

# 國立臺灣師範大學英語學系教師研究室分配及管理辦法

## Department of English Guidelines for Faculty Office Space Allocation and Management

第一條 本系編制內支薪之專任教師得申請借用本系研究室。

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第二條 本系研究室之分配，依以下原則排序：

- (一) 職級順序（專任教授、專任副教授、專任助理教授、專任講師）
- (二) 使用原研究室年資
- (三) 任該職級專任年資
- (四) 到校年月時間
- (五) 出生年月日

Priority will be determined based on the following criteria, in descending order of importance: 1)academic rank, 2)number of years in current office, 3)number of years of service at current rank, 4)date NTNU employment began, 5)date of birth.

第三條 本系研究室若有空缺時，由系辦公室公告周知並開放申請。申請人需親自填寫申請單，送交系辦公室辦理登記。

The Department of English office will announce publicly when additional spaces become available. Application for office space must be filed by the faculty in person and submitted to the Department of English office.

第四條 教師研究室之分配，由系辦公室依本辦法規定之優先順序作業，經簽報系主任核定後分配借用。

Available offices will be allocated based on the priorities indicated in Article 2 above. Final assignment must be approved by the chairperson.

第五條 借用人使用研究室應遵守下列事項，如有違反，本系得收回研究室使用權利：

Faculty members are required to obey the following regulations. The department will retrieve the offices if any violation is taken.

- (一) 限本人使用，不得私自轉借予他人使用，教師聘任之研究助理如需使用該師研究室，需徵得教師同意後，統一向系辦申請並使用該研究室鑰匙，不得自行複製鑰匙。

The office is for the assigned faculty's exclusive use only. Unless authorized by the Department, faculty members are not allowed to switch offices on their own. In addition, teacher's assistants are required to apply the copies of the keys if they need to enter the offices.

- (二) 自行維護室內整潔，且研究室內請保持安靜，以免干擾鄰室人員從事研究。

Keep cleanness and quiet in the office for fear of any disturbance occurs.

- (三) 對室內設備負保管之責，如有損壞得依狀況申請維修，如屬個人疏失應照價賠償。

Faculty members are in charge of managing indoor facilities.

- (四) 對放置於研究室內之私人財務或貴重物品，個人應自行妥善保存，本系不負保管之責。

Any personal values and properties are preserved by faculty members. The department takes no responsibilities for above stuff.

- (五) 不可在研究室住宿或使用電器烹煮食物。

No cooking and staying overnight are allowed in the offices.

(六) 不可任意改變建物結構、電力系統或使用高功率之電器

Changing the building structures, electricity power system, or using high power electricity appliances, such as heater, dryer, are prohibited.

(七) 借用人於離職、退休或由專任教師改聘為兼任教師時，其研究室應於三個月內交還，經本系點收研究室內各項設備及鎖鑰後，由系方另行分配。

In the event that faculty members resign their post, retire or otherwise become part-time teachers with the Department, the office, along with all facilities and keys, must be returned to the Department within three months after change of status occurs.

第六條 本辦法經系務會議通過後實施，修正時亦同。

The use of office space is subject to university regulations and Departmental by-laws. The present Guidelines must be approved by the Departmental Affairs Committee. Any revision to these Guidelines will require the same approval procedure.