester or for designated weeks, shall be calculated as follows:

(i) For domestic (ROC-national) teachers: teaching hours shall be multiplied by 2; starting from Academic Year 2027-2028, this shall be adjusted to 1.5 times.

However, for teachers newly hired from Academic Year 2025-2026 onward, the multiplier is 1.5. This provision shall be piloted for 2 years and reviewed upon expiration.

(ii) For foreign teachers whose official language is not English: teaching hours shall be multiplied by 1.2. This shall be piloted from Academic Year 2025-2026 for 2 years and reviewed upon expiration.

(iii) For partial-week courses: pilot program continued from Academic Year 2024-2025 for 2 years and to be reviewed upon expiration.

VII. Teachers who offer distance-learning courses may have their teaching hours for the semester the course is offered multiplied by 1.5. The primary responsible teacher at the University who receives and hosts a distance-learning course shall have hours credited at a rate of 1 hour for every 3 hours. However, courses offered as satellite courses under the Taiwan University AI Curriculum Alliance shall be calculated according to Item I.

VIII. Service-learning courses shall be divided into primary responsible teachers and group-leading teachers. Upon approval by the college (or center), primary responsible teachers shall be credited 18 hours and group-leading teachers shall be credited 18 hours per semester, with a maximum of 36 hours per person per

semester.

- IX. Teachers who offer open courseware (OCW) that is included on an open courseware website or has passed the Ministry of Education's certification as a digital learning course may have their teaching hours for the offering semester multiplied by 1.5. Teachers who offer open courseware included on a Massive Open Online Courses (MOOCs) platform may have their teaching hours for the offering semester multiplied by 2.
- X. For two-year in-service undergraduate programs or in-service master's programs where courses are taught in the evenings or on weekends, teaching hours for the offering semester may be multiplied by 1.2.
- XI. For inter-departmental or inter-college co-taught courses, all co-teaching teachers' actual classroom attendance hours shall be counted toward each teacher's weekly teaching hours. If there are 2 co-teachers, the total credited teaching hours for the course shall be capped at twice the course's credit hours. If there are 3 or more co-teachers, the total shall be capped at three times the course's credit hours. Co-teaching teachers' weekly teaching hours shall not be subject to any additional multipliers under Items I or II of Article 3, Paragraph 2.
- XII. For courses offered under university–high school co-constructed cross-institutional learning programs, upon approval by the Office of Academic Affairs, teaching hours shall be credited based on the teacher's actual hours of participation.
- XIII. For teachers guiding General Education independent learning courses, credited teaching hours shall in principle be half the total hours of the semester-long learning plan. The maximum per person per semester shall not exceed 18 hours.
- XIV. For any course listed under Items I through XIII where, following student withdrawals, enrollment drops to zero, teaching hours shall be credited at actual teaching hours  $\times$  0.5.

Article 5 The President is exempt from teaching obligations.

Reductions for concurrent administrative appointments shall follow these principles:

- I. The following positions each reduce weekly teaching hours by 4 hours: Senior Vice President, Vice President for Research and Development, Vice President for

Academic Affairs, Vice President for Student Affairs, Vice President for General Affairs, Vice President for Library and Information Services, Vice President for Global Affairs, Vice President for Industry-Academic Collaboration, Secretary-General, College Dean, Director of Human Resources Office, Director of Accounting Office, Director of Environmental Protection and Safety and Health Office, Director of Auditing Office, Dean of General Education Center, Superintendent of affiliated institutions and related enterprises.

II. The following positions each reduce weekly teaching hours by 3 hours: Associate Vice President for Research and Development, Deputy Vice President for Academic Affairs, Associate Vice President for Library and Information Services, Associate Dean of a College, Director of a University-level Research Center, Department/Center/Degree Program Chair, Graduate Institute Director, Division/Library/Office/Center Division Head, College Section Head, Office Secretary, Deputy Superintendent of affiliated institutions and related enterprises, Clinical Department/Division Head, Medical Affairs Secretary, Senior Specialist.

III. The following positions each reduce weekly teaching hours by 2 hours: Graduate Program Director, Administrative Faculty, Deputy Department Chair, Department/Division/Center Director or Deputy Director of affiliated institutions and related enterprises, Supervisor.

