國立臺灣師範大學教師兼職處理要點

National Taiwan Normal University

Guidelines on Concurrent Positions of Faculty Members

Amendments to Points 1 and 2 approved at the 125th University General Meeting on November 25, 2020.

Announced in the Letter Shi-Da-Ren-Zi No.1091033893 dated Dec. 18, 2020.

1. National Taiwan Normal University (hereinafter referred to as the "University") has established these rules in order to management the concurrent employment of regular, full-time faculty members (hereinafter referred to as "faculty members"). These Guidelines have been based on the *Regulations on Concurrent Positions of Full-time Faculty Members at All Levels of Public Schools* *公立各級學校專任教師兼職處理原則* (hereinafter referred to as the "Public-School Regulations on Concurrent Positions"), *Regulations on Concurrent Positions by Research Personnel and Investments in Technologies of Researchers* 從事研究人員兼職與技術作價投資事業管理辦法, and other relevant laws and regulations.
2. Faculty members who hold a concurrent post in an institution, agency, school, legal entity, business, or organization outside the University shall abide by the provisions set forth herein.

   However, for faculty members who hold a concurrent administrative position, and whose scope of duties and permission procedures applied are in accordance with the provisions of the *Civil Servant Work Act*, Point 3 below shall not apply.
3. The concurrent posts and their scope shall be handled in accordance with the aforementioned Public-School Regulations on Concurrent Positions.
4. Should a faculty member's concurrent position entail routine operations, the number of working hours shall not exceed eight hours per week.

   The total number of concurrent posts a faculty member without an administrative position is allowed to hold in the following positions shall be limited to four: a director or supervising director of a public or private enterprise, a director or supervising director of a financial legal entity, or other

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important positions that involve actual operations (e.g., positions at the level of deputy CEO, deputy secretary, and above).

However, the total number of concurrent posts a faculty member with an administrative position may hold shall be limited to only two of the above-mentioned positions.

5. Faculty member remuneration for their concurrent posts shall be shouldered by the University, not paid directly by the agency or institution providing concurrent employment.

   However, should the agency or institution providing concurrent employment use telecommunication transaction processing to pay remuneration and inform the University in writing afterwards, this provision shall not apply.

   The number of concurrent posts for which a faculty member receives remuneration shall not exceed four (excluding payments for attendance and transportation fees), except in special circumstances approved by the University.

6. A faculty member's concurrent job shall not interfere with their own work as a faculty member and said faculty member shall meet the basic teaching-hours and work requirements of the University. In addition, the concurrent job shall be reported in writing (See attached form) to the University for prior approval. Re-application shall be required for extensions of concurrent jobs or changes in job positions.

   However, a faculty member shall be exempted from filing an application in the following circumstances:

   (1) The faculty member is not invited to give a lecture or teach a class on a regular, frequent or continuous basis, and the content is not shared or published for profit or commercial promotion purposes.

   (2) The faculty member holds a concurrent post on the task force of or in an advisory capacity to a government institution or agency, school, or administrative legal entity, or serves as an expert representative in a meeting of a government agency or institution, school, or administrative legal entity.

(3) The faculty member's duties in their concurrent position must be kept confidential as stipulated by laws and regulations.

(4) The faculty member is invited by a government institution or agency, school, administrative legal entity, or nonprofit organization or group to work in a concurrent position that is compensated in terms of transportation or attendance fees and receives no other compensation (including money or property payments in kind).

(5) The faculty member is invited by a government institution or agency, school, administrative legal entity, or non-profit organization or group to serve as a non-routine worker.

7. Unless the faculty member holds a concurrent post exempted from requiring approval by the University in accordance with the regulations set forth herein, a faculty member who has been verified to be working in a post other than the University's without prior approval may receive appropriate disciplinary action based on the severity of the case in accordance with Point 15 of the National Taiwan National University Regulations on Faculty Member Service 本校教師服務規則 or the provisions set forth in Article 14, Paragraph 1, Subparagraph 13 and Paragraph 2 of the *Teachers' Act.* The case shall be submitted to the three levels of Faculty Evaluation Committees for deliberation.

Remuneration received for a concurrent post during the period of non-compliance as described in the above paragraph shall be collected and deposited into the University Endowment Fund.

