亞洲大學新進教師減授鐘點申請表

Application Form of Teaching Load Reduction for New Faculties, Asia University

填表日期(Date)：　　/　/

姓名 (Applicant)		職級 (Position title)		學院、系所 (Department / Institute ,College)	

進入本校前是否具有曾任他校專任教學年資未滿兩年?(請參閱「亞洲大學新進教師獎勵要點」第二點)
Teaching position (less than 2 years)

☐是 Yes　　☐否 No

簡述已獲得國科會研究計畫之計畫名稱、編號及執行期限
Brief description of the project name, serial number and execution period of the research project of the Ministry of Science and Technology

申請減授鐘點之計畫 (Teaching hours)	是否同意獲准減授期間不得在校外兼課、兼職及校內超鐘點 No public or private employment.
☐減授一年 1 year reduction (期自 from：___/___/___ to ___/___/___) ☐減授二年 2 years reduction (期自 from：___/___/___ to ___/___/___)	☐ 同意 I agree. 申請人簽章 Signature：_____
系所主管(Signature of the Department/Institute Chair)	
院長(Signature of College Dean)	人事室(Signature of Personnel Office)
教務處(Signature of the chief of Office of Academic Affairs)	教學資源與教師專業發展中心(Signature of the chief of Teaching Resources and Faculty Development Center)
校長核示(Signature of President)	

*新進教師減授鐘點申請相關事宜請洽教發中心助理，分機：5444
Contact the assistant of Teaching Resources and Faculty Development Center if there are any questions.
Tel: 04-2332-3456 Ext. 5444.

*本表單完成簽核後請送至教發中心作業。
Faculty members who are granted a teaching reduction must submit their Teaching Load Reduction Application Form to Teaching Resources and Faculty Development Center