國立臺灣師範大學延攬客座人員作業要點

National Taiwan Normal University Guidelines for the Recruitment of Visiting Personnel

Last Amended on November 29, 2023

I. National Taiwan Normal University (hereinafter "the University") has established the Guidelines for the Recruitment of Visiting Personnel (hereinafter "the Guidelines") in accordance with the Implementation Rules for Recruitment of Teaching Personnel, Research Personnel, and Staff Using the National University Endowment Fund to recruit domestic and foreign scholars and specialists with special expertise to engage in short-term teaching, research, and service work at the University.

II. "Visiting personnel" in the Guidelines refers to visiting professors, visiting associate professors, visiting assistant professors, and visiting specialists.

III. Visiting personnel recruited under the Guidelines shall possess the following qualifications:

(I) Visiting professors must meet at least one of the following conditions:

1. Has served as a professor at a university in/outside of Taiwan (including professional technicians at the Professor Level) and has attained distinguished achievements. Universities outside of Taiwan shall be limited to those on the list established by the Ministry of Education.
2. Holds a doctoral degree or equivalent degree certificates, has engaged in research work, specialized professions or functions related to the subject majored in for over eight years, and has attained distinguished or special achievements.
3. Has spent over 15 years engaged in specialized professions related to the nature of the subject appointed for and has a distinguished record. However, the required number of years may be reduced if the prospective visiting professor has been bestowed with any international awards.

(II) Visiting associate professors must meet at least one of the following conditions:

1. Has served as an associate professor at a university in/outside of Taiwan (including professional technicians at the Associate Professor Level) and has attained distinguished achievements. Universities outside of Taiwan shall be limited to those on the list established by the Ministry of Education.
2. Holds a doctoral degree or equivalent degree certificates, has engaged in research work, specialized professions or functions related to the subject majored in for over four years, and has attained distinguished or special achievements.
3. Has spent over 12 years engaged in specialized professions related to the nature of the subject appointed for and has a distinguished record. However, the required number of years may be reduced if the prospective visiting associate professor has been bestowed with any international awards.

(III) Visiting assistant professors must meet at least one of the following conditions:

1. Has served as an assistant professor at a university in/outside of Taiwan (including professional technicians at the Assistant Professor Level) and has attained distinguished achievements. Universities outside of Taiwan shall be limited to those on the list established by the Ministry of Education.
2. Holds a doctoral degree or equivalent degree certificates and has attained distinguished or special achievements.
3. Has spent over 9 years engaged in specialized professions related to the nature of the subject appointed for and has a distinguished record. However, the required number of years may be reduced if the prospective visiting assistant professor has been bestowed with any international awards.

(IV) Visiting specialists must meet at least one of the following conditions:

1. Holds a doctoral degree, continues to work in a specialized profession or has been engaged in research work at a research institution or has been in charge of science and technology (S&T)

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research and development (R&D) or has been involved in management at an S&T institution for more than 4 years, and has a distinguished record and achievements.

2. Possesses a unique talent related to special technologies, a specialized field, or S&T R&D or management at an S&T institution, and has skills that are rare in Taiwan or elsewhere.

IV. The number of visiting personnel employed under the Guidelines shall not be included in the quota for full-time employees allocated by the University and shall be based on the actual needs of the teaching and research departments and on the resources that the University is able to provide. For the budget required by each department for the employment of visiting personnel, the appointing unit shall first apply for financial assistance from the Ministry of Education, the National Science and Technology Council or other institutions (agencies). Any deficient funding arising thereafter shall be applied for from each unit or the University Endowment Fund, supplemented by supporting documents on financial aid applications from external parties.

For the employment of visiting personnel, the source of funding, a detailed work plan or service achievements shall be specified and reported to the President via the relevant administrative procedure for approval before execution.

The work plan or service achievements in the preceding Paragraph shall specify the applicant's teaching-related information (course participation, course offerings, and co-teaching courses), research performance or service achievements, or contributions to the University (e.g., providing assistance for exchange students).