8. The University shall not approve or shall revoke the approval of a faculty member holding a concurrent post in any of the following circumstances:

(1) The concurrent post is incompatible with the nature of one's teaching position.

(2) The faculty member's evaluation does not meet the University's standards.

(3) There is concern of adverse influence on one's teaching position.

(4) There is concern of tarnishing the image of the University or the faculty member.

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(5) There is concern of leaking official secrets.

(6) There is concern of fraud for vested interest.

(7) There is concern of improper transfer of benefits in the course of performing duties.

(8) There is concern of misuse of public funds or university property.

(9) There is concern of violation of educational neutrality.

(10) There is a concern of endangering the safety or health of the faculty member.

Each department, institute, or degree program shall periodically evaluate and review the concurrent positions of faculty members each semester to determine whether to approve continuance of their concurrent employment.

9. Should a faculty member hold a concurrent post for more than six months and any of the circumstances listed below apply, the University shall, unless otherwise stipulated by law, enter into a contract with the for-profit organization or group where the faculty member holds a concurrent post and establish a remuneration charging mechanism based on the details of the employment. The remuneration shall be no less than the total amount of salary paid to the faculty member at the University for one month per year as a matter of principle. Any such remuneration received using said charging mechanism shall be contributed to the University Endowment Fund.

(1) The faculty member does not concurrently hold an administrative position in the University but:

i. Is employed in a concurrent position at a for-profit organization or group that has established an industry-academia partnership with the University.

ii. Is employed in a concurrent position at a foreign company overseas, in Hong Kong, or in Macau that has established an industry-academia partnership with the University and has primarily listed its shares in Taiwan, or has made resolutions in their board of directors and shareholders' meetings to apply for primary listing in Taiwan.

iii. Is employed in a concurrent position at a new biotechnology or drug company.

(2) The faculty member holds an administrative position and works in a concurrent position at a for-profit organization or group, or a

biotechnology or new drug development company without representing the government or University's shares in accordance with relevant laws and regulations.

Should the concurrent position at the for-profit organization or group require pre-employment procedures for an appointment nomination, the faculty member shall submit an application to the University to receive written approval when the faculty member is invited to be a candidate for said appointment. If a faculty member is recruited to hold a concurrent position at a nonprofit organization or group, he/she shall likewise be subject to the aforementioned requirements. Faculty members who are not eventually appointed shall notify the University.

Where a faculty member is appointed as an independent director specified under Paragraph 1, Subparagraph 1, Items 1 and 2, the University shall request the for-profit organization or group that appointed the faculty member to make a resolution at the first board meeting after their shareholders' meeting to complete the contracts of industry-academia partnership and on the academic charging mechanism with the University within three months from the date of the faculty member's appointment as an independent director. Said resolution shall be retroactive to the day of appointment and the University shall be notified in writing.

A faculty member who serves a concurrent position as an independent director in accordance with the procedures set forth in the preceding paragraph shall be deemed legally serving within three months from the date of their appointment. In the event that the for-profit organization or group's first board meeting after the shareholders' meeting is unable to approve the aforementioned resolution, the University shall deem said concurrent appointment to be null and void ab initio.

Should the contracts on industry-academia partnership and academic charging mechanism not be completed on time, the approval letter for the concurrent position shall be void from the day after the expiration date of the three-month period.

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A faculty member who assumes duties relevant to a concurrent position as an independent director shall submit an application in accordance with the relevant provisions herein. The validity of their performance of duties during the three-month period specified in the preceding paragraph shall be identical with those of the earlier two paragraphs.

The contract of partnership in Paragraph 1 shall be handled based on the National Taiwan Normal University Regulations on the Charging Mechanism of Full-Time Faculty Members Who Hold Concurrent Positions in For-profit Organizations 國立臺灣師範大學專任教師兼或任職營利事業機構回饋辦法.

10. Where faculty members are under secondment, they shall notify the University after their concurrent post is approved by the institution, agency, school, legal entity, business, or organization they are being transferred to. Said faculty members shall not be subject to the restrictions stipulated in Points 4 to 9.

However, the period of concurrent employment shall not exceed the period of secondment.

11. Any matter not covered in these Guidelines shall be handled in accordance with the aforementioned *Public-School Regulations on Concurrent Positions* and other relevant laws and regulations.
12. These Guidelines and their subsequent amendments shall be implemented upon approval by the University General Meeting.

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