



**Note:**

- A. It is TCU's policy to award Teaching Assistance Appointments to qualified doctoral and Master's students as well as junior or senior undergraduates.
- B. Tutor's total working hours will be assigned by the Office of Academic Affairs.
- C. Tutor must sign in and out (down to the minute) online by accessing [https://myinfo.tcu.edu.tw/Insurance/AASM\\_Home.asp](https://myinfo.tcu.edu.tw/Insurance/AASM_Home.asp).
- D. Tutor must keep track of all assignments, including course content and attendance, on the Timesheet, and ensure instructor supervision for overall teaching performance, course content, and attendance. It will serve as a basis of performance evaluation.
- E. For more details, please refer to TCU Regulations for Academic Early Warning and Teaching Assistance.



## Tzu Chi University Teaching Assistant's (TA's) Employment Agreement

THIS AGREEMENT made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Curriculum Section, the Office of Academic Affairs, Tzu Chi University (the "TCU"); and \_\_\_\_\_(the "TA").

TCU appreciates TA's services, and thus TCU desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and good thoughts, the parties agree as follows:

1. Employment period: From \_\_\_\_\_(mm/dd/yyyy) to \_\_\_\_\_
2. Work description: TA shall follow professor's instructions and TCU rules.
3. Work location: TA's professor or the department/institute will arrange it.
4. Working hours: TCU decides on the total semester hours of \_\_\_\_\_; TA is responsible for arranging working dates and monthly hours.

	Month/Year		Month/Year		Month/Year		Month/Year		Month/Year	
	Dates	Hours	Dates	Hours	Dates	Hours	Dates	Hours	Dates	Hours
Total										

5. Compensation:
  - (1) Hourly rate: NT\$258 for Ph.D. student, \$206 for master's student, and \$183 for undergraduate student.
  - (2) The compensation is calculated on actual hours and will be paid on 25th day of following month.
6. Benefits:
  - (1) Complying with the Labor Insurance Act, TCU shall provide labor insurance to TA. TCU will withhold from TA's compensation, if applicable.
  - (2) International student should submit a copy of work permit issued by a Taiwanese government agency.
7. TA's responsibilities
  - (1) Teaching assistants shall attend TA education and training session, and lab assistants shall attend safety and hygiene education training beforehand.
  - (2) TA shall submit timesheet on or before the 3<sup>rd</sup> day of the following month.
  - (3) TA shall not violate any laws, regulations, or rules, or breach this agreement. TA can never use or disclose any information relating to associated department/institute without professor's permission.
  - (4) TA's shall respect professor's decision on working days and hours.
8. The Center for Faculty Development and Instructional Resources (CFDIR) will evaluate TA's performance regularly.
9. Should there be any dispute, both parties agree to let the Hualien District Court resolve it.
10. TCU and TA will each have an original signed copy of this agreement.

IN WITNESS WHEREOF TCU has caused this agreement to be executed by its duly authorized officers and TA has set his/her hand as of the date first above written.

SIGNED AND DELIVERED in the presence of:

TA \_\_\_\_\_ Passport Number of TA \_\_\_\_\_ Date \_\_\_\_\_

Course Instructor \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_