NTNU Faculty Quick Start Guide

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I. Teaching

1.1 NTNU Academic Calendar

Office of Academic Affairs

Please refer to the university academic calendar:
https://www.aa.ntnu.edu.tw/en_tw/Calender

Contact	Ms. Jia-Siou Liang, Academic Affairs ☎ 02-77491200 ✉shiu.1622@ntnu.edu.tw

1.2 Teaching Load

Office of Academic Affairs

- ***Teaching Load Guidelines***
  - 教師授課時數核計要點

  Weekly Teaching Load:
  - Professor – 8 hours
  - Associate Professor, Assistant Professor – 9 hours
  - Lecturer – 10 hours

  Faculty may apply for reduced hours if they are conducting research projects, serving as student or new faculty advisors, or performing administrative duties.

https://www.aa.ntnu.edu.tw/xhr/announcements/file/636c867b843f75649a4f4d93/download.pdf

Faculty teaching EMI (English-Mediated Instruction) courses listed in the university-approved course structures are eligible for university EMI incentives, in accordance with the university's “EMI Incentives Enforcement Guidelines.”
https://www.aa.ntnu.edu.tw/xhr/announcements/file/636c8892843f75649a4f5588/National_Taiwan_Normal_University_English_Mediated_Instruction__EMI__Incentives_Enforcement_Guidelines.pdf

Contact	Ms. Chia-Hui Lin, Academic Affairs ☎ 02-7749-1108 ✉ justego@ntnu.edu.tw

1.3 Course Management

Office of Academic Affairs

- Faculty can use ***Moodle system*** to manage their courses: https://moodle.ntnu.edu.tw

Contact	Ms. Chai-Yu Chen, NTNU Online ☎ 02-7749-5673 ✉ elearn@ntnu.edu.tw

- The course syllabus should be made available online before the start of each semester, and final grades should be submitted within two weeks after the final examination period.

Contact	Mr. Sheng -Hui Tsai, Academic Affairs ☎02-77491115 ✉w1202637994@ntnu.edu.tw

- Faculty may nominate students to serve as Teaching Assistants (TAs) for their courses. Nomination forms must be submitted before the end of the previous semester and must follow the rules and conditions set forth by the responsible academic units.

Contact	Mr. Yi-Ling Su, Academic Affairs ☎ 02-7749-1888 ✉ ylings@ntnu.edu.tw

1.4 Teaching Support & Resources

Office of Academic Affairs

- ***New Faculty Orientation (Hong-Hu Camp) & Instructional Consultation***

  - 新進教師研習營(鴻鵠營)、教學諮詢輔導

  New faculty are required to attend a new faculty orientation (the ***Hong-Hu Camp***), a teaching peer review program (***Formative Peer Review of Teaching, FPRT***), and a mentoring system, all of which must be completed at least once within their first year at NTNU.

  https://ctld.ntnu.edu.tw/english/faculty.html

Contact	Ms. Su-Min Hsu, Academic Affairs ☎ 02-7749-1877 ✉thehappyeyes@ntnu.edu.tw

- ***Teaching Awards***

  - 教師教學獎勵

  To recognize faculty contributions to teaching, NTNU

annually presents the Outstanding Teaching Award (OTA) and the Excellence in Teaching Award (ETA). Awardees receive a financial bonus along with a trophy or certificate.

Faculty members may apply for these awards through their respective units in March. After receiving recommendations from the selection committees of their department and college or center (including the School of Teacher Education, Center for General Education, and the Academy of Preparatory Programs for Overseas Chinese Students), candidates are forwarded to the university selection committee for final review.

Contact	Ms. Pey-Jia Tsai, Academic Affairs ☎ 02-7749-1891 ✉ light@ntnu.edu.tw

- ***Center for Academic Literacy*** (CAL) supports students in academic English writing and speaking through personalized tutoring and self-learning resources.
  CAL offers both one-on-one and group tutoring sessions, tailored to assist students with their coursework. Additionally, CAL provides self-learning materials, including a customized English writing guidebook, video lessons, and podcasts, all of which are suitable for independent study or classroom use.

  https://www.cal.ntnu.edu.tw/

Contact	Ms. Yen-Ju Chen, Academic Affairs

	☎ 02-7749-5902 ✉ yenju@ntnu.edu.tw

1.5 International Exchange & Subsidies

Office of International Affairs

- ***Ministry of Education – Pilot Overseas Internship / New Southbound Policy Pilot Overseas Internship***

