National Taiwan Normal University

專案教學及研究人員聘任要點
Directives Governing the Appointment of Contract Faculty Members and Research Fellows

Last Amended on October 25, 2023

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the following *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* (hereinafter referred to as "the *Directives*") pursuant to the *General Guidelines for the Employment of Full-Time Contract Teachers at Junior Colleges and Institutions of Higher Education* and the *General Guidelines for the Employment of Research Fellows and Staff Members Using National University Endowment Funds* to recruit exceptional teaching and research talents.

Article 2. The terms "contract faculty members" and "contract research fellows" as used herein shall refer to full-time supernumerary employees of the following categories and ranks whose appointment has been reviewed and approved by the three levels of faculty evaluation committees at the University and whose remuneration is paid by the University Endowment Fund:

1. Contract faculty members shall be limited to contract-based assistant professors.
2. Contract research fellows shall be limited to contract-based assistant research fellows.

Article 3. The age limit for the appointment of regular full-time faculty members shall apply *mutatis mutandis* to that of contract faculty members and research fellows.

Newly appointed contract faculty members and research fellows shall possess the same qualifications as their full-time counterparts of the same rank at the University and, except for those who specialize in a field in the arts and who are seeking their first employment after obtaining a doctoral degree, shall additionally meet one of the following criteria:

1. Newly appointed contract faculty members shall have:
   (1) Officially published an academic book in the most recent three-year period, with relevant supporting documents such as peer review opinions and proof of publication;
   (2) Published two papers as either first or corresponding author in SCI, SCIE, SSCI, A&HCI, EI, TSCCI, or beginning in 2016, THCI (formerly, THCI Core) indexed journals in the most recent three-year period; or
   (3) Published an original academic paper as either first or corresponding author in a journal ranked in the top 5% in its discipline by Impact Factor in the most recent three-year period.
2. Newly appointed contract research fellows shall have
   (1) Officially published an academic book in the most recent three-

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year period with relevant supporting documents such as peer review opinions and proof of publication;

(2) Published two papers in SSCI or A&HCI indexed journals or three articles in SCI/SCIE indexed journals as either first or corresponding author in the most recent three-year period; or

(3) Published an original academic paper as either first or corresponding author in a journal ranked in the top 5% in its discipline by Impact Factor in the most recent three-year period.

Newly appointed contract faculty members and research fellows in a field in the arts shall present proof of practical professional experience or exceptional works of art.

Newly appointed contract faculty members and research fellows are not subject to the University's revolving-door policy.

Article 4. Units planning to hire a contract faculty member or research fellow shall obtain the approval of the President through the applicable administrative procedures, submit a letter of appointment (see Appendix I) together with proof of the candidate's educational and work experience to all three levels of faculty evaluation committees for review and passage, and refer the candidate to the President for approval and appointment.

Contract faculty members and research fellows shall sign an employment contract (see Appendix II for the contract format) upon appointment.

Article 5. Contract faculty members and research fellows shall receive the same salary grades as full-time faculty members and research fellows of the same rank, and those who have previously served as a civil servant or in a private organization domestically or abroad with outstanding achievements in a comparable position of a similar nature may be entitled to a pay raise based on their seniority in the same manner as full-time faculty members and research fellows of the University.

Contract faculty members and research fellows shall be entitled to the following privileges in accordance with the applicable regulations of the University:

1. Employee Identification Card
2. Recreational gatherings, birthday celebrations, and faculty club activities
3. Use of University facilities and services in accordance with the regulations of their respective managing units

Contract faculty members' basic teaching hours shall be nine hours per week, and may apply for up to three hours of reduction in teaching hours per week, per semester. The number of teaching hours is calculated per academic year, and each contract faculty member shall teach at least two hours per week, per semester. Additionally, they may neither offer courses in in-service programs at the University nor receive overtime hourly pay.

For the University's contract faculty members who are appointed as full-time assistant professors, the reduction of teaching hours for new instructors shall be completed within six semesters of assuming their duties.

Contract faculty members shall be subject to teaching, research, and service evaluations, whereas contract research fellows shall be subject to research and service evaluations.

