Rights and Interests of International Faculty NTNU

Category	Related Regulations and Provisions
Faculty Employment	1. **Faculty ranks:** Professor, Associate Professor, Assistant Professor, Lecturer. All faculty shall engage in teaching, research, and student guidance.
	2. **Duration of employment:** Faculty shall be initially appointed for a period of one (1) year; their contract period may be extended for another year. All further extensions of the contract period shall be two (2) years.
	3. **Required weekly teaching hours:** i. Full-time faculty of the College of Teacher Education: Professor (12hrs); Associate Professor (13hrs); Assistant Professor (13hrs); Lecturer (14hrs) ii. Other full-time faculty: Professor (8hrs); Associate Professor (9hrs); Assistant Professor (9hrs); Lecturer (10hrs)
	4. **Resignation** i. Unless a legitimate reason is presented, faculty may not resign while still under contract. ii. Faculty looking to resign should notify NTNU three (3) months prior to the date of resignation. Following approval by the university, at the end of the current academic semester, the faculty member may leave his teaching duties. However, in special circumstance and with the approval of the university, these restrictions will not apply.
Salary Adjustment	**1. Salary:** i. Faculty salary will be determined by rank, experience, and seniority. ii. New faculty should report in prior to their first day of work (August 1st or February 1st) and will start drawing salary from August 1st or February 1st. For faculty who did not report in ahead of time of these dates, they shall start drawing salary from the day they arrive for work. iii. Salaries for new faculty shall commence at the lowest level for their respective rank. However, lecturers and assistant professors with a PhD degree may start at point 330 on the Master Pay Scale (MPS). **2. Salary Adjustment** i. After working for a period of one (1) year, in accordance with the grade received in the university's faculty assessment in the areas

	of teaching, research, mentoring, and service, the faculty member's base (yearly) salary may be increased by one (1) level. This process may be repeated until the faculty member reaches the max salary for his/her rank. ii. In following situations no salary adjustments will be made: 1. The salary is already at the max level for the faculty rank in question. 2. The faculty member has not served for a full year. 3. The faculty member is on leave and not receiving a salary. 4. The faculty member is on extended sick leave and unable to teach. 5. The faculty member did not pass his/her faculty assessment.
Faculty Assessment	**1. Assessment of Newly Appointed Faculty** i. After newly appointed faculty have served for a period of three (3) years, in the following academic semester (the 7th academic semester), they shall be required to pass a faculty assessment. ii. If a faculty member fails the assessment, no salary adjustment is available for the following academic year; in addition, he/she is restricted from teaching more than the minimum required hours and may not engage in part-time work or teach outside NTNU. iii. A supplementary assessment will be given within two (2) years. If the faculty member fails the supplementary assessment, the three (3) councils of the Faculty Evaluation Committee shall convene to decide to not renew the faculty member's contract. **2. Faculty Assessment Periods** i. Lecturer and Assistant Professor: *Every three (3) years.* 1. In the case of a failed assessment, no salary adjustment is available for the following academic year; the faculty member is restricted from teaching more than the minimum required hours and may not engage in part-time work or teach outside NTNU. 2. A supplementary assessment will be given in one (1) to two (2) years. If the faculty member fails the supplementary assessment, the three (3) councils of the Faculty Evaluation Committee shall convene to either suspend the faculty member or decide to not renew his/her contract. ii. Associate Professor and Professor: *Every five (5) years.* 1. In the case of a failed assessment, no salary adjustment is available for the following academic year; the faculty member is restricted from teaching more than the minimum required hours and may not engage in part-time work or teach outside

