國立臺灣師範大學

專任教師及研究人員員額申請及核給要點

NTNU Guidelines for the Application and Approval of Additional Headcounts for Full-Time Faculty Members and Research Personnel

Passed during the 125th University General Meeting on Nov 25, 2020

Announced in Letter Shi-Da-Ren-Zi No. 1101004071 dated March 1, 2021

1. In the spirit of university autonomy as per the Teachers' Act, National Taiwan Normal University has established these *Guidelines for the Application and Approval of Additional Headcounts for Full-Time Faculty and Research Personnel* (hereinafter referred to as the "Guidelines") in order to promote better utilization of personnel headcounts, recruit outstanding talents and improve the quality of teaching and academic research.
2. Where departments, graduate institutes, specialized degree programs need to hire full-time teaching staff (including project staff) and/or research staff (including teachers, technical specialists and researchers) to meet their teaching and/or research needs, such cases shall be handled in accordance with the provisions of these *Guidelines*.
3. When applying for an increase in the number of teaching or research staff headcounts, all units shall submit their applications for discussion and approval at the Headcount Pre-Approval Meetings before proceeding with the open recruitment.
   The Headcount Pre-Approval Meeting shall comprise the President of the University, the Vice-President of Academic Affairs and the dean of each respective college to which the proposing department (graduate institute or degree program) belongs. When necessary, the head of the department (graduate institute or degree program) who has proposed said headcount increase may be invited to the meeting for an explanation.
   The following issues shall be considered in the Headcount Pre-Approval Meeting:
   (1) The current headcount of the proposing unit;
   (2) The enrollment data of the proposing unit's daytime academic programs;
   (3) The quality and progress of internationalization of the proposing unit;
   (4) The relationship between the proposed additional headcount and the department's plans for the next five years;
   (5) The qualifications required for the proposed position.
   The appointment process of the pre-approved headcount shall be completed within one year.
4. Upon the completion of the open recruitment process, the proposing unit shall, after discussion at the relevant meeting(s), draw up a short list of candidates for review by the Academic Competence Review Task Force.
   The number of the short-listed candidates shall be limited to a maximum of three times the number of pre-approved position(s).

   The Academic Competence Review Task Force shall be comprised of the president, vice presidents, and several extramural scholars and experts.

   Said Review Task Force shall take into consideration the academic performance of the short-listed candidates as well the proposing unit's staffing needs before approving the headcount (including the rank and number of positions). The chosen candidate(s) shall then be submitted to the three levels of Faculty Evaluation Meetings for review and approval.

5. These Guidelines shall be implemented after approval by the University's General Meeting. The same shall apply in the case of amendments.

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