

NATIONAL CHENGCHI UNIVERSITY

Guidelines for the Expansion of Minor Program Offerings

October 8, 2003
August 1, 2018
November 6, 2018

Approved by the 585th Administrative Meeting
Amended and approved by the 676th Administrative Meeting for Article 3
Promulgated under Document No. 1070034286

- Article 1 National Chengchi University (NCCU or "the University") establishes these guidelines to encourage all academic units to expand their minor program offerings, providing students with diverse learning opportunities and enhancing their overall competitiveness.
- Article 2 Course Establishment
- 1) Minor program classes are typically formed with a minimum of 20 students per class.
 - 2) If the required number of students is not met, academic units may reallocate their operational funds based on a self-sustaining principle. If redistribution is not possible, the course will be canceled, and the academic unit must arrange for students in the minor program to audit regular classes instead. Auditing students are exempt from additional credit fees.
 - 3) Students auditing regular classes as part of the minor program are not required to pay additional credit fees. However, if the academic unit has already established a dedicated minor program and a student, for other reasons, cannot attend the dedicated program and must audit a general class, the student must pay the credit fees.
 - 4) After the adding or dropping courses period concludes, the Instruction Resource, Office of Academic Affairs will notify academic units of minor program courses with fewer than 20 enrolled students. The academic units must confirm whether to cancel or continue offering such courses.
- Article 3 Appointment of Minor Program Instructors
- 1) Academic units may hire adjunct instructors via written appointment.
 - 2) Appointments must be approved through the University's three-tier review process before courses are offered. If enrollment is insufficient and a course is canceled, the instructor's qualification will be retained for future use when the course is offered again.
 - 3) The appointment, certification, and reappointment of adjunct instructors shall be handled in accordance with the University's guidelines for employing adjunct instructors.
 - 4) Instructors hired under these guidelines are limited to teaching courses in the

minor program.

- 5) Adjunct instructors proposed by academic units must be identified as such in the hiring documentation and will not be counted toward the unit's staffing quota.
- 6) Academic units may propose slightly more adjunct instructors than required to allow flexibility in managing the supply and demand for minor programs.
- 7) Adjunct instructors, like all teaching staff, may be rehired or not reappointed depending on teaching needs.
- 8) Candidates for adjunct instructor positions may include doctoral candidates of the University or professionals with a master's degree or higher.
- 9) Adjunct instructors are paid hourly using the credit fees collected, rather than through the University's personnel budget.

Article 4 Maintenance of Teaching Quality

- 1) Course Evaluation Survey must be conducted for all minor program classes.
- 2) Full-time faculty members may teach minor program classes alongside adjunct instructors.

Article 5 Financial Management

- 1) Programs offering specialized classes will collect credit fees from students in accordance with regulations. Courses with practicums may charge additional fees to hire teaching assistants. Practicum fees will be calculated at NT\$250 per hour of practicum instruction.
- 2) Credit fees must be used exclusively for program-related purposes. In addition to paying instructors' hourly wages, the remaining funds should primarily support the related academic units and administrative functions to compensate for increased workloads.
- 3) If enrollment is insufficient to cover administrative support fees, such fees will not be provided. If funds are inadequate to cover instructors' hourly wages, the class will not be offered.
- 4) The cost distribution ratio for administrative and academic units' management fees will be determined separately.

Article 6 Implementation and Amendments

The Regulations shall be passed by the Administrative Meeting, and then promulgated and implemented by the President. Any amendments shall be processed accordingly.