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 _____ 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 Faculty Service Regulations, 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 NTNU Code of Professional Ethics for Faculty Members in all areas, including academic research, administration, and service.

   (4) NTNU researchers shall abide by the Gender Equity Education Act, the Act of Gender Equalityin Employment, the Regulations Governing Prevention of Gender-Related Incidents on Campuses, the Regulations on the Prevention of Bullying on Campus, and other applicable regulations.

   NTNU researchers shall not engage in relationships that violate the code of professional ethics in interpersonal interactions involving sex or gender during research, project execution, and participation in teaching. If there is any risk of such unethical conduct, researchers proactively avoid potential conflicts or report the matter to the university for appropriate handling.

   NTNU researchers shall respect the sexual and bodily autonomy of both themselves and others, refrain from unwelcome acts of pursuit, and shall not resort to coercive or violent means in dealing with conflicts related to sex or gender.

   (5) NTNU researchers shall not engage in part-time employment or teaching unless permitted by laws. Any such engagement must be approved in writing by the university in accordance with relevant regulations.

   (6) NTNU researchers shall undergo evaluation in accordance with the of NTNU Regulations for Researcher Evaluation. Those who fail the evaluation shall be handled in accordance with Articles

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5, 6, 7, and 8 of the said regulation and other applicable provisions.

(7) The time limit for promotion of researcher appointed after February 1, 2009, shall be handled 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 publishes books in the capacity of an NTNU researcher, 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 researchers and various government agencies, public schools, private schools, organizations, public institutions, and private institutions shall 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) Researchers 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. Researchers shall also undergo regular performance evaluation and abide by NTNU regulations on the length of service. If a researcher resigns or fails to get appointed during a period in which they are receiving research grants, grants received shall be returned on a pro-rata basis according to the researcher's period of appointment.

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

5. 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.

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 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.

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:

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