**臺大化學系助教/教學幹事離職手續單** (系辦留存)

NTU Dept. of Chemistry Teaching Assistants / Teaching Clerks

Separation Checklist and Approval Form (To be kept by the Dept. Office)

106.4修訂

Updated Apr. 2017

填表日期： 年 月 日Form Filling Date: YYYY/MM/DD

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| --- | --- | --- | --- | --- |
| 姓名  Name | 組別  Section | 手機  Mobile | 住宅電話  TEL (H) | e-mail(離職後)  e-mail (after separation) |
|  | 組  　　　　 Section  □行政助教□Administrative Teaching Assistant  □非行政助教  □Non-administrative Teaching Assistant |  |  |  |

\*1.各學期期中期末考卷/學生成績留底需於學期末繳交予各課務教師，若課務教師不擬留存時再於離職時送接交助教(無接交助教者，交系辦尤靜嫺小姐)。

\*1.Please hand the copies of students’ mid-term and final exam papers and scores to respective course instructors at the end of each semester. If instructors would not like to keep the copies, please hand the copies to teaching assistants to whom your position is being handed over. (If no teaching assistant takes over the position, the copies shall be handed to Ms. Ching-Hsien Yu.)

\*2.如有實驗改進資料/檔案，須繳交給各行政助教。

\*2.If there are any materials or files on improving experiments, please hand them to respective administrative teaching assistants.

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| --- | --- | --- | --- | --- |
| 項次  Steps | 項目  Item | 核章人姓名  (由離職助教請勾選/填入)  Name of Approving Person  (To be checked/filled out by the separating personnel) | 簽名欄  (請加註日期)  Signature and Date | 備註  Notes |
| 1 | 所屬**研究室之教授**簽章**（無則免填）**  Signature/seal of the lab professor you report to (Signature/seal not needed if not applicable) | 教師：  Professor:\_\_\_\_\_\_\_\_\_\_ |  |  |
| 2 | 課務部分**（無則免填）**  **教師**簽章  Instructor signature/seal of courses in which you serve as the teaching assistant/clerk (Signature/seal not needed if not applicable)  ＊期中期末考卷、學生成績留底需繳交予各課務教師  \*Please hand the copies of students’ mid-term and final exam papers and scores to respective course instructors | 科目：□普化□有機□分析□物化□其他  教師： \_\_\_\_\_\_\_\_\_\_  Subject: □General Chemistry  □Organic Chemistry  □Analytical Chemistry  □Physical Chemistry  □Others  Instructor: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |  | * 系網頁課程大綱已更新 * Course syllabus on the dept. website has been updated * 考卷已交任課教授 * Exam papers have been handed over to the course instructor * 考卷已交接任助教 * Exam papers have been handed over to the new teaching assistant of the course * 其他補充： * Other notes:\_\_\_\_\_\_\_\_\_\_\_\_ |
| 科目：□普化□有機□分析□物化□其他  教師： \_\_\_\_\_\_\_\_\_\_  Subject: □General Chemistry  □Organic Chemistry  □Analytical Chemistry  □Physical Chemistry  □Others  Instructor: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |  | * 系網頁課程大綱已更新 * Course syllabus on the dept. website has been updated * 考卷已交任課教授 * Exam papers have been handed over to the course instructor * 考卷已交接任助教 * Exam papers have been handed over to the new teaching assistant of the course * 其他補充： * Other notes:\_\_\_\_\_\_\_\_\_\_\_\_ |
| 科目：□普化□有機□分析□物化□其他  教師： \_\_\_\_\_\_\_\_\_\_  Subject: □General Chemistry  □Organic Chemistry  □Analytical Chemistry  □Physical Chemistry  □Others  Instructor:\_\_\_\_\_\_\_\_\_\_ |  | * 系網頁課程大綱已更新 * Course syllabus on the dept. website has been updated * 考卷已交任課教授 * Exam papers have been handed over to the course instructor * 考卷已交接任助教 * Exam papers have been handed over to the new teaching assistant of the course * 其他補充： * Other notes:\_\_\_\_\_\_\_\_\_\_\_\_ |
| 學期期中期末考卷/學生成績留底  Copies of students’ mid-term and final exam papers and scores  (接交人員簽名，無接交助教，則交系辦尤靜嫺小姐)  (The transferee shall sign in the column on the right. If no teaching assistant serves as the transferee, the copies shall be handed to Ms. Ching-Hsien Yu.) |  |  |
| 3 | 實驗課部分  Experiment sessions  ＊如有實驗改進資料、檔案，須繳交給各行政助教或簡佳慧。  \* If there are any materials or files on improving experiments, please hand them to respective administrative teaching assistants or Ms. Chia-Hui Chien. | **小組教授**  **Instructor of the experiment group**  □普化－佘瑞琳老師  □General Chemistry: Instructor Jui-Lin She  □有機－王宗興老師  □ Organic Chemistry: Instructor Tsung-Shing Wang  □物化－李弘文老師  □ Physical Chemistry: Instructor Hung-Wen Li  □分析－廖尉斯老師  □ Analytical Chemistry: Instructor Wei-Ssu Liao |  |  |
| 行政助教  Administrative Teaching Assistant  □普化－張馨云  □General Chemistry: Hsin-Yun Chang  □有機－劉牧群  □ Organic Chemistry: Mu-Chun Liu  □物化－江晉緯  □ Physical Chemistry: Chin-Wei Chiang  □分析－陳玉岱  □ Analytical Chemistry: Yu-Tai Chen |  | 行政助教本人離職時，需繳交該組行政光碟予佘老師及系辦簡佳慧小姐  When an administrative teaching assistant is separating, the administration CD of the experiment group shall be handed in to Prof. She and Ms. Chia-Hui Chien of the Dept. Office. |
| 尤靜嫺小姐  (系主任室)  Ms. Ching-Hsien Yu  (Dept. Chair’s Office) |  | * 課程大綱已上網更新 * Course syllabus has been updated online * 應交系辦資料已繳交 * All required documents have been handed in to the Dept. Office * P2工作及統計已完成 * The P2 page of work statistics has been completed. * 其他 * Others |
| 4 | 財產部分  Property | 簡佳慧小姐  (系主任室)  Ms. Chia-Hui Chien  (Dept. Chair’s Office) |  | * 筆記型電腦(末5碼 )   Laptop (last five digits:\_\_\_\_\_)   * 辦公室key Office key * 鐵櫃key(編號 )   Metal cabinet key (No. \_\_\_)   * DVD * 其他   Others |
| 5 | 系所主管章  Signature of Dept. Supervisor | 簡佳慧小姐  (系主任室)  Ms. Chia-Hui Chien  (Dept. Chair’s Office |  | * 行政助教已交各組報告 * The administrative teaching assistant has handed in the work report of their experiment group. * P3行政助教/幹事已交接各項資料給佘老師/簡佳慧 * The page P3 has been completed after the administrative teaching assistant/clerk has handed over the required files to Prof. She and Ms. Chia-Hui Chien. * 上述欄位均須核章完成 * All the above boxes have been completed. * 校格式一併核章\*\* * The University form has also been imprinted with the approval seal. * 收存正本，掃瞄給助教留底 * A scan of this form has been provided to the separating teaching assistant before the original form is kept for record keeping. |