IV. A person concurrently holding two or more positions may combine the reductions, but the maximum reduction shall not exceed 4 hours per week.

Reductions for supervising student research shall follow these principles:

- I. For each doctoral student supervised: reduction of 0.5 hours per week.
- II. For each master's student supervised: reduction of 0.5 hours per week.
- III. For each in-service master's student supervised: reduction of 0.5 hours per week.
- IV. For each undergraduate student supervised on a National Science and Technology Council (NSTC) research project or the Migratory Bird Program: reduction of 0.5 hours per week.
- V. For each undergraduate student supervised on a University summer research project or bachelor's thesis: reduction of 0.25 hours per week.

The reductions under Items I, II, and III of the preceding paragraph may be

combined, but the maximum shall not exceed 3 hours per week. The reductions under Items IV and V for supervising undergraduate students may also be combined, but the maximum shall not exceed 1 hour per week.

Faculty participating in the Ministry of Education's University Social Responsibility (USR) program may receive a maximum reduction of 1 hour per week.

Article 6 In order to improve the teaching and research quality of newly hired assistant professors, newly appointed assistant professors may apply for a teaching hour reduction each semester within three years of joining the University.

The term "newly appointed assistant professor" in the preceding paragraph refers to a person who has obtained a doctoral degree (domestic or foreign) within the past three years (excluding postdoctoral research years), or who has been newly appointed by the University as a full-time or clinical assistant professor.

Applications shall be made on a semester basis. The applying teacher must complete a teaching hour reduction application form in the University's information system and obtain the approval of the department (institute) chair and college dean, after which the application shall be submitted to the Office of Academic Affairs for review and presented to the President for approval.

Teachers whose applications are approved must comply with the following requirements:

I. During the reduction period, the teacher shall not hold a concurrent part-time teaching position or employment outside the University.

II. During the reduction period, the teacher must accumulate the minimum base points and categorical development points required by the University's "Teacher Development Scoring Regulations" in each academic year.

III. During the reduction period, the teacher must each academic year have an approved NSTC research project or Ministry of Education Teaching Practice Research project, and provide supporting documentation to the Office of Research and Development and the Office of Academic Affairs for filing.

IV. During the reduction period, the teacher must publish at least one paper as first author or corresponding author in an SCIE, SSCI, KJMS, EI, TSSCI, or other journal of equivalent academic standing.

A teacher who satisfies Items I and II may receive a reduction of 2 hours; a teacher who additionally satisfies Item III or Item IV may receive a further reduction of up to 1 hour, for a maximum combined reduction of 3 hours.

If a teacher is granted promotion during the reduction period, the provisions of this Article shall cease to apply from the effective date of the promotion.

Article 7 The teaching hour reductions stipulated in Articles 5 and 6 may be combined, but the maximum reduction shall not exceed 4 hours per week.

Article 8 Full-time faculty whose actual weekly teaching hours exceed the basic teaching hours specified in Article 2, Paragraph 1 may be paid overload teaching fees in accordance with the University's "Regulations Governing the Payment of Hourly Teaching Fees."

Departments and programs shall make appropriate use of their faculty resources so as to avoid situations in which some teachers are required to carry excessive overload teaching.

Article 9 After applying all applicable teaching hour reductions, the actual weekly teaching hours of full-time faculty and clinical faculty shall not fall below 3 hours.

After applying all applicable teaching hour reductions, the actual weekly teaching hours of faculty holding attending physician status at any medical unit of the University's affiliated institutions shall not fall below 1 hour.

Article 10 Except for teachers whose teaching hours may be calculated flexibly pursuant to special approvals under Article 2, Paragraphs 3 and 4, if a teacher's teaching hours for a given academic year, after all reductions, fail to meet the minimums prescribed in the preceding Article, the relevant records shall be forwarded to faculty evaluation committees at each level for reference.

Article 11 These Regulations shall take effect from the date of promulgation after being reviewed and approved by the Academic Affairs Meeting and the Administrative Meeting. The same procedure shall apply to any amendments.