National Taiwan Normal University

Directives for Contractual Staff in Supervisory Positions

Last Amended on July 4, 2018

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Directives for Contractual Staff in Supervisory Positions* (hereinafter referred to as "the Directives") to retain outstanding contractual staff, inspire them to reach their full potential, and ultimately, facilitate the University's development and operations.

Article 2. To address operational needs, each (top-level) unit may appoint one contractual staff to serve as supervisor, but no over 10 contractual staff at the University may receive such appointments concurrently.

Article 3. The total number of faculty members and civil servants serving concurrently as division director plus contractual staff appointed to adjunct supervisory roles in each top-level unit may not exceed the number of its subordinate second-level units, as stipulated in the *University Charter*.

Article 4. Contractual staff who have been promoted for outstanding performance under the *Contractual Staff Management Directives* and meet one of the following criteria may be appointed to serve as supervisor and be entitled to a supervisor's allowance in accordance with the University's Table of Tiers for Contractual Staff Appointed to Supervisory Roles (Appendix I):

1. The contractual staff has been promoted to Tier 1 or 2
2. The contractual staff has been promoted to Tier 3 and has served in the current position for at least two years

Article 5. The appointment of contractual staff as supervisors shall be handled in accordance with the following procedures:

1. Quota request: Units with actual needs may fill out a quota request (Appendix II) to obtain approval from the President in accordance with the applicable administrative procedures.
2. Candidate shortlist: The Office of Human Resources will provide a list of eligible contractual staff to the applying unit, which shall select candidates to interview based on merit.
3. Preliminary review: Each unit shall establish its own screening and selection task force to perform the preliminary review.
4. Secondary review: Candidates recommended by the head of the unit shall be subject to a secondary review by the Staff Promotion Committee and a further review by the Contractual Staff Review Panel. Those who pass both reviews may be appointed with the approval of the President.

Article 6. Each contractual staff may serve as supervisor for up to one year per appointment. Upon conclusion of the original appointment, contractual staff with outstanding performance who receive a rating of 'A' or higher in the year-end performance evaluation may be granted a renewal at the

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recommendation of the unit director and with the approval of the President.

Article 7. Contractual staff appointed as supervisors who subsequently request unpaid leave, perform poorly on the job, or are unable to continue for any other reasons shall have their appointment terminated at the recommendation of the unit director (who shall provide specific reasons for the termination) and with the approval of the President.

Article 8. The provisions herein shall not apply to units that operate on a performance indicator-linked management model, IT staff hired by the Information Technology Center, or contractual staff hired using Higher Education SPROUT Project budgets.

Article 9. Matters unaddressed herein shall be subject to other applicable regulations.

Article 10. The Directives and any amendments made hereto shall be implemented upon passage by the Administrative Directors Council and the University Endowment Fund Management Committee.

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