

# Faculty Handbook

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## 1. Academic Affairs

- I. Procedures for Rewarding Faculty for Outstanding Teaching Performance
  - II. Ming Chuan University Examination Regulations
  - III. Notices Regarding Examination Proctors
  - IV. Midterm and Final Examination Preparation Policy
  - V. Enforcement Rules for Faculty Leave Application, Class Adjustment, Substitution, and Makeup Classes
  - VI. Notices Regarding Classes Held Off Campus
  - VII. Ming Chuan University Procedures for Students' Grades Correction
  - VIII. Calculation Standards for Students' Final Grades
  - IX. Classroom Behavior Regulations for Students
  - X. Student Attendance Procedures
  - XI. Ming Chuan University Student Roll Call Regulations
  - XII. Ming Chuan University Procedures for Opening Distance Education Courses
  - XIII. Procedure for Printing Teaching Materials
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## 2. Student Affairs

- I. Ming Chuan University Class Advisor System Procedures
  - II. Procedures for Choosing Outstanding Class Advisors for Undergraduate Division and Work Experience Program
  - III. Procedures for Choosing Outstanding Class Advisors for Masters' Class Sections and Executive Masters' Programs
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## 3. General Affairs

- I. Procedures for Managing Faculty, Staff and Student Vehicles on Campus
- II. Procurement Procedure

# Faculty Handbook

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## 4. Controller

- I. Faculty Salary Level Standard
  - II. Standardized Hourly Pay for Faculty
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## 5. Library

- I. Library Website
  - II. Hours of Service
  - III. Staff Directory
  - IV. Collection Statistics
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## 6. Info & Network

- I. Regulations for Use of Computer Classrooms
  - II. Ming Chuan University Regulations for Campus Network Management
  - III. Ming Chuan University Procedures for Academic Network Suspected Violation of Protection of Intellectual Property Rights
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## 7. Taoyuan Campus Administration

- I. Special Matters Regarding Taoyuan Campus
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## 8. Ming Chuan Journal

- I. Editing Procedures for the Ming Chuan Journal
- II. Ming Chuan Journal Evaluation Procedures
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### 9. Human Resources

- I. Ming Chuan University Faculty Employment and Service Regulations
- II. Ming Chuan University Regulations for Faculty Member Evaluations
- III. Ming Chuan University Procedures for Faculty Promotion
- IV. Ming Chuan University Research / Study Reward Application Procedures for Full-time Faculty Members
- V. Ming Chuan University Procedures for Funding Support for Full-time Faculty Members Presenting Papers at International Academic Conferences
- VI. Ming Chuan University Procedures for Encouraging Faculty Members to Pursue Research and Further Study
- VII. Ming Chuan University Faculty Sabbatical Leave Procedures