V. Visiting personnel employed by a teaching or research unit shall submit an application form (Attachment 1), a list of publications, educational certificates, and teaching, research or service plans, along with other relevant information, to the department head and Executive Director via the relevant administrative procedure to the Faculty Evaluation Committee at three levels for review and approval. The visiting personnel shall be employed after the application has been presented to the President and approved. However, regarding the recruitment of foreign instructors for short-term intensive courses, employment shall take place after the application has been approved by the department (institute)-level (undergraduate program) and collegiate Faculty Evaluation Committee, submitted to the university-level Faculty Evaluation Committee for reference, and approved by the President.

For visiting personnel satisfying III.(I).2, III.(I).3, III.(II).2, III.(II).3, III.(III).3, and III.(IV), before review by the collegiate Faculty Evaluation Committee, the substantial deeds, special attainments and achievements of the applicant shall be presented to three scholars or experts outside of the school for review and must receive a grade of B or higher by at least two reviewers. The reviewers shall be selected by following the regulations for the employment of full-time and part-time faculty members.

Ratings for the the external review mentioned in the preceding paragraph shall follow the grading system: A (Outstanding), B (Good), C (Average), and D (Unsatisfactory). Reviewers shall rate the applicant on the basis of the research performance of a faculty member of the same level in the same field. The grades represent the following scores: A = 90 and above; B = 80–89; C = 70–79; D = 69 and below.

The term of employment for visiting personnel shall be either a single semester or one full academic year and may be extended or shortened in the event of special circumstances. In the case of re-employment within three years after maturity, the external review may be waived.

A teacher qualification review is not required for visiting personnel, who are not permanent staff members appointed by the University.

VI. A department intending to extend the employment of visiting personnel shall submit the teaching, research and/or service achievements that the person concerned has attained during his/her service to the University. The employment of such personnel may be extended following the procedures for review and approval set forth in V.

VII. Remuneration for visiting personnel shall be within the range of the highest standard set forth in the Table of Remuneration Standards (Attachment 2). Remuneration shall be paid after an amount is suggested by the employing unit and included in the employment proposal. The employment proposal shall be submitted to all three levels of the Faculty Evaluation Committee for review and then be presented to the President for approval.

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VIII. The rights and obligations that apply to visiting personnel, including teaching, research, services, service periods, benefits, and other work, shall be established by both the employing unit and the employed person and stipulated in the employment contract (see Attachment 3 for an example of the contract).

IX. The appointment of visiting personnel as regular full-time faculty members (research fellows) or contract faculty members (research fellows) of the University shall follow the available quota of the University. The qualification and employment procedures must comply with the University's faculty appointment regulations.

X. If the visiting member of staff is a foreigner or citizen of Mainland China, the employment procedure shall follow the Employment Service Act, Regulations on the Permission and Administration of the Employment of Foreign Workers, and the Act Governing Approval for Mainland Area Professionals to Engage in Professional Activities in Taiwan.

XI. Any matters not specified in the Guidelines shall be handled in accordance with the relevant rules and regulations.

XII. The Guidelines shall be implemented after approval by the Academic and Administrative Directors Committee. The same applies to all subsequent amendments.

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Appendix 1

National Taiwan Normal University _____ College(Research Center) _____
Department (Institute, Degree Program)
Application Form for the Recruitment of Visiting Personnel

Name		Gender		Date of Birth		
Title	Visitor	ID No.			Contact Number	
		Passport No.				
Visiting Period	_____/___/___ to _____/___/___ (yyyy/mm/dd)					
Applicable Provisions	Article III, Subparagraph (___), Item (___) of the National Taiwan Normal University Guidelines for the Recruitment of Visiting Personnel					
Job Description						
Other Relevant Rights and Obligations						
Recommended Remuneration	NT$					
Courses and Teaching Hours						

