國立臺灣師範大學英語學系教師研究室分配及管理辦法

The NTNU Department of English Guidelines for Faculty Office Space Allocation and Management

110 年 6 月 28 日 109 學年度第 2 學期第 4 次總務暨空間規劃委員會議通過

Approved at the 4th Meeting of General Affairs and Space Planning Committee, 2nd Semester, AY 109 (2021.6.28)

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Approved at the 4th Departmental Faculty Meeting (Special Call), 2nd Semester, AY 109 (2021.7.14)

第一條　為提供教師使用本系管理之研究室，以促進教學、研究、服務與輔導效能，特定「國立臺灣師範大學英語學系教師研究室分配及管理辦法」(以下簡稱本辦法)。

The Guidelines for Faculty Office Space Allocation and Management of the Department of English (hereafter known as "the Guidelines") are enacted to promote the efficiency of teaching, research, service and advising.

第二條　本辦法適用對象為本系編制內專任教師(專任教授、專任副教授、專任助理教授、專任講師)、講座教授、訪問學者、約聘教師及專案教師。

The Guidelines apply to Professors, Associate Professors, Assistant Professors and Lecturers in the Department, as well as Chair Professors, Visiting Scholars, Contract Instructors and Project Teachers affiliated with the Department.

第三條　本系教師使用研究室，分配原則如下：

The allocation principle is as follows:

（一）以一人一室為原則。若空間不足時，教師依下列方式計算點數，點數高者得申請使用一人一室，其餘則以兩人一室辦理。點數計算方式採「職級乘以本系專任年資」計算。職級點數如下：本系專任教授 2 點、本系專任副教授 1.5 點、本系專任助理教授 1 點、本系專任講師與約聘教師及專案教師 0.75 點。例如，某教師於本系擔任專任副教授 3 年，專任助理教授 5 年，其積分為(1.5x3)+(1x5)=9.5。

In principle, a faculty office should be allocated for one person. If there is not enough number of individual offices, the allocation will be made on the basis of the credits system. The credits are calculated in the following formula: **rank points x the years of service in the Department.** Rank points are distributed as follows: **2 points for Professors**, **1.5 points for Associate Professors**, **1 point for Assistant Professors,** and **0.75 points for Lecturers**, **Contract Instructors and Project Teachers**.

For example, if a faculty member has been working as an Associate Professor for

3 years and an Assistant Professor for 5 years in the Department, then his/her credits would be (1.5x3)+(1x5)=9.5

（二） 講座教授與訪問學者另依本系發展需要保留適合空間。
Specific office spaces should be reserved for Chair Professors and Visiting Scholars as the Department sees fit.

（三） 已依 105 年 3 月 25 日 104 學年第 2 學期第 1 次系務會議通過之辦法，使用一人一室之教師，不再重新分配。
In accordance with the guidelines passed in the first Faculty Meeting of AY104 spring semester on March 25th, 2016, the faculty members who had then received their own offices are not subject to the current Guidelines.

第四條 本系教師計算點數相同時，由系主任依下列排序原則協調辦理：
When the credits between two or more members are the same, the priority will be determined based on the following criteria, in descending order of importance:

（一）職級順序（專任教授、專任副教授、專任助理教授、專任講師、約聘教師、專案教師）
Academic ranking (Professor, Associate Professor, Assistant Professor, Lecturer, Contract Instructor, Project Teacher)

（二）於本系專任年資
The length of service in the Department

（三）出生年月日
Date of Birth

第五條 本系研究室若有空缺時，由系辦公室公告周知並開放申請。申請人須填寫申請單，送交系辦公室。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使用。
The Department will announce publicly when office spaces become available. Applications for office spaces must be filed by the faculty and submitted to the Departmental Office. The Departmental Office will process the application in accordance with the priority order as stipulated in the Guidelines, and allocate the office space to the faculty member after the application is approved by the Chair.

第六條 教師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，須徵得教師同意後，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 otherwise authorized by the Department, faculty members are not allowed to switch offices on their own. In addition, teachers' assistants are required to secure the consent of the concerned teachers before they apply to the Department and use the keys if they need to enter the faculty offices. Making copies of the keys is not allowed.

（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。
The faculty members should keep the office clean and avoid making loud voices in the office for fear of any disturbance occurring.

（三）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 belongings and valuables are preserved by faculty members. The Department takes no responsibilities for the personal property.

（四）不可在研究室住宿或使用電器烹煮食物。
Neither cooking nor staying overnight is allowed in the offices.

（五）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 or the electricity power system, or using high power electricity appliances, is prohibited.

（六）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 from their post, retire or otherwise become part-time teachers at the Department, the office, along with all the facilities and keys, must be returned to the Department within three months after change of status occurs.

第七條　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 Faculty Meeting. Any revision to these Guidelines will require the same approval procedure.