  - 教育部-學海築夢/新南向學海築夢

  Faculty may nominate students for overseas internships, a program subsidized by the Ministry of Education, lasting at least 30 days (excluding Mainland China, Hong Kong, and Macao). Nominations are accepted twice a year, in January and August.

  https://bds.oia.ntnu.edu.tw/bds/web/facultystaff-intern-subsidy

- ***NTNU International Exchange Subsidy***

  - 本校推動國際合作交流補助

  Faculty may apply for subsidies when leading a group of five or more students abroad for study programs, internships, competitions, performances, or volunteer work. Applications are accepted twice a year, in April and October.
  https://bds.oia.ntnu.edu.tw/bds/web/facultystaff-subsidy

Contact	Ms. Ru-Hua Shih, Office of International Affairs ☎ 02-7749-1270 ✉ e51014@ntnu.edu.tw

- ***NTNU Faculty Exchange Program***
  - 教師赴外交換計畫

  Faculty may apply for academic leave to conduct research overseas, with applications accepted in January.
  https://drive.google.com/file/d/1OqdmXhXjD9Sp7nOtR4grwMTrVwAwf0ly/view

- NTNU's ***Office of International Affairs*** provides support for a wide range of international activities.

Contact	Ms. Serena Chen, Office of International Affairs ☎ 02-7749-1263 ✉serena102@ntnu.edu.tw

II. Research & Funding

2.1 Research Grants

Office of Research and Development

- ***National Science and Technology Council (NSTC) Research Grants*** *– Annual Application*
  - 國科會補助專題研究計畫－年度大批申請

  The annual call for NSTC research grant applications is announced by NSTC and NTNU in October or November, with the submission deadline typically at the end of December. The exact dates may vary.

  https://www.acad.ntnu.edu.tw/drc/3page1/3101/NSTC-Research-Project-Grants-73620780?locale=en

Contact	Ms. Yi-Juan Chan, Office of Research and Development ☎ 02-7749-1325 ✉ yijuan@ntnu.edu.tw

- ***NTNU New Faculty Research Grants***
  - 新進教師之專題研究費補助

New faculty (within three years of joining NTNU) may apply for a one-time new faculty research grant of up to NT$300,000. Applications are accepted in September and March each year.

Regulation name: *National Taiwan Normal University Regulations Governing Subsidies for Research Projects of New Faculty*
https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Regulations-Governing-Subsidies-for-Research-Projects-of-New-Faculty-24615860

Contact	Ms. Hui-Chen Chuang, Office of Research and Development ☎02-7749-1323 ✉kelly10591@ntnu.edu.tw

- ***NTNU International Research Collaboration Facilitating Grants***
  - 推動跨國合作研究計畫補助

Faculty are encouraged to participate in international joint research projects. Recipients of this grant must submit an NSTC international joint project proposal within two years of receiving the grant or publish one internationally co-authored research article in an academic journal indexed in the Scopus database within three years of the original grant period.

Regulation name: *National Taiwan Normal University Subsidy Guidelines for International Collaboration and Research Projects*

https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Subsidy-Guidelines-for-International-Collaboration-and-Research-Projects-97090422

Contact	Ms. Ying-Chun Cho, Office of Research and Development ☎ 02-7749-1319 ✉ se606@ntnu.edu.tw

- ***Subsidy for Short-Term Abroad Research Project of Assistant Professors***

  - 補助助理教授赴國外短期研究

  Applicants must have served continuously for over two years at NTNU and must be reviewed by their department (institute, program, or professional school) and the collegial faculty review committee. The duration of the research abroad must be between one and three months and take place during the winter or summer break.