Course	Weekly Teaching Hours	Academic Year/Semester	Handling Department	Course Review Comments from the Office of Academic Affairs

Review by Faculty Evaluation Committee	Department Faculty Evaluation Committee	Reviewed and Approved at the ____ Meeting of Department Faculty Evaluation Committee for the ____ Semester of the ____ Academic Year on _____/___/___
		Voting Results: _____ attendees in total, ____ in favor. Head of Department (or Graduate Institute): _____ (signature)

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<table>
<tr><td rowspan="4"></td><td rowspan="2">College Faculty Evaluation Committee</td><td>Reviewed and Approved at the ____ Meeting of College Faculty Evaluation Committee for the ____ Semester of the ____ Academic Year on _____/___/___</td><td rowspan="4"></td><td>Comments of the Personnel Office</td></tr>
<tr><td>Voting Results: _____ attendees in total, ____ in favor.
Dean: _____ (signature)</td><td rowspan="3"></td></tr>
<tr><td rowspan="2">University-Level Faculty Evaluation Committee</td><td>Reviewed and Approved at the ____ Meeting of University-Level Faculty Evaluation Committee for the ____ Semester of the ____ Academic Year on _____/___/___</td></tr>
<tr><td>Voting Results: _____ attendees in total, ____ in favor.</td></tr>
<tr><td>Office of Human Resources</td><td colspan="2">(Submission for review)</td><td>Executive Vice President</td><td></td><td>President</td><td></td></tr>
</table>

※ Remarks

1. List of published works, educational certificates, and teaching or research plans must be included with the Application Form for the Recruitment of Visiting Personnel.
2. Lectures, course/subject name, credits, and teaching hours per week must be provided.
3. Review procedure: Applying Department⇨Office of Academic Affairs⇨Office of Human Resources⇨College Faculty Evaluation Committee⇨Office of Human Resources (Submission for review)⇨Submit for Approval⇨University-Level Faculty Evaluation Committee.

Person in this department (faculty, institute) handling this matter: _____ Extension: _____

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	University Name	Department / Institute	Study Duration (Month/Year)	Graduated or Degree Conferred in (Month/Year)	Title of Degree	Documents Submitted	
						Name	Number
Education			_____/___/___ to _____/___/___ (yyyy/mm/dd)	_____/___/___ (yyyy/mm/dd)	PhD		
			_____/___/___ to _____/___/___ (yyyy/mm/dd)	_____/___/___ (yyyy/mm/dd)	Master's Degree		
			_____/___/___ to _____/___/___ (yyyy/mm/dd)	_____/___/___ (yyyy/mm/dd)	Bachelor's Degree		
			_____/___/___ to _____/___/___ (yyyy/mm/dd)	_____/___/___ (yyyy/mm/dd)			

	Name of University (Institution) Served	Title	Full-time or Part-time	Employment Duration (Month/Year)	Name of Courses Taught or Job Role	Documents Submitted	
						Name	Number
Work Experience				_____/___/___ to _____/___/___ (yyyy/mm/dd)			
				_____/___/___ to _____/___/___ (yyyy/mm/dd)			
				_____/___/___ to _____/___/___ (yyyy/mm/dd)			
				_____/___/___ to _____/___/___ (yyyy/mm/dd)			
				_____/___/___ to _____/___/___ (yyyy/mm/dd)			
Current Position				_____/___/___ to _____/___/___ (yyyy/mm/dd)		This field must be completed	
				_____/___/___ to _____/___/___ (yyyy/mm/dd)			

	Title	Certificate No.	Starting Date for Associated Seniority
Approved Teacher Qualification			

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List of Publications in Past 5 Years (A list of publications, special attainments or achievements printed on a separate sheet of paper may be provided)

Type of Publication	Author	Title of Publication	Academic Field	Publisher or Journal Name	Volume (Page Number)	Date of Publication (Month/Year)	Remarks
Representative Publication							
Reference Publication							

