

# 長庚大學商管專業學院教學助理評核作業細則

113 年 5 月 06 日所務會議通過修訂

## 一、依據

本評核作業細則依據長庚大學教學助理(以下簡稱 TA)任用及評核作業要點訂定之。

## 二、資格

- (一) 以任用研究所碩士生為原則。
- (二) 如為僑生、港澳生及外國學生身分者，應先取得工作證。

## 三、任用

每學年開學前依管理學院分配金額配置 TA 名額。

1. TA 第一年任用：無獎學金之學生優先，並依入學成績或專長與課程配合度排序優先錄取次序。
2. TA 第一年以後任用：依前一學年之下列綜合表現排列優先錄取次序。
  - (1)學業成績及專業表現 50%
  - (2)TA 之表現 50%
  - (如過去擔任 TA 的表現或專長與課程配合度等)

## 四、助學金給付標準

每學期開學前依教務處公告辦理聘任，碩士生 TA 每月 8,000 元，。每月工作時數以 40 小時為上限，每小時平均薪資不得低於行政院勞動部公告基本工資。助學金每月 5 日發放，遇例假日則順延至下一個工作日。

## 五、期中解聘

為杜絕 TA 學生表現不佳或不配合等有違其角色及功能的問題，凡經受協助教師提出不適任案，經由系務會議討論不適任案通過者，則不再續聘該生，並另擇適當學生遞補之。

## 六、實施與修訂

本評核作業細則經系務會議通過後實施，修訂時亦同。

# Regulations for the Evaluation of Teaching Assistants in the MBA

## 1.Basis:

These regulations are based on the appointment and evaluation guidelines for Teaching Assistants (TAs) set by Chang Gung University.

## 2.Qualifications:

(1) Appointment is primarily for graduate students enrolled in research-oriented master's programs.

(2) Overseas Chinese students, students from Hong Kong, Macao, and foreign students must obtain a work permit prior to appointment.

## 3.Appointment:

Each academic year, the College of Management allocates TA positions according to predetermined quotas.

(1)First-year TA appointment: Students without scholarships will be prioritized based on their entrance examination scores or expertise, and compatibility with the courses.

(2)Subsequent year TA appointment: Priority will be given based on the following comprehensive performance criteria from the previous academic year:

(i) Academic performance and professional achievements: 50%

(ii) TA performance: 50% (including past TA experience and compatibility with courses)

## 4.Standards for Scholarship Grants:

Prior to each semester, appointments will be processed according to announcements by the Office of Academic Affairs. Master's degree TA will receive NT\$8,000 per month. The maximum working hours per month are 40, and the average hourly wage shall not be lower than the basic wage announced by the Ministry of Labor, Executive Yuan. Scholarship grants will be disbursed on the 5th of each month, or the next working day if it falls on a holiday.

## 5.Mid-term Dismissal:

To prevent issues such as poor performance or lack of cooperation from TAs that deviate from their roles and functions, any TA deemed unsuitable based on feedback from supervising teachers and approved during departmental meetings will not be reappointed, and a suitable replacement will be selected.

## 6.Implementation and Amendment:

These regulations will be implemented after approval by departmental meetings and will be subject to amendment in the same manner.