  Regulation name: *National Taiwan Normal University Regulations for Subsidy to Short-Term Abroad Research Project of Assistant Professors*

  https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Regulations-for-Subsidy-to-Short-Term-Abroad-Research-Project-of-Assistant-Professors-50813856

Contact	Ms. Ying-Chun Cho, Office of Research and

	Development ☎ 02-7749-1319 ✉ se606@ntnu.edu.tw

- ***Industry-Academia Collaboration Research & Service Grants***

  - 民間單位產學合作

  Faculty members are encouraged to collaborate with private-sector partners on advanced industry-academia collaboration projects or provide consultation and other services. The ***Office of Research and Development*** assists in drafting contracts and ensuring compliance with all contract stipulations. Grant contracts are reviewed on a case-by-case basis and can be initiated at any time during the year.

  https://www.acad.ntnu.edu.tw/en/dril/4downs

Contact	Ms. Yi-Ling Tung, Office of Research and Development ☎ 02-7749-1336 ✉s891033@ntnu.edu.tw

2.2 Travel Grants

Office of Research and Development

- ***New Faculty Travel Grant***

  - 新進教師與研究人員出國參加學術會議補助

New faculty members (within three years of joining NTNU and with no more than five years of service at Taiwan's public universities and research centers) may apply for a one-time round-trip airfare travel grant to attend an international conference. Applications are reviewed on a case-by-case basis and must be submitted at least five weeks before the conference date.

Regulation name: *National Taiwan Normal University Subsidy Regulations for New Instructors' and Researchers' Overseas Thesis Publication*
https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Subsidy-Regulations-for-New-Instructors-and-Researchers-Overseas-Thesis-Publication-41807001

Contact	Ms. Hui-Chen Chuang, Office of Research and Development ☎ 02-7749-1323 ✉ kelly10591@ntnu.edu.tw

2.3 Publication Subsidies & Grants

Office of Research and Development

- ***NTNU Research Publication Subsidy***
  - 原創性學術論文刊登費

NTNU subsidizes individual faculty publications in academic journals indexed by SCI, SSCI, and A&HCI. Only the first author or corresponding author of the published article is eligible for the subsidy. Each faculty member is limited to one subsidy per academic year, and the

application must be submitted within the same fiscal year as the invoice.

Regulation name: *National Taiwan Normal University Subsidy Regulations for Original Thesis Publication*

https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Subsidy-Regulations-for-Original-Thesis-Publication-49272651

Contact	Ms. Hui-Chen Chuang, Office of Research and Development ☎ 02-7749-1323 ✉ kelly10591@ntnu.edu.tw

- ***NTNU Journal and Book Publication Subsidy***
  - 校內獎助-學術論文暨專書獎助

  NTNU subsidizes faculty publications of papers and books in top journals or academic journals indexed by SCI, SSCI, A&HCI, TSSCI, and THCI. Only the first author or corresponding author of the published work is eligible for the subsidy. The subsidy amount is determined by the article's Impact Factor (IF) ranking within its category according to Journal Citation Reports (JCR) categorizations. The grant amount is up to NT$50,000 per article. Applications are accepted online from October 1 to October 31.

Regulation name: *National Taiwan Normal University Incentive Policy for Publication of Academic Theses and Books*
https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Incentive-Policy-for-Publication-of-Academic-Theses-and-Books-23384712

Contact	Ms. Hui-Chen Chuang, Office of Research and Development ☎ 02-7749-1323 ✉ kelly10591@ntnu.edu.tw

2.4 Incentive Grants

Office of Research and Development

- ***Distinguished Talent Incentive***
  - 獎勵特殊優秀人才

Incentives are available for NTNU full-time faculty with outstanding performance in “Elevate Research Influence,” “Promote Industry-Academia Collaboration,” and “Contribute to the Promotion of International Reputation.” Qualified faculty members may receive monthly incentives for one year, in addition to their salary, based on their performance rank. Applications are accepted online from May 1 to May 31.
https://www.acad.ntnu.edu.tw/en/dsp/2201p

Contact	Ms. Yi-Shiuan Su, Office of Research and Development

	☎ 02-7749-1330 ✉ yss@ntnu.edu.tw

- ***Chair and Distinguished Professors***
  - 講座及特聘教授

Incentives are available for NTNU professors with outstanding achievements. The annual recommendation quota for each college is announced by the Office of Research and Development before the applications are accepted. Applicants should submit their applications to college administration from April 1 to April 30 for recommendation to the university-level review committee. Chair and distinguished professors may receive monthly incentives related to their awarded positions for up to three years, in addition to their regular salary.
https://www.acad.ntnu.edu.tw/en/dsp/2201p

Contact	Ms. Yi-Shiuan Su, Office of Research and Development ☎ 02-7749-1330 ✉ yss@ntnu.edu.tw

2.5 Patent Applications and Maintenance / Technology Transfer

Office of Research and Development

- ***Patent Applications and Maintenance Subsidy***
  - 專利申請與維護

NTNU subsidizes patent application costs, including expenses for patent filings and patent maintenance.