**P2.工作及統計（所有助教/幹事均需填寫）**

**P2. Work Statistics (All teaching assistants and teaching clerks are required to fill out this section)**

一、上學期課務及實驗(含分班課及高等選修課)

1. Fall semester: courses and experiments (including courses with multiple sessions and advanced elective courses)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序  Item Number | 課程/  實驗名稱  Course/ Experiment Name | 上課  時間  Class Time Period | 授課  教師  Instructor | 授課  對象  Student Type | 修課  人數  Number of Students | 工作項目  Job Duties | 費時(小時)  Accumulated Course Hours | 建議事項  Suggestions |
| 1 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 2 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 3 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 4 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 5 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 6 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |

二、下學期課務及實驗(含分班課及高等選修課)

2. Spring semester: courses and experiments (including courses with multiple sessions and advanced elective courses)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序  Item Number | 課程/  實驗名稱  Course/ Experiment Name | 上課  時間  Class Time Period | 授課  教師  Instructor | 授課  對象  Student Type | 修課  人數  Number of Students | 工作項目  Job Duties | 費時(小時)  Accumulated Course Hours | 建議事項  Suggestions |
| 1 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 2 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 3 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 4 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |
| 5 |  | 星期  節數  Period\_\_to \_\_  on Weekday |  |  |  |  |  |  |

三、公務監考（入學考/cum）及活動支援(化學營/杜鵑花節/演講)

