National Taiwan Normal University

Directives for the Selection and Commendation of Outstanding Staff Members

Last Amended on March 11, 2020

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Directives for the Selection and Commendation of Outstanding Staff Members* (hereinafter referred to as "the Directives") in accordance with Article 7 of the University's *Regulations for the Management of Self-Generated Revenues and Expenditures under the University Endowment Fund* to reward outstanding staff members and motivate them to improve service quality and work efficiency, further boosting working morale.

Article 2. The term "staff member(s)" used herein shall include the University's certified staff members, as well as contract staff members appointed under the *Contract Staff Management Directives*.

The term "outstanding staff members" shall include both Outstanding Staff Members and Excellent Staff Members.

Staff members who have served for at least three full years at the University and have received 'B' rating (or higher) on two of the three most recent end-of-year evaluations (or performance reviews) with tangible achievements that meet any of the following criteria may be considered:

1. Formulating University policies, plans, or bylaws which have been implemented to great effect
2. Carrying out University policies or plans to great effect
3. Providing concrete recommendations regarding University operations that have been implemented to great effect
4. Having significant achievements in performing their work or duties or making advancements related to their work
5. Taking the initiative to perform their duties, implement customer-oriented management, and improve service quality
6. Performing tasks in a professional and unbiased manner and fulfilling their duties with success despite inducements or challenges
7. Conducting administrative R&D with great success, as recognized by the competent authority or an academic association
8. Preventing accidents or major unwanted incidents and protecting the University from being subject to major losses
9. Taking the initiative to improve their professional competency and digital literacy in order to enhance overall work efficiency
10. Organizing / promoting gender equality campaigns and gender equality education workshops, or participating in the investigation and processing of the University's on-campus sexual assault/harassment cases

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11. Other extraordinary accomplishments that set an example of desirable conduct for other staff members

The cutoff point for counting continuous years of service as described in the preceding paragraph shall be the last day of March in the year of selection. Contract staff members who previously served as temporary employees (temps) at the University may have their prior years of service included.

Article 3. Under any of the following circumstances, a staff member shall be ineligible for consideration:

1. Having taken more than two weeks of personal/sick leave in the year of selection
2. Having been subject to criminal punishment, disciplinary action, impeachment, administrative correction, or (in their regular performance reviews) a warning or more severe punishment
3. Having received 'C' rating or lower in the most recent end-of-year evaluation (or performance review)
4. Having a record of misconduct in the most recent three-year period
5. Having been on unpaid leave for more than a year in the most recent three-year period

Article 4. Selection procedures:

1. The selection of outstanding staff members shall be conducted on an annual basis, and the number of awardees shall be 11 in principle, including up to three Outstanding Staff Members. The director of each unit shall nominate candidates in a fair, transparent, and unbiased manner. The list of candidates, together with an outstanding staff achievement description form (see Appendix) and any supporting documents, shall be submitted to the Office of Human Resources for processing.
2. A top-level unit with a staff of up to 20 may nominate one candidate; a top-level unit with a staff of 21–40 may nominate up to two candidates; and a top-level unit with a staff of over 40 may nominate up to three candidates. Staff members in each department, division, and graduate institute may be nominated by their respective college.
3. Candidates nominated by top-level units shall be reviewed by the University's Outstanding Staff Selection and Review Committee (hereinafter referred to as "the Committee") by the end of June. The review results shall be presented by the Office of Human Resources to the President for approval, after which the awardees shall be commended.

Article 5. The Committee shall be composed of the following 13 members, who shall convene on an annual basis:

1. Five ex officio members: 3 Executive Vice Presidents, the Secretary-General, and the Director of Human Resources, with one of the Executive Vice Presidents serving as convener and chair
2. Eight appointed members: 4 representatives selected from among the University's top-level directors and college deans and 4 administrative representatives from among the University's certified and contract staff members, as appointed by the President (no two members may be from the same top-level unit)

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3. Members shall recuse themselves if they themselves are a nominated candidate.

The number of members of either legal sex may not be lower than one third of the available seats.

The Committee may only convene with at least half of its members in attendance, and a resolution may only be made with at least half of the attending members in concurrence.

Article 6. Awards and commendations:

1. Those selected as outstanding staff members shall be presented a certificate of appreciation and a cash bonus. The amount of the bonus shall be NT$30,000 (paid in three monthly installments) for Outstanding Staff Members and NT$10,000 for Excellent Staff Members.
2. Outstanding staff members and their achievements shall be commended in the University's newsletters and magazines, and such records shall be reflected in the staff members' end-of-year performance evaluations and promotion reviews.
3. Unless having achieved extraordinarily significant contributions, staff members who win the Ministry of Education's Outstanding Civil Servant Award or are selected as an outstanding staff member at the University shall be ineligible for consideration in the following three-year period.

Article 7. The provisions herein may apply mutatis mutandis to teaching assistants under the new system. However, only teaching assistants who have received 'A' rating at least once AND 'B' or higher rating at least twice out of the three most recent end-of-year evaluations may be nominated by their respective unit.

Article 8. Matters unaddressed herein shall be subject to other applicable regulations.

Article 9. The costs required for the implementation of the Directives shall be covered by the University's related budgets in the given fiscal year.

Article 10. The Directives and any amendments made hereto shall be implemented upon passage by the Administrative Council.

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