National Taiwan Normal University

Letter of Appointment

Last Amended on November 20, 2024

_____, National Taiwan Normal University, Official Letter No. _____

National Taiwan Normal University is pleased to appoint Dr/Mr/Mrs/Miss/Ms_____as a Full-Time Faculty Member of the Department of_____, College of_____, National Taiwan Normal University (NTNU). The terms of the appointment are as follows:

1. Period of Appointment: This Letter of Appointment is effective from _____(date) to_____(date). For renewal, a new letter of appointment must be issued one month before the expiration of the current one. In the event that the appointee wishes to terminate the appointment before the end of the appointment period, a three-month advance notice is required and the appointee may not leave the post without the approval of the university and until the end of a semester. Concessions might be granted by the university in special circumstances, in which case the said requirements for termination shall not apply.
2. Salary: Determined in accordance with government standards.
3. Teaching hours: Determined in accordance with the NTNU Guidelines for the Calculation of Instructor Teaching Hours
4. Rights and obligations:
   (1) The rights and obligations of NTNU faculty members are as defined by the Teachers' Act, other relevant laws and regulations, and the NTNU Faculty Service Regulations.
   (2) New NTNU faculty members shall participate fully in the New Faculty Orientation Program within the first year of their appointment. Those who have to miss the orientation shall obtain the approval of the Office of Academic Affairs and participate in the program in the following academic year.
   (3) During the period of appointment, all NTNU faculty members shall strictly abide by the NTNU Code of Professional Ethics for Faculty Members in all areas, including academic research, teaching and counseling, administration and service.
   (4) NTNU faculty members shall abide by the Gender Equity Education Act, the Act of Gender Equality in Employment, the Regulations Governing Prevention of Gender-Related Incidents on Campuses, the Regulations on the Prevention of Bullying on Campus, and other applicable regulations.
   (5) NTNU faculty members shall not engage in part-time employment or teaching unless permitted by laws and regulations. Any such engagement must be approved in writing by the university in accordance with relevant regulations.
   (6) NTNU faculty members shall undergo evaluation in accordance with the of NTNU Regulations for Faculty Evaluation. Those who fail the evaluation shall be handled in accordance with Articles 6, 7, 8, and 8-1 of the said regulation and other applicable provisions.
   (7) The time limit for promotion of faculty member appointed after February 1, 2009, shall be handled in accordance with Article 8 of the NTNU Regulations Governing Faculty Evaluation.

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(8) If a faculty member, during the Period of Appointment, produces research and development results using resources from NTNU, participates in research and development projects, or publishes books in the capacity of an NTNU faculty member, the results and products shall be handled in accordance with the NTNU R&D Results and Technology Transfer Management Regulations.

Industrial-Academic Cooperation Projects carried out between NTNU faculty members and various government agencies, public schools, private schools, organizations, public institutions, and private institutions shall should be handled in accordance with the university's administrative procedures. All funding and procurement matters pertaining to grants shall be verified and handled in accordance with the law.

(9) Faculty members receiving a flexible salary from the Ministry of Education, National Science and Technology Council, or NTNU itself shall fulfill all requirements pertaining to future performance outlined in their research proposal. Faculty members shall also undergo regular performance evaluation and abide by NTNU regulations on the length of service. If a faculty member resigns or fails to get appointed during a period in which they are receiving researchgrants, grants received shall be returned on a pro-rata basis according to the faculty member's period of appointment.

5. All matters related to appointment, promotion, research, lectures, further training and sabbatical leave shall be handled in accordance with the relevant regulations of the university.

6. In cases where academic works violate academic ethics or the eligibility requirements for faculty accreditation, the matter shall be handled in accordance with NTNU Directives for Handling Cases Regarding the Violation of the Accreditation Regulations for Teacher Qualifications.

7. In the event that an appointed faculty member is found to be in serious violation of the terms of the employment contract, the university shall handle the matter in accordance with the provisions of Chapter 4 of the Teachers' Act. However, if the severity of the violation does not meet the criteria for dismissal, non-renewal of appointment, and suspension as stipulated in Chapter 4 of the Teachers' Act, the matter shall be handled in accordance with Point 15 of the NTNU Faculty Service Regulations.

8. All matters not covered in this letter shall be handled in accordance with the relevant rules and regulations of the Ministry of Education and National Taiwan Normal University.

President:

Date:

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