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Rules on employment protection for regular full-time faculty members and research fellows shall not apply to contract faculty members and research fellows.

Contract faculty members' and research fellows' other rights and obligations shall be stipulated separately in their employment contract.

Article 6. Matters related to contract faculty members' and research fellows' labor insurance, labor occupational accident insurance, employment insurance, National Health Insurance, and other applicable deductions unaddressed herein shall be handled in accordance with the applicable laws and regulations and the related premiums shall be withheld by the University from their monthly remuneration.

The University shall withhold pension contributions from contract faculty members' and research fellows' remuneration based on the maximum withholding rate stipulated under Article 7, Paragraph 2 and Article 14, Paragraph 2 of the *Labor Pension Act.* Those who do not meet the eligibility requirements for the *Labor Pension Act* shall be handled in accordance with the *Regulations Governing Severance Pay for Contract-Based Personnel Employed by Government Agencies and Schools*.

Article 7. Contract faculty members and research fellows shall be employed on one-year contracts. Those seeking to renew their contract shall undergo an evaluation (see Appendix III for the evaluation form) by the original hiring unit. The evaluation results and supporting documents shall be forwarded to the department-, college-, and University-level faculty evaluation committees for review and passage and then submitted to the President for approval. However, the maximum period of employment may not exceed three years. Those who are not granted a contract renewal by the end of their original contract shall be deemed to have been subject to a non-renewal of appointment.

In the event of a dispute arising from the evaluation results and supporting documents described in the preceding paragraph, the University may ask three external scholars/experts to review the candidate's research performance and provide their opinions to the University's Faculty Evaluation Committee for future reference as necessary.

Except for those willingly resigning from their position, contract faculty members and research fellows who are subject to a non-renewal of appointment for reasons not stipulated under Articles 6 and 7 of either the *General Guidelines for the Employment of Full-Time Contract Teachers at Junior Colleges and Institutions of Higher Education* or the *General Guidelines for the Employment of Research Fellows and Staff Members with National University Endowment Funds* shall, pursuant to Article 12 of the *Labor Pension Act*, be entitled to severance pay in the amount of half their average monthly remuneration for each year of their service at the University, for up to six months' worth of average monthly remuneration. Severance pay for partial years of service shall be prorated.

Article 8. Contract faculty members and research fellows who complete one year of service at the University and pass the following evaluations may be granted a contract renewal and a pay raise:

1. Contract faculty members:
   (1) Contract faculty members shall undergo teaching and service

evaluations following their first year of service, the criteria for which are as follows:

(a) Teaching evaluation: Each hiring unit may set their own standards, but a contract faculty member must receive an average score of 3.5 or above on the Course Evaluation Survey in order to pass the evaluation.

(b) Service evaluation: The passing score shall be 80 or above.

(2) Beginning in their second year of service, contract faculty members shall be subject to a research evaluation in addition to the teaching and service evaluations described in the preceding subparagraph. The criteria for the research evaluation are as follows:

(a) The candidate must have published two papers in SCI, SSCI, A&HCI, EI, TSSCI, EconLit, or beginning in 2016, THCI (formerly, THCI Core) indexed journals or one academic book that meets the criteria stipulated under Article 12, Paragraph 1, Subparagraph 2 of the University's Regulations for Faculty Evaluation in the most recent two-year period, and must also have served as principal investigator on a National Science and Technology Council (NSTC) research project in the most recent two-year period.

Contract faculty members must be the first or corresponding author of the aforementioned journal papers or the sole author of the academic book. Contract faculty members may apply to have a journal paper counted as an NSTC project (must be the principal investigator) and vice versa (one time only).

(b) Contract faculty members in a field of the arts must have published two books (proof of external review provided by the publisher is required) or organized two nationwide exhibitions/performances (a comprehensive exhibition/ performance report is required) in the most recent two-year period. For exhibitions and performances co-organized by multiple individuals, a written statement signed by all other collaborators detailing the specific contributions of the contract faculty member shall be provided. The exhibition/performance report shall contain the following major sections:

(i) Creative concept or performer's ideology

(ii) Theoretical basis

(iii) Description of format

(iv) Methodology or techniques (may also include the creative process)

Those who fail the research evaluation following their second year of service may still have their contract renewed but shall be ineligible for a pay raise.