Applications are reviewed on a case-by-case basis and may be initiated at any time during the year. Applicants must submit the required documentation to the ***Office of Research and Development***.
https://www.acad.ntnu.edu.tw/en/dril/3laws

Contact	Ms. Chia-Hui Chien, Office of Research and Development ☎ 02-7749-1318 ✉jasmine2415@ntnu.edu.tw

- ***Technology Transfer***

  -技術移轉

Faculty members are encouraged to conduct technology transfer. The Office of Research and Development can assist in drafting contracts and ensuring compliance with all contract stipulations. Grant contracts are reviewed on a case-by-case basis and may be initiated at any time during the year.
https://www.acad.ntnu.edu.tw/en/dril/3laws

Contact	Ms. Shu-Chun Chen, Office of Research and Development ☎ 02-7749-1320 ✉humsci@ntnu.edu.tw

2.6 Other Regulations

Office of Research and Development

- ***Teacher Evaluation***

  - 辦理教師評鑑

NTNU evaluates faculty performance in the areas of teaching, research, and service. Lecturers and assistant professors are evaluated every three years, and associate professors and professors, every five years. Documentation must be submitted to the responsible unit by August for the Fall semester and by February for the Spring semester.
https://www.acad.ntnu.edu.tw/en/dsp/2reg/evareg

Contact	Mr. Chi-Feng, Hu, Office of Research and Development ☎ 02-7749-1469 ✉ hucf@ntnu.edu.tw

- ***Teaching Load Reduction Application due to Academic Research***
  - 申請教師從事學術研究申請減少授課時數

  Faculty conducting research projects approved by NSTC or sponsored by a government agency (excluding NTNU) are eligible for a teaching load reduction of up to 3 hours per semester. Applications for the following academic year are accepted from May 1 to July 31 and from November 1 to December 31.
  https://reurl.cc/nq0lQv

Contact	Mr. Chi-Feng, Hu,, Office of Research and Development ☎ 02-7749-1469 ✉ hucf@ntnu.edu.tw

- ***Applying for Research and Development Substitute Services (Substitute Military***

Service Personnel)

- 申請研發替代役男員額

Faculty conducting NSTC-funded research in the upcoming years are eligible to apply. The salaries of Research and Development Substitute Services (RDSS) personnel must be covered by the NSTC subsidy. Applications are accepted from July to mid-August every year.

https://www.acad.ntnu.edu.tw/zh_tw/dsp/2page2/180

Contact	Ms. Wan-Ling, Chen, Office of Research and Development ☎ 02-7749-1217 ✉ wlchen@ntnu.edu.tw

- ***Outstanding Instructors' Assistance in Research and Consultation***

- 學術績優教師協助研究諮詢

New faculty members may apply for research consultation at least once within their first year at NTNU. Records of consultation may be used as a reference when evaluating new faculty. New faculty may either apply to the responsible unit's Consultation Team for matchmaking services or seek assistance from senior instructors independently.

Regulation name: *National Taiwan Normal University Implementation Guidelines for Assistance in Research and Consultation for Outstanding Instructors*

https://reurl.cc/2j1QjE

Contact	Mr. Yu Chang, Office of Research and

	Development ☎ 02-7749-1324 ✉ friend29@ntnu.edu.tw

- ***Promoting Interdisciplinary Groups***
  - 教研人員籌組跨域團隊

The establishment of Special Interest Group (SIG) or cross-college (center) research teams is subsidized.

Each team will receive a fixed subsidy to promote interdisciplinary academic interaction, cooperation, and innovative research through various activities.

Regulation name: *National Taiwan Normal University Guidelines for Promoting Interdisciplinary Groups*

https://www.acad.ntnu.edu.tw/en/drc/3reg/3reg1/National-Taiwan-Normal-University-Guidelines-for-Promoting-Interdisciplinary-Groups-39986349

Contact	Ms. Ying-Chun Cho, Office of Research and Development ☎ 02-7749-1319 ✉ se606@ntnu.edu.tw

III. Personnel Policies

3.1 Appointments, Promotion & Tenure

Office of Human Resources

- Work permits for foreign faculty members must be obtained from the Ministry of Education (MOE) before the start of their appointment. https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0030058

- Faculty seeking promotion in academic rank or tenure may submit an application to their academic unit. Applications are accepted once per semester, by September 10 and March 10, respectively.

