

# 兼職主管卸任優先開課申請表

## I-SHOU UNIVERSITY

### Application Form for Preferential Course Offering for Faculty Members Released from Duty as an Administrative Head

申請日期/Application Date : 年/Y 月/M 日/D

教師姓名： Name:	教師職號： Faculty ID No:
隸屬學系(所)： Department/Institute:	職稱 Title： <input type="checkbox"/> 教授 Professor <input type="checkbox"/> 副教授 Associate Professor <input type="checkbox"/> 助理教授 Assistant Professor <input type="checkbox"/> 講師 Lecturer
擔任兼職主管，合計共_____年_____月，時間如下： The applicant has served as an administrative head concurrently for _____ year(s) and _____ month(s). The details are as follows:	
單位一：_____ 職稱：_____ Unit : _____ Title : _____ 任職期間:自_____年_____月_____日至_____年_____月_____日止 From : _____ Y _____ M _____ D to _____ Y _____ M _____ D	
單位二：_____ 職稱：_____ Unit : _____ Title : _____ 任職期間:自_____年_____月_____日至_____年_____月_____日止 From : _____ Y _____ M _____ D to _____ Y _____ M _____ D	
單位三：_____ 職稱：_____ Unit : _____ Title : _____ 任職期間:自_____年_____月_____日至_____年_____月_____日止 From : _____ Y _____ M _____ D to _____ Y _____ M _____ D	
預計下一學期授課計畫 Courses expected to offer in the following semester :	
課程名稱：_____ 學分：_____ 小時：_____ <input type="checkbox"/> 必修 <input type="checkbox"/> 選修 Course Title : _____ Credit(s) : _____ Course Hour(s) : _____ <input type="checkbox"/> Required <input type="checkbox"/> Elective	
課程名稱：_____ 學分：_____ 小時：_____ <input type="checkbox"/> 必修 <input type="checkbox"/> 選修 Course Title : _____ Credit(s) : _____ Course Hour(s) : _____ <input type="checkbox"/> Required <input type="checkbox"/> Elective	
課程名稱：_____ 學分：_____ 小時：_____ <input type="checkbox"/> 必修 <input type="checkbox"/> 選修 Course Title : _____ Credit(s) : _____ Course Hour(s) : _____ <input type="checkbox"/> Required <input type="checkbox"/> Elective	
其他說明 :	

教師簽名 Applicant's Signature : \_\_\_\_\_

說明 Note：

1. 符合於本校連續擔任主管職達三年以上之資格者，於卸任三個月前向課務組提出申請，經審查委員會審核通過，於次學期起實施。

Faculty members who have served as administrative heads concurrently for three years or more may file an application to the Curriculum Section three months before they are released from the duty. The application may become effective from the following semester upon the approval by the review committee.

2. 獲審核通過之卸任兼職主管，除於兼職主管期間已開授科目外，並可於所屬教學單位優先選擇至多六學分，惟所授學分數合計以不超鐘點為原則。

Apart from the courses offered during the period of serving as administrative heads concurrently, faculty member whose application is approved are entitled a preferential treatment to offer more courses (6 credits at most) at academic units. But the total number of course credits offered shall not exceed the maximum teaching hours specified by the University.