2. Contract research fellows:

(1) Contract research fellows shall undergo a service evaluation

following their first year at the University; the passing score shall be 80 or above.

(2) Beginning in their second year of service, contract research fellows shall be subject to a research evaluation in addition to the service evaluation described in the preceding subparagraph. The criteria for the research evaluation are as follows:

(a) The candidate must have published four papers in SSCI/A&HCI indexed journals, six papers in SCI indexed journals, or one academic book that meets the criteria stipulated under Article 12, Paragraph 1, Subparagraph 2 of the University's *Regulations for Faculty Evaluation*. Contract research fellows must be the first or corresponding author of at least half of the aforementioned journal papers or the sole author of the academic book.

(b) Contract research fellows a field in the arts must have published two books (proof of external review provided by the publisher is required) or organized two nation-wide exhibitions/performances (a comprehensive exhibition/performance report is required) in most recent two-year period. For exhibitions and performances co-organized by multiple individuals, a written statement signed by all other collaborators detailing the specific contributions of the contract faculty member shall be provided. The exhibition/performance report shall contain the following major sections:

(i) Creative concept or performer's ideology

(ii) Theoretical basis

(iii) Description of format

(iv) Methodology or techniques (may also include the creative process)

Those who fail the research evaluation following their second year of service may still have their contract renewed but shall be ineligible for a pay raise.

Regulations governing the evaluation of contract faculty members and research fellows shall be formulated by their respective hiring unit, forwarded to the unit's faculty evaluation committee for passage, and submitted to the college-level faculty evaluation committee for future reference.

Article 9. Contract faculty members may request a teacher's certificate in accordance with the regulations on teacher qualification reviews for full-time faculty members.

Article 10. A contract faculty member or research fellow whose performance is outstanding may be given priority for appointment as a regular full-time faculty member or research fellow.

Article 11. Contract faculty members and research fellows who commit any offenses for which their employment may be suspended or terminated under Articles 6 and 7 of either the *General Guidelines for the Employment of Full-Time Contract Teachers at Junior Colleges and Institutions of Higher Education* or the *General Guidelines for the Employment of Research*

Fellows and Staff Members Using National University Endowment Funds during their contract period shall be subject to the applicable provisions of the cited *Guidelines*. Furthermore, the University may seek damages against said contract faculty members and research fellows for breach of contract.

Article 12. Matters unaddressed herein shall be subject to other applicable regulations of the University.

Article 13. The *Directives* and any amendments thereto shall be implemented upon passage by the Academic and Administrative Directors Council.

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National Taiwan Normal University
Employment Contract for Contract Faculty Members (appointed on or after August 1, 2015)

WHEREAS, National Taiwan Normal University ("Party A") wishes to retain the services of _____ ("Party B") as a contract faculty member to address Party A's educational and research needs; NOW, THEREFORE, both parties hereto agree to enter into this employment contract ("Contract") and be bound by the following terms and conditions:

