National Taiwan Normal University

Letter of Appointment

Last Amended on May 31, 2023

_____, 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 the pay scale of the Teacher Remuneration Act and the government's current general budget.
3. Teaching hours: Determined in accordance with the NTNU Guidelines on the Teaching Hours of Faculty Members.
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 Regulations Governing Service of Faculty Members.
   (2) New NTNU faculty members shall participate fully in the New Faculty Orientation Program (a.k.a. Hong Hu Camp) 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 university's professional code of ethics in all areas, including academic research, teaching and counseling, and administration and service.
   (4) NTNU faculty members shall abide by the *Gender Equity Education Act*, the *Act of Gender Equality in Employment*, the *Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus*, the *Regulations on the Prevention of Bullying on Campus*, and other applicable regulations.

   NTNU faculty members shall not develop relationships that violate the professional code of ethics in matters pertaining to sex or gender in their interpersonal interactions with students in the course of teaching, guiding, training, evaluating, managing, counseling, or providing job opportunities for students. If a faculty member foresees that a teacher-student relationship might possibly be in violation of the aforementioned professional code of ethics, they shall take the initiative to avoid potential misunderstandings or report the matter to the university for further action.

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NTNU faculty members shall respect the sexual and bodily autonomy of other parties and themselves, avoid unsolicited acts of pursuit, and refrain from coercive or violent means when dealing with conflicts related to sex or gender.

(5) NTNU faculty members are not permitted to take on part-time jobs or part-time teaching positions unless in accordance with the prevailing laws and regulations and only with the written approval of the university.

(6) NTNU faculty members shall be appraised in accordance with the provisions of NTNU's appraisal system. Those who fail the appraisal shall follow actions mandated in Articles 6, 7, 8, and 8-1 of the said provisions and other relevant regulations.

(7) The deadline for a new faculty member, appointed after February 1, 2009, to get promoted shall be determined in accordance with Article 8 of the NTNU Faculty Evaluation Regulations.

(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 Measures for the Management of R&D Results and Technology Transfer.

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 adhere to the administrative processes of the university. All funding and procurement matters pertaining to grants shall be verified and handled in accordance with the law.

(9) Faculty members receiving a salary differential 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 appraisals and respect the rules governing their length of service in the school. If a faculty member resigns or fails to get appointed during a period in which they are receiving research grants, grants received shall be returned in a pro-rated manner in proportion to the faculty member's Period of Appointment.

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

6. If an academic work violates the academic code of ethics and Teacher Accreditation criteria, the university will follow the guidelines of the NTNU Guidelines for Faculty Members in Violation of Teacher Accreditation Criteria in handling the matter.

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 offense 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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