<table>
<tr><td></td><td>NTNU; he/she may not engage as a visiting scholar, take a sabbatical, participate in overseas conferences, or apply for paid leave for research or training abroad; furthermore, the faculty member is barred from being a member of any faculty evaluation committees, or serving in the position of administrative or academic director.
2. A second assessment should be applied for within one (1) year. Once this assessment is passed, all the above restrictions shall be lifted the following year.</td></tr>
<tr><td>Faculty Promotion</td><td>
1. Newly Appointed Faculty Promotion Deadlines
i. If a newly appointed faculty member fails to receive promotion within a period of six (6) years, their contract shall be extended for one (1) more year. If they are not promoted within the space of that year, their contract shall not be renewed.
ii. In the following circumstances, and with the approval of the three (3) councils of the Faculty Evaluation Committee, the deadline by which a faculty member must be promoted may be extended. Each extension may not exceed a period of two (2) years:
1. Serious illness or injury
2. Unpaid childcare leave
3. Pregnancy or childbirth
2. Faculty Promotion Requirements and Regulations
<table>
<tr><td>Basic Requirements</td><td>1. A promotion to Rank of Assistant Professor:
● Has been a lecturer for a minimum of four (4) yea and has published.
● Has received a PhD as a lecturer and has publishe
2. A promotion to Rank of Associate Professor:
● Has been an assistant professor for a minimum o three (3) years and has published.
3. A promotion to Rank of Professor:
● Has been an associate professor for a minimum c three (3) years and has published.</td></tr>
<tr><td>Application Periods</td><td>●Once per academic semester.
●Faculty must submit an application to their departme (graduate institute) head before the deadlines of September 10 or March 10. If these deadlines are missed, the faculty member shall wait till the next semester to apply.</td></tr>
<tr><td>Promotion</td><td>●The faculty member must be actively teaching during</td></tr>
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		Restrictions	the period of application and the period during which the promotion becomes effective. ●Faculty serving as visiting faculty in institutions outside NTNU may not apply for promotion. ●If the faculty member is unsuccessful in his/her application for promotion, he/she may not apply for promotion the following semester. ●If a yearly average of 3.5 has not been reached in course evaluations over the past three (3) years, the faculty member may not apply for promotion. ●If the faculty member has failed his/her most recent assessment, the faculty member may not apply for promotion. ●Faculty members at retirement age may not apply for promotion.
		Promotion Assessment Criteria	1. **Research:** Works, publications, achievement certificates, or technical reports should be concurrently sent to five (5) scholars or experts for review; at least four (4) of the reviewers should give the reviewed material a grade of B or above. 2. **Teaching:** A score of 80 or above. 3. **Service:** A score of 80 or above. 4. If the faculty member receives passing grades in all the above categories (e.g. research, teaching, and service), his/her application for promotion shall be considered successful.
Work Permit Application	**1. Application Period:** i. Every year from May to July and November to mid-January the following year. ii. Work permits for foreign faculty must be approved by the Ministry of Labor before their employment period begins. **2. Important Points to Remember:** i. Please fill out the *Name List of Foreign Workers Hired* form and kindly attach the following documentation: 1. For newly appointed foreign faculty: NTNU Agreement of Employment, passport copy, photo, academic diploma or certificate, Teacher Appointment Application Form, and University Faculty Evaluation Committee Record. 2. For returning foreign faculty: NTNU Agreement of Employment, passport copy, photo, and a work permit issued by Ministry of		

	Labor. ii. If returning foreign faculty need to apply for an early extension of their work permit, the department (graduate institute) under which the faculty member serves is required to process and complete the continuation of employment application prior to the early extension.
Faculty Ethics	1. Based on the principles of academic freedom, university autonomy, and professional independence, NTNU has formulated a code of professional ethics for its faculty. The purpose of this code is to strengthen the responsibilities of the faculty of this university who serve both as intellectuals and professionals, as well as to encourage a spirit of critical reflection and a continued pursuit of the truth. 2. Provisions of the University's *Guidelines in Handling Violations in the Submission of Teacher Qualifications and Violations of Academic Ethics and Integrity* shall be the legal basis under which faculty ethical violations shall be handled.
Sabbatical	1. Full-time faculty, after serving for a continuous period of seven (7) years or longer, following review and approval by the University, may apply for a one (1) year sabbatical after serving for a continuous period of three and a half (3.5) years or longer, following review and approval by the University, full-time faculty may apply for an academic semester sabbatical. 2. Professors on sabbatical must be engaged in academic research; they may not take on other full-time positions that offer compensation, or serve as part-time academic or administrative directors at NTNU. If they engage in teaching activities within NTNU during their sabbatical, they may not draw salary for doing so. 3. Following the completion of their sabbatical, within three (3) months following their return to the University, faculty members shall be required to submit a written report in line with their original plan for the sabbatical.
Part-time employment /Teaching off -campus	1. Full-time educators, unless otherwise stipulated by law, shall not accept part-time work or teaching positions outside NTNU. 2. Faculty members are required to first receive approval from the University before they may work part-time or teach outside NTNU. i. Teaching off-campus 1. Part-time teaching outside NTNU shall be limited to universities. Teaching in lower ranked educational institutions (e.g. high school) or cram schools will not be accepted. 2. Part-time teaching is limited to four (4) hours per week; teaching hours at NTNU's in-service class (not including summer