◆ **The information provided in each field, including education, work experience, current position, teacher qualification, and list of publications, is correct.**

Applicant Seal/Signature:

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Attachment 2

National Taiwan Normal University Remuneration Standards for Visiting Personnel

Item Category	Teaching and Research Grant
Visiting Professor	NT$75,000 to NT$159,500 per person per month
Visiting Associate Professor	NT$70,000 to NT$119,600 per person per month
Visiting Assistant Professor	NT$65,000 to NT$100,000 per person per month
Visiting Specialist	NT$65,000 to NT$159,500 per person per month

Remarks:

I. Remuneration for visiting personnel hired by a teaching/research department should be within the range of the highest standard, depending on the person's status in the academic community and their expertise. Remuneration shall be paid after an amount is suggested by the employing unit and enclosed in the employment proposal, which shall be submitted to the collegiate and university-level Faculty Evaluation Committee for review and then presented to the President for approval. For service periods of less than one month, remuneration is calculated by dividing the monthly payment by 30 and then multiplying by the actual number of days worked.

II. Airfare:

(I) One airfare is subsidized for each term of appointment.

(II) The subsidy is provided for a round-trip economy class ticket taking the most direct flights from the place of residence to the destination.

(III) Eligibility:

1. For an appointment term of less than three months: Visiting personnel.
2. For an appointment term of more than three months and less than a year: Visiting personnel and spouse.
3. For an appointment term of more than a year: Visiting personnel, spouse, and at most two children younger than 18 years-old.

III. The employing unit shall enroll visiting personnel in the Labor Insurance and National Health Insurance in accordance with the Labor Insurance Act and the National Health Insurance Act. Insurance premiums payable by the employer shall be funded from the departmental or university endowment fund.

IV. The employed person shall pay monthly income tax in accordance with the tax laws. Income tax shall be filed by the employed person with the assistance of the employing unit.

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Attachment 3

National Taiwan Normal University Agreement for Visiting Personnel (Template)

I. For the purpose of recruiting domestic and foreign scholars and specialists with special expertise to engage in short-term teaching, research, and service work at the university, National Taiwan Normal University (hereinafter referred to as "Party A") hereby appoints _____ (hereinafter "Party B") to be a visitor of Party A(professor, associate professor, assistant professor, specialist).

II. Both parties agree to abide by the following terms and conditions:

(I) Term of Appointment: _____/___/___ to _____/___/___ (yyyy/mm/dd).

(II) Remuneration: ☐ Non-paid position.

☐NT$_____ will be paid ☐ daily / ☐ monthly in accordance with the National Taiwan Normal University Guidelines for the Recruitment of Visiting Personnel based on actual job tasks.

(III) Throughout the term of appointment, Party B must be willing to accept tasks assigned by Party A and comply with the rules stipulated by Party A; Should Party B resign before completing the term of appointment, Party B shall notify Party A in writing, including therein the reason for resignation, within a month of the effective date. Party B may resign only after obtaining the approval of Party A.

(IV) During the term of appointment, Party B shall disclose his/her relationship with Party A in research reports and dissertations/theses.

(V) Should Party B be overpaid during the term of appointment, Party B shall unconditionally refund the excess.

(VI) Any matters not addressed in this Agreement shall be handled in accordance with the National Taiwan Normal University Guidelines for the Recruitment of Visiting Personnel and the relevant rules and regulations.

(VII) This Agreement is executed in three copies, with one copy to be retained by Party B and two copies to be retained by the relevant unit of Party A.

This Agreement is made by and between

Party A: National Taiwan Normal University

Address: No. 162, Sec. 1, Heping E Rd, Da'an District, Taipei City

President: Seal

Section Head: Seal

Party B: Seal/signature

Address:

ID (Residence, Passport) No.:

_____/___ / ___ (yyyy/mm/dd)

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