Contact	Ms. Yueh-Ling Chen, Office of Human Resources, Division 1 ☎ 02-7749-1299 ✉mkr17216@ntnu.edu.tw

3.2 Faculty Rights & Regulations

Office of Human Resources

- Faculty must submit a written report of any part-time work or part-time teaching to NTNU for approval. The workload of part-time jobs must not exceed 8 hours per week, and part-time teaching positions must not exceed 4 hours per week.
- Faculty may apply for a one-semester sabbatical after 3.5 years of consecutive service at NTNU, another public university, or Academia Sinica as a Professor or Research Fellow in Taiwan (with at least two years at NTNU).

Contact	Ms. Shih-En Wang, Office of Human Resources, Division 1 ☎ 02-7749-7984 ✉ shihen@ntnu.edu.tw

- International travel application forms (including those for travel to mainland China) must be completed online before business trips. A travel report must be submitted to

the ***Attendance Management System*** within 2.5 months after returning to Taiwan.

Contact	Ms. Tin-Yu Chen, Office of Human Resources, Division 2 ☎ 02-7749-1291 ✉ kasey@ntnu.edu.tw

3.3 Benefits & Retirement

Office of Human Resources

- Newly appointed international faculty members are eligible for an additional living allowance during the first three months of their employment at NTNU. They are also eligible for airfare subsidies, including one flight to Taiwan and two flights to their home country within a six-year period starting from the date of employment.
- Faculty members may apply for subsidies within three months of specific events, including marriage, childbirth, parental leave without pay, children attending school in Taiwan, or the funerals of family members/relatives.
- Children of faculty members may receive priority **enrollment in the *Junior High Division of the Affiliated Senior High School of NTNU***. If specific requirements are met, full-time faculty members (including APRC holders) may choose between a one-time lump sum pension payment or a monthly pension.
- If specific requirements are met, contract faculty members (including APRC holders) may be eligible to participate in the retirement pension system under the Labor Pension Act.

Contact	Ms. Yu-Zhen Chen, Office of Human Resources, Division 3 ☎ 02-7749-1309 ✉ yczhen@ntnu.edu.tw

3.4 Income Tax

Office of General Affairs

- Non-ROC faculty who have resided in Taiwan for more than 183 cumulative days within a single tax year (from January 1 to December 31) are eligible for a fixed income tax rate of 5%, the same as that of ROC residents.

Contact	Ms. Ching-Hui Liu, Office of General Affairs, Cashier Division ☎ 02-7749-5454 ✉ liuch0501@ntnu.edu.tw

IV. Travel and Reimbursement

4.1 Project Funding

Office of Accounting

- For reimbursement of work-related expenses, please submit your claim online through the ***Accounting System.***

  https://www.acc.ntnu.edu.tw/acc/include/index.php?Page=A-5-2

- To claim personnel expenses for an approved project, please attach all relevant documentation, including receipts and payee details, to the reimbursement form. If the project involves temporary workers, an attendance sheet must also be included.
- Purchase requisitions for R&D projects should comply with NTNU's ***Scientific and Technical Research Project Development and Procurement Guidelines***. Other requisitions are handled in accordance with Government Procurement Act and relevant regulations.

Contact	Ms. Fan-Yun Fu, Office of Accounting, Division 1 ☎ 02-7749-1147 ✉ sheriafu@ntnu.edu.tw

4.2 Traveling for Work

Office of Accounting

- When claiming domestic travel expenses, proof of transportation, accommodation, and other miscellaneous costs must be provided. Applicants are also required to submit a ***Domestic Travel Report***. For details, please refer to the Directions for the Domestic Travel Allowance Disbursement.
- When claiming overseas travel expenses, including those incurred when traveling to Mainland China, proof of transportation, accommodation, and other work-related costs must be provided. Where applicable, proof of air travel, such as flight tickets and itineraries, should also be

attached. Applicants are required to submit an ***Overseas Travel Report***. For details, Please refer to the Directions for the Overseas Travel Allowance Disbursement.

Contact	Office of Accounting, Division 1, Division 2, & Division 4