National Taiwan Normal University

Directives Governing the Rotation of Administrative Staff

Last Amended on November 25, 2015

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Directives Governing the Rotation of Administrative Staff* (hereinafter referred to as "the Directives") to effectively facilitate staff members and to reach their full potential, accumulate administrative experience, and improve service efficiency.

Article 2. The term "rotation" used herein shall include the following types of job rotation:

1. Rotation **within** the same top-level unit: Job rotation between two divisions of the same unit and within a unit without any divisions, and task adjustment/addition involving two second-level units of the same top-level unit.
2. Rotation **between** top-level units: Job rotation between two top-level units as approved by the directors of both the original unit and the target unit
3. University-wide rotation: Job rotation or task adjustment effected by the University as part of its developmental plans for better administrative control

Article 3. The Directives shall apply to certified full-time staff members and contract staff members of the University, who shall be subject to job rotation after serving in the same position at the same unit for four years. The four-year period shall be based on the actual month in which the staff member reports for duty for their current position.

Article 4. In principle, the following personnel are exempt from the job rotation requirement:

1. Staff members over the age of 55 who plan to retire within three years
2. Staff members on unpaid leave or extended sick leave who have yet to report back for duty
3. Medical personnel or staff members in a specialized field recognized by the University
4. Managers of the library information system, specialists in rare technological fields, technicians, accountants, and human resources personnel with no suitable positions available for between-unit rotation (within-unit rotation shall still apply)
5. Staff members who are not suitable for rotation due to actual operational needs

Article 5. In principle, no more than a quarter of the staff members of a unit shall be subject to rotation at any given time. However, a unit with fewer than four people may have one staff member rotated at a time.

If more than one-quarter of a unit's staff members qualify for rotation, as

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described in the preceding paragraph, those who willingly apply for rotation and those with greater seniority in the current position shall be prioritized.

Article 6. Job rotation procedures:

1. Job rotation due to a vacancy:
   For each vacancy (excluding Tier 4/5/6 vacancies), the unit in question shall obtain the President's approval to fill the vacancy through internal promotion (including job rotation), in which case staff members who voluntarily apply for a transfer shall be prioritized. If no suitable candidates are available within the University, the unit may then seek to fill the vacancy externally.
2. Job rotation by appointment:
   (1) Rotation between top-level units: The director of each unit shall provide a list of staff members eligible for job rotation detailing their work performance and professional skills, fill out the Staff Rotation Recommendation Form (Appendix I), and submit the form to the University for processing or to the director of the target unit for consideration.
   (2) Within-unit rotation: The director of each unit may initiate internal rotation based on specific staff members' job performance and professional skills or among those who are eligible for job rotation by submitting an Internal Rotation Approval Form to the Office of Human Resources for recordation. If necessary, the approval of the President shall be required.
3. Regular rotation (organized by the Office of Human Resources in July of each year):
   (1) Inventory of each unit's job rotation status: Each unit shall fill out a Staff Rotation Status Form (Appendix II), deliver it to the Office of Human Resources for review, and then submit it to the President for approval.
   (2) Voluntary transfers: Staff members who have served in their current position for at least three years and wish to apply for a voluntary transfer may submit a Job Transfer Request (Appendix III) to the Office of Human Resources for processing or to the director of the target unit for consideration.

Article 7. Rewards for staff rotation compliance:

1. Those who participate in job rotation may receive bonus points in their promotion review
2. Units that reach a specified job rotation rate may receive bonus points in their group performance review

Article 8. Staff members participating in job rotation must report for duty at their new position upon approval by the President and may not decline the new assignment for any personal reasons.

Staff members who are subject to rotation shall complete the handover process for any official affairs and property in their charge in accordance with the applicable regulations.

Article 9. Each unit may set stricter regulations, which shall take precedence over the Directives.

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Article 10. The Directives and any amendments made hereto shall be implemented upon approval by the Academic Executives Directors Council and shall then be submitted to the Administrative Council for recordation.

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