3. Proctoring (entrance exam / cumulative exam) & activity support (Chemistry Camp / NTU Azalea Festival / lectures)

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| 公務項目  School Activity | 工作項目  Job Duties | 支援日期  Date | 費時(小時)  Accumulated Hours | 建議事項  Suggestions |
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**P3.行政助教用（僅行政助教需填寫）**

**P3. Administrative Teaching Assistant (Only administrative assistants are required to fill out this section)**

各組行政助教/幹事如不擬續聘，請務必抽空開始整理離職時需繳交之相關行政事務資料電子檔案以利將來轉交新任行政助教以及新舊任召集人與系辦

包括：

1.各組期末工作報告

2.實驗課本及教材之電子檔（中英文版）

3.教師手冊電子檔

4.教學簡報電子檔

5.各學年排課，課程及實驗大綱，會議紀錄之檔案

6.行政事務處理備忘錄等

For administrative teaching assistants/clerks who do not plan to continue the employment contract, please ensure to start preparing electronic files of your job tasks that shall be passed on to the succeeding administrative teaching assistants, the old and new conveners, and the Dept. Office before separation. The files include:

1. End-of-semester work reports of the section you belong to
2. Electronic files of experiment handbooks and handouts (both Chinese and English versions)
3. Electronic files of faculty manuals
4. Slides for teaching
5. Electronic files of each academic year’s course schedules, course and experiment syllabi, and meeting minutes
6. Memos of administration work

★資料查核及簽收（所有資料存於光碟一式3份，或逕寄相關人員1個壓縮檔案）

★ Signing of different parties after file check and reception (A CD containing all files above or a compressed electronic file shall be sent to each one of the three related personnel.)

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| 項次  Item Number | 項目  Item | 1 | 2 | 3 | 4 |
| 離職者  自我查核表  Self-check of the separating personnel | 下學年度  行政助教(幹事)  查核與簽收  Signature of the succeeding teaching assistant/clerk (after check and reception of file) | 佘老師  查核與簽收  Prof. She’s signature (after check and reception of file) | 簡佳慧  查核與簽收  Ms. Chia-Hui Chien’s signature (after check and reception of file) |
| 1 | 各組期末工作報告  End-of-semester work reports of the section you belong to |  |  |  |  |
| 2 | 實驗課本及教材之電子檔  Electronic files of experiment handbooks and handouts |  |  |  |  |
| 3 | 教師手冊電子檔  Electronic files of faculty manuals |  |  |  |  |
| 4 | 教學簡報電子檔  Slides for teaching |  |  |  |  |
| 5 | 各學年排課，課程及實驗大綱，會議紀錄之檔案  Electronic files of each academic year’s course schedules, course and experiment syllabi, and meeting minutes |  |  |  |  |
| 6 | 行政事務處理備忘錄  Memos of administration work |  |  |  |  |
| 7 | 其他：  Others: |  |  |  |  |
| 查核/簽收者簽名  Signature of the file recipient (after check) | |  |  |  |  |
| 備註  Notes | |  | 若人員未確定，則 併送簡佳慧共計2份光碟，或逕提供1個壓縮檔案  If there is no succeeding teaching assistant yet, simply send Ms. Chia-Hui Chien 2 copies of the CD or one compressed electronic file. |  |  |

**(P4參考資料)**

**(P4 Related Information)**

**離校手續 - 化學系所蓋章程序**

**Separation Procedure: Dept. of Chemistry Approval Procedure**

**離校手續**

**Separation Procedure**

※請於離職手續單上核章(校格式及系格式共2種)：

※Please obtain all the seals required for the separation application on both the University and the

Department’s forms.

一、學校之離校手續單：請攜帶學校所發之同意離職函文至行政大樓3樓人事室第三組領取

1. The University separation application form: Please bring the official separation approval document to the

Retirement, Pension and Insurance Division, Personnel Department on the 3rd floor of the Administration

Building to collect the form.

二、化學系之離校手續單：email給助教（可由系網頁各項表單下載或洽系辦簡佳慧小姐領取）

2. The Chemistry Dept. separation form: The form can be downloaded from the department website

or collected from Ms. Chia-Hui Chien at the Dept. Office. Please email the form to the designated teaching

assistant after the form is completed.

三、離校手續應於離職生效日前後一週之期間辦理(本系之手續須親自辦理，不得委託他人代辦)

3. The separation procedure shall be completed within one week before or after the separation effective date.

(The procedure of the Chemistry Dept. shall be completed by the separating personnel in person and cannot

be performed by any trusted persons.)