	session) shall be limited to six (6) hours per week for the duration of the semester. ii. Part-time employment 1. Shall not affect one's main employment duties 2. Shall meet regulations governing minimum number of teaching hours 3. Shall not be more than eight (8) hours per week 3. Regarding the scope of part-time employment and admissible positions for faculty, please refer to regulations found within *Principles Governing Part-time Employment for Full-time Faculty at Public Educational Institutions of All Levels* and the *National Taiwan Normal University Part-time Employment Management Guidelines*. For further inquiries, please contact a staff member of the NTNU Personnel Office (Extension 1299).
Overseas Leave	1. Faculty members should fill out a Request for Leave of Absence Application form prior to taking a leave of absence and may take their leave of absence following approval by the University. In the case of emergencies or sudden illness, a co-worker or friend may act in a representative capacity to handle leave of absence procedures on behalf of the faculty member. The various types of leave can be found listed in NTNU's *Faculty Leave of Absence Regulations.* 2. For faulty planning to travel abroad for work, prior to their trip, they should log into the NTNU Attendance Management System and fill out the relevant application forms for international travel or travel to Mainland China in accordance with the required procedures. Following approval by the University, leave of absence may be taken. 3. The Attendance Management System can be found at the NTNU administrative portal at (http://iportal.ntnu.edu.tw/ntnu/)/差勤系統.
Retirement	1. Conditions for Retirement**:** i. Mandatory retirement: Has served for a period of five (5) years and is 65 years of age. ii. Voluntary retirement: 1. Has served for a period of five (5) years and is 60 years of age. 2. Has served for a period of 25 years. 2. Retirement Payments**:** i. Lump sum pension payments ii. Monthly pension payments (including deferred and reduced pension plans) iii. 1/2 paid out in one lump sum and 1/2 paid out in monthly sums 3**.** Foreign passport holders may **only** choose the first option (*i.e*. lump sum pension payments). However, if they acquire ROC citizenship, they

	may choose from any of the three options.
Insurance and Benefits	**1. Insurance and Public Service Pension Fund:** In accordance with the relevant regulations, during their tenure, full-time faculty shall participate in the Public Servant and Teacher Insurance Plan, the National Health Insurance Plan, and the Teacher's Pension Fund. **2. Benefits:** i. Subsidies for newly appointed foreign faculty of NTNU: A subsidy of NT$100K will be given to faculty appointed for one (1) academic year; NT$50K will be given to faculty appointed for one (1) academic semester. Subsidies will be given for a maximum of one (1) year. Subsidies must be applied for within a period of three (3) months from the day the faculty member first reports for work. ii. Availability of wedding, childbirth, funeral, and child education subsidies. iii. Health check subsidies: For faculty listed as employees of the University of the age of 40 and above, a health check of up to NT$3500 is subsidized once every two (2) years. iv. Priority enrollment for faculty children in the Junior High Division of the Affiliated Senior High School of NTNU: During the announced application period, attach the necessary documentation with your application. NTNU will carry out an admissions review in accordance with the allocation quota of the Affiliated Senior High School of NTNU; if the number of applicants exceeds the allocation quota, those applications which have been given highest priority will be admitted first. v. Preferential parking on campus; free use of NTNU athletic facilities during certain times of the day. NTNU athletic facilities also available for use at other times as long as there is no PE class or sporting competition being held. vi. Availability of public servant preferential interest rates on deposits, as well as housing, emergency and consumer loans. vii. Other: Birthday gift certificates, Chinese New Year activities, subsidies for cultural and recreational activities, discounts at select NTNU stores, NTNU Guesthouse accommodation discounts.
Income Tax	1. Foreigners earning a salary while in Taiwan should take note of the following: i. If you are in Taiwan for at least 183 days of a calendar year: 1. Wages will be taxed at the local, standard rate.

	2. Bring a copy of your ARC and the *Resident Income Withholding Tax for Aliens Application Form* (http://www.ga.ntnu.edu.tw/cas/index.aspx) to the Office of General Affairs Cashier Division Income Tax Audit Window to apply for resident tax rates. ii. . If you are in Taiwan for less than 183 days of a calendar year: 1. If your total monthly salary received from NTNU is 1.5 times the basic wage or less you will be taxed at a rate of 6%. If your total monthly salary received from NTNU is higher than the above benchmark, you will be taxed at a rate of 18%. 2. Before leaving Taiwan, please go to University's Office of General Affairs Cashier Division to apply for the appropriate tax withholding and tax statement forms. Bring these forms, along with your passport and ARC to the tax office of the National Taxation Bureau serving your domicile. Report to the Foreigner Services Division to handle your tax refund and tax clearance. 2. Every April 1st a webpage will be set up by the University where you can check last year's withholding tax vouchers, your payments to the National Health Insurance, Labor Insurance, and Public Servant and Teacher Insurance Plan, as well as detailed accounts on your salary and income. To find the webpage, please go to *NTNU administrative portal/Office of General Affairs Cashier Division System/Income Tax Return Information* (includes information on National Health Insurance, Labor Insurance, and the Public Servant and Teacher Insurance Plan).

● Due to space constraints, we have offered a condensed summary of applicable laws and regulations in the hopes that it will assist faculty in understanding their rights and interests. In the case of any uncertainty, **the actual laws and regulations shall prevail.** For further inquiries, please feel free to contact the NTNU Personnel Office.