

Guidelines for the Employment and Training of Mandarin Teachers of
Language Center, National Changhua University of Education

Approved at the 2nd Center Meeting on Nov. 3, 2016

Approved at the 1st Center Meeting on Feb. 7, 2018

1. In order to manage the recruitment of Chinese language teachers (hereinafter referred to as Mandarin teachers) of language center of the university (hereinafter referred to as the center), and to maintain the quality of teachers' teaching, the "Employment and Training of Mandarin Teachers of Language Center, National Changhua University of Education"(hereinafter referred to as the guideline) were hereby established.

2. Qualifications for Employment:
 - (1) Speaking standard Mandarin; being a national citizen of Taiwan.
 - (2) Graduated from Colleges (or above), with foreign language ability.
 - (3) One of the following conditions shall be met:
 - A. Having obtained the "Certificate in Teaching Chinese as a Foreign Language" from the Ministry of Education.
 - B. Graduated from Chinese Language or relevant departments of overseas or domestic universities which have registered with the Ministry of Education.
 - C. Having completed "Chinese Language Teacher Training Courses" offered by Chinese Language Centers of domestic universities which have registered with the Ministry of Education.
 - (4) Having related credits and teaching experiences (those with the following academic background and work experiences will be considered in order):
 - A. Having more than 500 hours of Chinese language teaching experience.
 - B. Having taken more than 180 hours of "Chinese Language Teacher Training Courses".
 - C. Having completed 12 credits or more of relevant Chinese Language courses.
 - D. Having language teaching experience.

3. Submission of application materials:
 - (1) Chinese and English Curriculum Vitae and Autobiography.
 - (2) Photocopy of graduation certificate of university or above (for foreign academic qualifications, please attach a copy of the certificate of academic qualification with certification from the overseas unit or office).
 - (3) A photocopy of the Certificate of Teaching Chinese as a Foreign Language from the Ministry of Education, a photocopy of relevant Chinese language teaching

refresher certificates, or a photocopy of teaching years or hours (to be presented by the employer).

(4) A Chinese lesson plan and three-minute audio recording CD-rom.

(5) Photocopies of other related accomplishment certificates.

4. Selection, training and reserve process:

(1) If the submitted materials are approved by the center, the center will arrange a demo teaching and oral examination.

(2) Those who pass the demo teaching and oral examination will be included in the "reserved teachers" group of the center, and will be given priority to one-on-one, short-term courses, or other courses suitable for them to teach.

(3) During the training or teaching period, they must cooperate with the administration work of the center and accept the evaluation of the center from time to time.

(4) If there is a demand for teaching vacancies of the seasonal courses of the center, the reserved teachers might be selected for the seasonal courses based on their teaching evaluation during the training period, one-on-one courses, or short-term classes.

(5) If the teacher fails to cooperate with the demands above, the center has the right to discontinue employment.

5. The employment period of Chinese language teachers is one year. The first seasonal course is a trial period. Those who fail the evaluation during this period will not be officially hired after the trial period. Chinese teachers who have been formally employed will be issued a letter of appointment by the university, and they will be entitled to labor insurance according to the actual hours of courses taught. The hourly fee for teaching during the employment period is paid according to the standard of the teacher's hourly fee of the center.

6. After the employment period of Chinese language teachers ends, a new letter of appointment will be sent if renewed. For those with excellent results in teaching evaluation, guidelines for the rewards will be established separately. Those who do not sign for renewal will not be renewed since the end date of the employment period.

7. Chinese teachers should arrive the classrooms according to the school calendar and timetable of the center, and they should not be late or leave early. If they are unable to arrive the classrooms due to an emergency or illness, they should apply for

matters of leaves, make-up class, and substitute class in accordance with the center's teacher leave rules, and they must inform the center in advance.

8. Matters not covered in this guideline shall be handled in accordance with related regulations.
9. These guidelines were approved at the center meeting, and were implemented upon the approval of the principal. The same procedure applies for amendments.