1. Term of employment: From ____/____/_____ (MM/DD/YYYY) to ____/____/_____ (MM/DD/YYYY)
2. Associated unit:
3. Job description:
4. Remuneration and compensation standards: Equivalent to full-time assistant professor
   (Salary point: _____Monthly remuneration: NT$_____)
5. Teaching hours: Party B's basic teaching hours shall be nine hours per week, and may apply for up to three hours of reduction in teaching hours per week, per semester. The number of teaching hours is calculated per academic year, and Party B shall teach at least two hours per week, per semester. Additionally, Party B may neither offer courses for in-service programs at the University nor receive overtime hourly pay.
6. Party B may be granted a pay raise of one salary grade upon passing an evaluation by Party A and receiving a contract renewal.
7. Time off and official leave: Regulations that govern regular full-time faculty members shall apply.
8. Benefits: The Provisions of Party A's *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* shall apply.
9. Retirement: Party A shall withhold pension contributions from Party B's remuneration based on the maximum withholding rate stipulated under Article 7, Paragraph 2 and Article 14, Paragraph 2 of the *Labor Pension Act*. If Party B does not meet the eligibility requirements for the *Labor Pension Act*, the *Regulations Governing Severance Pay for Contract-Based Personnel Employed by Government Agencies and Schools* shall apply.
10. Insurance: Labor insurance, labor occupational accident insurance, employment insurance, National Health Insurance, and other mandatory insurance unaddressed herein shall be handled in accordance with the applicable laws and regulations. Premiums payable by Party B shall be withheld by Party A from Party B's monthly remuneration, whereas premiums payable by Party A shall be covered by Party A's University Endowment Fund or other related funds.
11. Party B shall be present at Party A's premises at least four days per week and may not seek external part-time teaching engagements or adjunct positions without Party A's prior permission in writing.
12. Party B shall abide by the *Gender Equity Education Act*, the *Act of Gender Equality in Employment*, the *Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus*, the *Regulations on the Prevention of Bullying on Campus*, and other applicable regulations.
13. Any research outcomes produced by Party B using Party A's resources while employed by Party A, as well as any R&D results developed or books written under the auspices of Party A, shall be subject to Party A's *Regulations for the Management of Research and Development Outcomes and Technology Transfers*. Industry-academia collaboration projects with government agencies at any level, public/private institutions, organizations, and businesses shall be handled in accordance with Party A's administrative procedures.
14. During the term of employment, Party B agrees to abide by any and all regulations stipulated by Party A. In the event that Party B commits any offenses resulting in their suspension or termination under Articles 6 and 7 of the *General Guidelines for the Employment of Full-Time Contract Teachers at Junior Colleges and Institutions of Higher Education*, Party B shall be subject to the applicable provisions of the cited *Guidelines*. Party B is required to give Party A one-month notice for early resignation due to extraordinary circumstances, and the resignation shall only take effect upon Party A's approval.
15. Party B hereby acknowledges that they are an employee hired by Party A under its *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* on a one-year contract. Party B shall undergo an evaluation by the original hiring unit if Party B wishes to have their contract renewed. The evaluation results and supporting documents shall be forwarded to Party A's department-, college-,

and university-level faculty evaluation committees for review and passage and then submitted to Party A's President for approval. However, Party B's maximum period of employment may not exceed three years. In the event that Party B is not granted a contract renewal by the end of their original term of employment, Party B shall be deemed to have been subject to a non-renewal of appointment.

If Party B is subject to a non-renewal of appointment for reasons not stipulated under Articles 6 and 7 of the *General Guidelines for the Employment of Full-Time Contract Teachers at Junior Colleges and Institutions of Higher Education*, then they shall be entitled to severance pay in the amount of half their average monthly remuneration for each year of service at the University for up to six months of average monthly remuneration pursuant to Article 12 of the *Labor Pension Act*, except where they submit a resignation of their own accord. Severance pay for partial years of service shall be prorated.

16. Matters unaddressed herein shall be subject to Party A's *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* and other applicable regulations.
17. Both parties hereto agree to designate the Taiwan Taipei District Court as the court of first instance regarding any litigation that should arise from this Contract.
18. This Contract shall be prepared in quadruplicate, with each party hereto holding onto one original copy and the remaining copies being forwarded by Party A to the competent units (one copy to be retained for filing, one copy to be retained by the hiring unit, and one copy to be retained by the Office of Human Resources).
19. This appointment shall only become effective upon the signing of this Contract.

Signatories

Party A: National Taiwan Normal University

President:

Party B: [Signature/ seal]

Place of residence:

National ID (or passport number):

Date: _____/_____/_____ (MM/DD/YYYY)

National Taiwan Normal University
Employment Contract for Contract Research Fellows (appointed on or after August 1, 2015)

WHEREAS, National Taiwan Normal University ("Party A") wishes to retain the services of _____ ("Party B") as a contract research fellow to address Party A's research needs; NOW, THEREFORE, both parties hereto agree to enter into this employment contract ("Contract") and be bound by the following terms and conditions:
:

1. Term of employment: From ____/____/_____ (MM/DD/YYYY) to ____/____/_____ (MM/DD/YYYY).
2. Associated unit:
3. Job description:
4. Remuneration and compensation standards: Equivalent to full-time assistant research fellow (Salary point: _____Monthly remuneration: NT$ _____)
5. Party B may be granted a pay raise of one salary grade upon passing an evaluation by Party A and receiving a contract renewal.
6. Time off and official leave: Regulations that govern regular full-time research fellows shall apply.
7. Benefits: The Provisions of Party A's *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* shall apply.
8. Retirement: Party A shall withhold pension contributions from Party B's remuneration based on the maximum withholding rate stipulated under Article 7, Paragraph 2 and Article 14, Paragraph 2 of the *Labor Pension Act*. If Party B does not meet the eligibility requirements for the *Labor Pension Act*, the *Regulations Governing Severance Pay for Contract-Based Personnel Employed by Government Agencies and Schools* shall apply.
9. Insurance: Labor insurance, labor occupational accident insurance, employment insurance, National Health Insurance, and other mandatory insurance unaddressed herein shall be handled in accordance with the applicable laws and regulations. Premiums payable by Party B shall be withheld by Party A from Party B's monthly remuneration, whereas premiums payable by Party A shall be covered by Party A's University Endowment Fund or other related funds.
10. Party B shall be present at Party A's premises at least four days per week and may not seek external part-time teaching engagements or adjunct positions without Party A's prior permission in writing.
11. Party B shall abide by the *Gender Equity Education Act*, the *Act of Gender Equality in Employment*, the *Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus*, the *Regulations on the Prevention of Bullying on Campus*, and other applicable regulations.
12. Any research outcomes produced by Party B using Party A's resources while employed by Party A, as well as any R&D results developed or books written under the auspices of Party A, shall be subject to Party A's *Regulations for the Management of Research and Development Outcomes and Technology Transfers*. Industry-academia collaboration projects with government agencies at any level, public/private institutions, organizations, and businesses shall be handled in accordance with Party A's administrative procedures.
13. During the term of employment, Party B agrees to abide by any and all regulations stipulated by Party A. In the event that Party B commits any offenses resulting in their suspension or termination under Articles 6 and 7 of the *General Guidelines for the Employment of Research Fellows and Staff Members with National University Endowment Funds*, Party B shall be subject to the applicable provisions of the cited *Guidelines*. Party B is required to give Party A one-month notice for early resignation due to extraordinary circumstances, and the resignation shall only take effect upon Party A's approval.
14. Party B hereby acknowledges that they are an employee hired by Party A under its *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* on a one-year contract. Party B shall undergo an evaluation by the original hiring unit if Party B wishes to have their contract renewed. The evaluation results and supporting documents shall be forwarded to Party A's department-, college-, and university-level faculty evaluation committees for review and passage and then submitted to Party A's President for approval. However, Party B's maximum period of employment may not exceed three years. In the event that Party B is not granted a contract renewal by the end of their original term of

employment, Party B shall be deemed to have been subject to a non-renewal of appointment.
If Party B is subject to a non-renewal of appointment for reasons not stipulated under Articles 6 and 7 of the *General Guidelines for the Employment of Research Fellows and Staff Members with National University Endowment Funds*, then they shall be entitled to severance pay in the amount of half their average monthly remuneration for each year of service at the University for up to six months of average monthly remuneration pursuant to Article 12 of the *Labor Pension Act*, except where they submit a resignation of their own accord. Severance pay for partial years of service shall be prorated.

15. Matters unaddressed herein shall be subject to Party A's *Directives Governing the Appointment of Contract Faculty Members and Research Fellows* and other applicable regulations.
16. Both parties hereto agree to designate the Taiwan Taipei District Court as the court of first instance regarding any litigation that should arise from this Contract.
17. This Contract shall be prepared in quadruplicate, with each party hereto holding onto one original copy and the remaining copies being forwarded by Party A to the competent units (one copy to be retained for filing, one copy to be retained by the hiring unit, and one copy to be retained by the Office of Human Resources).
18. This appointment shall only become effective upon the signing of this Contract.

Signatories

Party A: National Taiwan Normal University

President:

Party B: [Signature/ seal]

Place of residence:

National ID (or passport number):

Date: _____/_____/_____ (MM/DD/YYYY)