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 _____ 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. Rights and obligations:
   (1) The rights and obligations of NTNU researchers are as defined by the Regulations Governing Appointment of University Research Personnel, the NTNU Regulations Governing Service of Faculty Members, and other relevant regulations.
   (2) During the Period of Appointment, researchers appointed by NTNU shall carry out research and other relevant work in accordance with the regulations.
   (3) During the Period of Appointment, all NTNU researchers shall strictly abide by the university's professional code of ethics in all areas, including academic research, administration, and service.
   (4) NTNU researchers 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 researchers shall not develop relationships that violate the professional code of ethics in matters pertaining to sex or gender in the course of their research, project execution, and teaching activities. If a researcher foresees that a possible violation of the aforementioned professional code of ethics might occur, they shall take the initiative to avoid potential misunderstandings or report the matter to the university for further actions.

      NTNU researchers 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 researchers 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 researchers shall be appraised in accordance with the provisions of NTNU's appraisal

system. Those who fail the appraisal shall follow actions mandated in Articles 5, 6, 7, and 8 of said provisions and other relevant regulations.

(7) The deadline for a researcher, 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 researcher, during the Period of Appointment, produces research and development results using resources from NTNU, participates in research and development projects, or publish books in the capacity of an NTNU researcher, 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 researchers 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) Researchers 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. Researchers shall also undergo regular performance appraisals and respect the rules governing their length of service in the school. If a researcher 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 researcher's period of appointment.

4. All matters related to qualifications, appointment, promotion, research, lectures, advanced studies, leave of absence, and overseas trips shall be handled in accordance with the relevant regulations applying to faculty members of the university.

5. If an academic work violates the academic code of ethics and other 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.

6. In the event that an appointed researcher 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.

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

President:

Date: