National Taiwan Normal University

Staff Promotion Regulations

Last Amended on October 7, 2015

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Staff Promotion Regulations* (hereinafter referred to as "the Regulations") in response to the implementation of the *Civil Servant Promotion Act* to ensure that staff promotions are handled in a fair, transparent, and unbiased manner.

Article 2. The University shall establish a Staff Promotion Review Committee (hereinafter referred to as "the Committee") to handle the review process for staff members' promotions.

Article 3. The Committee shall be composed of 11–17 members, with the Director of the Office of Human Resources as ex officio member. The remaining seats, except for the staff representatives described in Paragraph 2 below, shall be appointed by the President from among the University's employees. Members shall elect a chairperson among themselves. Two out of every four members shall be staff representatives elected from among the University's staff members through plurality block voting. Each staff representative shall serve a one-year term and may be elected to consecutive terms. However, no two representatives shall be from the same unit. One of the members appointed in accordance with the preceding paragraph shall be a representative of the Ministry of Education's Civil Servants Association, and said member shall be selected by the President from a list of three candidates recommended by the Civil Servants Association.

Article 4. The Committee's duties shall be as follows:

1. Rating staff members' performance and reviewing their qualifications for promotion
2. Determining interview and test methods
3. Determining the order or ranking of candidates for promotion
4. Deliberation of matters entrusted by the President
5. Other matters related to promotion reviews
6. Other matters that require the Committee's review pursuant to the applicable regulations

Article 5. The Committee shall convene whenever necessary. Meetings may only be held with more than half of the Committee members in attendance, and a resolution may only be passed with half of the attending members in favor. Resolutions shall be made via secret ballot. In the event of a tie in the number of "for" and "against" votes, the vote of the chair shall prevail.

Article 6. Depending on the time of their initial appointment, faculty members' eligibility for promotions shall be subject to the following regulations:

1. Current staff members who were appointed prior to the May 1, 1985 amendment of the *Act Governing the Appointment of Educators* ("the

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old system") shall be subject to the University's *Staff Appointment Guidelines* amended and passed during the 131st Administrative Meeting on April 15, 1981 as well as letters of interpretation issued by the Ministry of Education.

2. Unless stipulated otherwise in other applicable regulations, current staff members appointed after the May 1, 1985 amendment of the *Act Governing the Appointment of Educators* ("the new system") shall be subject to the provisions herein.
3. Military training instructors, human resources personnel, accountants, and specialists in rare technological fields shall be subject to the applicable regulations of their respective field.
4. The provisions herein shall apply mutatis mutandis to medical personnel.

Article 7. Except for top-level directors, military training instructors, human resources personnel, accountants, specialists in rare technological fields, and faculty members concurrently performing staff duties, the promotion review process for all staff members shall be subject to the provisions herein. However, job rotation between positions of the same tier, as indicated in the University's *List of Staff Promotion Tiers*, may be exempt from the review process, provided that such rotation is necessitated by actual operational needs.

Article 8. Staff vacancies across all units of the University shall be filled by both internal promotions and external hires, in addition to candidates who pass the Civil Service Examination and receive an assignment to the University.

Article 9. Newly hired staff members must have received a passing grade in the required subjects on the Civil Service Examination and must qualify for appointment to the minimum permissible rank for the position they are seeking. A newly hired staff member with extraordinary talent may be exempt from the preceding paragraph at the recommendation of the director of the hiring unit, but in principle, such staff members may only be one rank lower than the minimum permissible rank.

Article 10. Unit directors shall refrain from appointing their spouse and relatives within the third degree of kinship (whether by blood or by marriage) during their term of office. However, this restriction shall not extend to staff members appointed before they take office.

Article 11. Staff members may only be promoted to the next tier as stipulated in the University's *List of Staff Promotion Tiers* (Appendix I).

Article 12. Each unit shall first attempt to fill its staff vacancies with staff members in the same tier. If no such staff members are available, the unit shall promote a staff member from the next tier down with the best performance. The review process shall be handled in accordance with the provisions herein.

In the event that the staff member selected to fill a vacancy described in the preceding paragraph does not qualify for appointment to the minimum permissible rank for the position, an exception may be made provided that they are only one rank below the minimum permissible rank.

Article 13. Under any of the following circumstances, staff members shall be ineligible for promotion:

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1. Sentenced to imprisonment in a final and binding judgment in the most recent three-year period
2. Subject to dismissal, suspension, or demotion under the *Civil Service Disciplinary Act* in the most recent two-year period
3. Removed from office under the *Civil Service Performance Review Act* in the most recent two-year period
4. Subject to a pay cut or a demerit under the *Civil Service Disciplinary Act* in the most recent one-year period
5. Receipt of a 'C' rating in the most recent end-of-year performance review, or a major demerit or worse (cumulative) in the most recent one-year period
6. Promoted to the current rank or a position of the same tier less than a year previously (except where every staff member in the same tier was promoted less than a year prior)
7. Approved by the University to pursue further studies or engage in research for six months or longer while remaining on the University's payroll
8. Currently on a University-approved unpaid leave

Article 14. In addition to staff members' academic background, test scores, seniority, performance, and award/disciplinary records, the directors of the hiring unit and the candidate's original unit shall review the candidate's career experience, professional abilities, further study records, developmental potential, leadership qualities, coordination/communication skills, and character and then assign a score in accordance with the University's *Scoring Rubric for Civil Service Promotions* (Appendix II)

Article 15. Staff members transferring from another agency/institution to the University shall be rated in accordance with Appendix III.

Article 16. When a staff vacancy arises, each unit shall inquire of the President as to whether the vacancy is to be filled through internal promotion or external hiring before initiating the selection process. Regulations that govern the filling of vacancies shall be formulated separately. For each Tier 1/2/3 vacancy, a staff promotion review task force composed of five to seven members appointed by the President at the recommendation of the Office of Human Resources shall be established. The task force shall conduct a secondary review to rate and rank each candidate based on whether they are well-equipped for the vacancy and then submit the results to the Committee.

Article 17. Internal promotion procedures:

1. The hiring unit shall submit a list of the required qualifications for the vacancy to the Office of Human Resources, which shall then announce the vacancy internally.
2. The hiring unit, the candidate's original unit, and the Office of Human Resources shall review and rate the candidate in accordance with Appendix II (*Scoring Rubric for Civil Service Promotions*).
3. The Office of Human Resources shall send a shortlist of qualified candidates to the hiring unit for a preliminary review and then submit the review results to the Committee. For Tier 1/2/3 vacancies, a secondary review shall be conducted by the staff promotion review task force, the results of which shall then be submitted to the

Committee; in the event that no suitable candidates are available, submission of the secondary review results is not necessary.

4. The Committee shall conduct a final review to rank each candidate.
5. The President shall select the final appointee from the top three ranked candidates. In the event that there are multiple vacancies to be filled, the top-ranking group of candidates shall be twice the number of vacancies.

Article 18. External hiring procedures:

1. The hiring unit shall submit a list of the required qualifications for the vacancy to the Office of Human Resources, which shall then announce the vacancy online for at least three days. For each vacancy, up to two alternates may be named. The list of alternates shall be valid for three months, counting from the day when the selection results are finalized.
2. Following the application deadline, the hiring unit shall compile candidates' applications and supporting documents and submit them to the Office of Human Resources for a preliminary review.
3. The hiring unit shall rate each candidate in accordance with Appendix III (*Scoring Rubric for Staff Promotion Reviews*) and refer the top three candidates for each vacancy to the Committee for a final review. For Tier 1/2/3 vacancies, a secondary review shall be conducted by the staff promotion review task force, the results of which shall then be submitted to the Committee; in the event that no suitable candidates are available, submission of the secondary review results is not necessary.
4. The Committee shall conduct a final review to rank each candidate.
5. The President shall select the final appointee.

Article 19. Staff members who wish to dispute a promotion-related decision on legal grounds may file an appeal in accordance with the C*ivil Service Protection Act* to safeguard their rights and interests.

Article 20. Matters unaddressed herein shall be subject to the applicable provisions of the *Civil Service Promotion Act*.

Article 21. The Regulations and any amendments made hereto shall be implemented upon approval by the Administrative Council.

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