四、系內核章項目如下(如有疑義，請洽簡佳慧小姐33661148)：

4. Approval seals that should be obtained within the Chemistry Dept. are listed below

(Please contact Ms. Chia-Hui Chien at 33661148 if there are any questions):

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| --- |
| 1.所屬研究室之教授簽章 **(無則免)**  1. Signature/seal of lab professor that you report to (not needed if not applicable)  (須於課務作業完成後，交課務教授核章：此部份可於完成後即核章)  2. Instructor signature/seal of courses in which you serve as the teaching assistant/clerk (Signature/seal not needed if not applicable)  (The instructor signature/seal can only be obtained after job duties are fulfilled. Imprinting approval seal right after the completion of job duties is allowed.)  3.所帶實驗/課務組別之小組1.教授 2.行政助教/幹事簽章  (行政助教本人離職時，需繳交該組行政光碟予系辦)  3.Signature/seal of both the instructor and the administrative teaching assistant of the experiment sessions in which you serve as a teaching assistant  (When an administrative teaching assistant is separating, the administration CD of the experiment group shall be handed in to the Dept. Office.)  4.財產部分簽章 (簡佳慧)  4.Signature/seal for properties (Ms. Chia-Hui Chien)  5.上述各項核章完成後請至系辦簡佳慧小姐蓋系所主管章(留存系辦)  5.Please go to Ms. Chia-Hui Chien for the department supervisor’s seal after all the seals above have been obtained. (The form will then be kept by the Dept. Office.) |

**其他參考**

**Other Information**

(註)助教須知(<http://www.ch.ntu.edu.tw/office/eform94/tanote.htm>)-離職

(亦適用實驗課務類約用幹事)

Further information for teaching assistants who are separating (also applicable to contract teaching clerks of experiment sessions)

1. 助教為一年一聘，依聘期應工作至該學年度7月31日止，非有特殊且正當之理由經正式書面簽呈（佐證資料，送交研究室教授簽名，送系辦提系務會議）提交5月份系務會議通過，簽報學校核可並辦妥離職手續外，不得提前離職或擅自曠職。

1. The employment of a teaching assistant is based on an annual contract with the end of the term dated July 31 of the academic year. Early separation or absenteeism is not allowed except when the separation application is supported by special and justifiable reasons, filed via official paper documents to and approved by the department council meeting in May, and further filed to and approved by the University before the separation procedure is performed. (To file an application to the department council, evidence documents shall be signed by the lab professor and attached to the official paper document.)

1. 離職前應先經所屬研究室指導教授、所負責課務之任課教師、指導實驗之教師及系主任確認所負責之各項工作均已完成或完成交接並同意後，始得辦理離校手續。(至人事室第三組領取離職手續單及本系辦公室領取系離職程序單後，依序辦理離職手續)
2. The separation procedure can only be performed after the lab professor, instructors of

courses and experiment sessions taken charge of, and the department chair have confirmed that

all job tasks have been completed or handed over and have approved of the separation. (Please collect

the University separation form from the Retirement, Pension and Insurance Division,

Personnel Department, and the Chemistry Dept. separation form from the Dept. Office to proceed with

the separation procedure. )

3. 離校手續單：（校方-人三組及化學系2種格式）

(1)學校離校手續單：攜帶學校所發之同意離職函至行政大樓3樓人事室第三組領取。

(2)化學系之離校手續單：至系辦簡佳慧小姐領取。

3. Separation forms (both the University and the Department versions)

(1)The University form: Please bring the official separation approval document issued by the

University to the Retirement, Pension and Insurance Division of the Personnel Department

to collect the form.

(2)The Department form: Please collect the form from Ms. Chia-Hui Chien at the Dept. Office.

4. 離校手續應於離職生效日前後一週之期間辦理(本系之手續須親自辦理，不得委託他人代辦，系內核章項目如附表)。

4. The separation procedure shall be completed within one week before or after the separation effective date.

(The procedure of the Chemistry Dept. shall be performed by the separating personnel in person and cannot

be performed by any trusted persons.)

5. 若所負責之工作未完成或未完成交接或未完成離校手續即私自逕行離校，本系將保留此不良紀錄並將此情形函告留學校系或日後工作單位。

5. If the separating personnel leaves the University without completing job tasks which he or she should be in charge of, the handover process, or the separation process, the Dept. of Chemistry will keep such relevant records and inform the university and department the personnel plans to study in abroad or the personnel’s future employing entities with an official letter.