National Taiwan Normal University

Letter of Appointment for Adjunct Faculty

Last Amended on May 7, 2025

National Taiwan Normal University is pleased to appoint Dr/Mr/Mrs/Miss/Ms_____ as an Adjunct Faculty Member of the Department of _____, College of _____, National Taiwan Normal University (NTNU). The terms of the appointment are as follows:

1. The Period of Appointment is from _____ (MM/DD/YYYY) to _____ (MM/DD/YYYY).
2. In the event that the adjunct faculty member wishes to resign before the end of the appointment period, a three-month advance notice is required and the appointment shall only be terminated with the approval of the university and at the end of a semester.

   An adjunct faculty member whose appointment is not renewed upon the expiration of the Period of Appointment shall not be considered as adjunct faculty of NTNU from the time the appointment period ends.

   In the event that the number of students who sign up for the course offered by the adjunct faculty member does not meet the minimum criteria for the university to offer the course, resulting in no need to appoint the adjunct faculty member. In such cases, NTNU may terminate the appointment before its expiration.
3. The hourly pay for an adjunct faculty member shall be determined and paid in accordance with the Pay Scale for Hourly Remuneration of Adjunct Faculty at Public Colleges and Universities, as well as the relevant regulations of NTNU.
4. An adjunct faculty member is entitled to leave of absence subject to the provisions of Article 17 of the Regulations Governing the Employment of Adjunct Teachers in Tertiary Education. If an adjunct faculty member takes leave for any reason, they shall provide makeup classes for their students.
5. An adjunct faculty member shall abide by the Gender Equity Education Act, the Act of Gender Equality in Employment, the Regulations Governing Prevention of Gender-Related Incidents on Campuses, the Regulations on the Prevention of Bullying on Campus, and other applicable regulations.
6. In the event that an adjunct faculty member fails to receive a score above 3.5 marks in two consecutive Course Evaluation Exercises conducted by the Office of Academic Affairs, their appointment shall not be renewed, and they shall not offer any courses.
7. In accordance with the provisions of the Labor Pension Act, adjunct faculty members who do not hold full-time positions and who meet the stipulations of the Labor Pension Act shall receive monthly pension contributions during the period of their employment with NTNU.

   The definition of the term "adjunct faculty members who do not hold full-time positions" shall be that stipulated in the Regulations Governing the Employment of Adjunct Teachers in Tertiary Education Institutions.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

8. In the event that the appointment of an adjunct faculty member needs to be terminated or suspended during the period of their appointment due to circumstances covered in the Regulations Governing the Employment of Adjunct Teachers in Tertiary Education Institutions, the termination or suspension shall be carried out in accordance with the relevant provisions or regulations.

9. The appointment of an adjunct faculty member shall follow the stipulations of the Regulations Governing Reporting and Information Collection Regarding Educational Institution Personnel Unsuitable for Employment and Related Investigations, Handling of Matters and Use of Reports and Data *mutatis mutandis* pertaining to reports, information collection, inquiries, and related matters regarding the individual.

10. All matters not covered in this letter shall be handled in accordance with the Regulations Governing the Employment of Adjunct Teachers in Tertiary Education Institutions and relevant rules and regulations of NTNU.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.