National Taiwan Normal University Guidelines on Personnel Expenses

國立臺灣師範大學人員人事費支給要點

Passed during the 92nd University Endowment Fund Committee on May 24, 2016

1. National Taiwan Normal University (hereinafter referred to as "the University") has established these guidelines in accordance with Articles 8 and 9 of the Regulations for the *Management of and Supervision of the National University Endowment Fund* (國立大學校院校務基金管理及監督辦法) and the *Regulations for the Management of Income and Expenditure of the National Taiwan Normal University's Endowment Fund* (校務基金自籌收入收支管理辦法) to meet the university 's development needs.

2. The University's personnel expenses include the following:
   (1) Salaries paid (seniority salaries) to regular, full-time personnel and other payments except allowances.
   (2) Remunerations paid to regular, full-time administrative personnel who engage in operations that are income self-generating.
   (3) Personnel expenses paid to non-regular personnel.

   "Regular full-time personnel" specified in Subparagraph 1 of the preceding paragraph refers to faculty members, researchers, full-time coaches, and technical specialists who receive remuneration on a par with the salary scale of faculty members.

   "Non-regular personnel" specified in Subparagraph 3 of the preceding paragraph refers to personnel hired by contract. Their rights, obligations, remunerations, benefits, and compensations for work performance shall be handled in accordance with relevant regulations of the University.

3. Salaries paid (seniority salaries) to regular, full-time personnel and other payments except allowances include the following:
   (1) Research grants for chair professors,
   (2) Incentives for faculty members of academic excellence,
   (3) Incentives for faculty members of teaching excellence,
   (4) Hourly pays for faculty members of the Extension School of Continuing Education,
   (5) Hourly pays and personnel expenses for faculty members of Continuing Education Programs,
   (6) Fees for academic advisers,
   (7) Research grants for principal investigators and co-principal investigators of Industry-Academia Cooperation Projects,
   (8) Living allowances for newly-recruited foreign faculty members,

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(9) Expenses for continuing education, including fees for course planning, course consultation, teaching material design, reviewing, student club guidance, sports team coaching, examinations, assignment grading, etc.,

(10) Remunerations for judges or referees at events or competitions,

(11) Remunerations for thesis oral defense or advisor fee,

(12) Work allowances or performance allowances for part-time functional supervisors,

(13) Allowances for additional work or performance allowances for faculty members concurrently serving as regular administrative supervisors,

(14) Incentives for academic research,

(15) Incentives for faculty members cited for service excellence,

(16) Other payments reviewed and approved by special projects or University meetings (e.g., Administrative Meetings, University Endowment Fund Committee Meetings, General Meetings, etc.)

Relevant regulations on the payments in each subparagraph of the preceding paragraph shall be established or approved under special projects. A person shall not receive payment twice for the same cause.

4. Personnel expenses paid to non-regular personnel are as follows:

(1) Qualified personnel: chair professors, distinguished chair professors, visiting faculty members, teaching and research staff members hired using self-generated University Endowment Fund, joint-employment teaching and research staff members, professional managers, contract personnel as well as full- and part-time staff members, student assistants, and temporary workers hired under Industry-Academia cooperation projects.

(2) Payment items:

1. Hourly pays for faculty members teaching in Continuing Education Programs,
2. Expenses for continuing education, including fees for course planning, course consultation, teaching handouts design, evaluation, student club guidance, sports team coaching, examinations, homework grading, etc.
3. Research grants for NTNU chair professors, research chair professors, and distinguished professors,
4. Remunerations for external personnel (e.g., fees for thesis oral defense panel, thesis guidance, student club guidance, counseling, etc.),
5. Personnel expenses for chair professors, distinguished chair professors, visiting faculty members, teaching and research personnel hired using self-generated University Endowment Fund, and jointly employed teaching and research personnel,
6. Personnel expenses for full-time or part-time personnel hired under cooperative education projects,
7. Personnel expenses for professional managers, contract staff members, student assistants or temporary workers,
8. Funds for sports activities and other subsidies,
9. Incentives for academic research,

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10. Other personnel expenses for hired staff members approved under special projects, and
11. Other items that have been submitted by special projects to the President for approval or to the University Endowment Fund Committee for deliberation and approval.

Regulations related to personnel expenses for non-regular personnel shall be separately

established. Expenses may also be approved under special projects prior to payment.

5. Regular administrative personnel or non-regular personnel who perform well in self-generated income matters may receive remunerations based on their contribution to performance. Said remunerations shall not exceed 60% of the professional allowances or research grants for regular administrative personnel or 50% of the salary (NT$20,000 at maximum) for non-regular personnel, and payment modes shall not be limited to cash remuneration.
6. Operating management units of the University may establish their own regulations related to personnel expenses based on their operational characteristics. Prior to execution, said regulations shall be approved by University Endowment Fund Committee or under special projects with endorsement from the President.
7. The funds mentioned in these guidelines shall be sourced from self-generated incomes specified in the corresponding paragraph of Article 2 of the *Regulations for the Management of Income and Expenditure of the National Taiwan Normal University's Endowment Fund*
8. The University's total self-generated incomes used to defray personnel expenses specified in Articles 3 to 5 in these guidelines shall not exceed 50% of the self-generated incomes reported in the most recent fiscal financial statement.
9. Matters not covered in these guidelines shall be governed by relevant regulations.
10. These guidelines shall require approval by the Administrative Meeting and the University Endowment Fund Management Committee and shall be promulgated and implemented after endorsement by the President. The same shall apply in the case of amendments.

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