National Taiwan Normal University

Contractual Staff Management Directives

Last Amended on October 27, 2022

Article 1. National Taiwan Normal University (hereinafter referred to as "the University") has formulated the *Contractual Staff Management Directives* (hereinafter referred to as "the Directives") in accordance with Article 14 of the *University Act*, the *General Guidelines Governing the Contractual Administrative Personnel in National Colleges and Universities*, and the *General Guidelines Governing Faculty, Research Fellow, and Staff Recruitment with the University Endowment Fund*.

Article 2. The purpose of the Directives is to regulate rights and obligations of full-time, contractual staff (hereinafter referred to as "staff") paid monthly with the university endowment fund. Unless otherwise stipulated in relevant regulations, the scope of the Directives excludes research personnel, temporary workers, and part-time student workers.

Article 3. Compensation for staff governed by the Directives shall be paid with the University's endowment fund with up to 50% of self-raised income.

Article 4. Recruitment shall be conducted in the following manner:

1. Fill out, sign, and submit a job application to the President for approval as per administrative procedures.
2. Announcements: All units shall adopt open selection and announce openings in the press or online for at least 3 working days. In addition to the recruitment quota, units may include additional candidates up to three times the number of vacancies in a waiting list. The waiting list shall be valid for six months following the confirmation of the selection results.

   Public announcements and preliminary review may be waived through special approval for current teaching assistants at the University seeking a change of appointment.

   Current contractual staff from the same unit should not apply for the same category of vacancies within the unit.
3. Preliminary review: Each unit shall form a panel of three or more reviewers for the selection process.
4. Final review: Fill out and submit the appointment form to the Review Panel for approval by the President.

   The Review Panel shall consist of an Executive Vice President (convener) and 9 members. The Vice Presidents of Academic Affairs, General Affairs, and R&D, the Secretary General, and the Directors of Human Resources and Accounting shall serve as ex officio members. The President shall appoint 2 college deans as members. Each member will serve for 2 years with term-end re-appointments. If a member vacates their post, their successor shall serve out the remainder of the original term.

   Members shall attend meetings in person. Ex officio member unable to attend may assign an approved proxy in writing. The Committee

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may only convene if the quorum of at least half of its members is met, and a resolution may only be made with at least half of the attending members in concurrence.

In principle, individuals with spouses or relatives within the third degree of kinship either by blood or by marriage shall not be recruited as unit directors at any level. However, persons employed prior to the director taking office shall not be affected for renewals, but the University may change their unit as necessary.

Article 5. Rules on job requirements, categories, and positions for newly appointed staff members and those undergoing a change of appointment are as follows:

Category Position Rank	Administrative	Technical	R&D
PhD		Engineer	Manager
Master's	Administrative assistant Project manager	Senior technician Senior technical specialist Project manager	R&D specialist Project manager
Bachelor's	Administrative assistant	Technician	
Junior college	Administrative assistant	Technician	
Senior high school	Administrative assistant	Technician	

Only units responsible for performance evaluations shall hire project managers.

Article 6. New staff in each unit shall have a high school/vocational high school degree or above and be assigned a rank suitable for their duties. Staff shall have the level of education required.

Units may assign staff members to a lower rank, educational level, or pay grade if the tasks involved are of an extraordinary nature or if the duties of the job call for such adjustments.

Article 7. New staff who are former government or military personnel with monthly pension shall notify the University voluntarily. If their monthly salary exceeds the amount stipulated by applicable laws, their monthly pension and preferential-interest savings will be suspended.

Article 8. All staff members shall sign a contract (see Appendix 1) with the University.

Their service units shall specify each staff's duties in their contract for compliance.

Article 9. New staff shall be subject to a 3-month probation. Those who pass an evaluation by the hiring unit after completing the probation will be officially recruited with the 3 months included in their years of service. Details of new staff who fail probation will be reported to the President for non-appointment.

Probations may be extended from 1 to 3 months as necessary with signed approval.

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Units may renew the contracts of staff members as needed provided they have passed their annual performance evaluations

Article 10. Promotions, transfers, and demotions of staff with an education level of bachelor's degree or above:

1. Promotions to different positions, ranks, percentage, and criteria: Promotions shall be determined in the following tiers and as per the following rules:

Tier	Positions			No. / % of promotions / transfers	Qualifications
	Admin	Technical	R&D		
1	Executive administrative secretary	Executive technical specialist Executive psychologist	Executive R&D specialist	Max. 5 total; Max. 1 per level 1 unit	1. Has served (at tier 2) over 5 years (based on the promotion/transfer year) with a rating of B or above in annual performance evaluations in the most recent 4 years. 2. Formulated and implemented NTNU policies or projects with favorable outcomes. 3. Recommended staff passed re-evaluation by the Staff Promotion Task Force.
2	Senior administrative secretary	Senior technical specialist Senior psychologist	Senior R&D specialist	Max. 10% of contract personnel	1. Has served (at tier 3) over 4 years (based on the promotion/transfer year) with a rating of B or above in annual performance evaluation in the most recent 3 years. 2. Was responsible for innovation or provision of concrete suggestions regarding system reforms with favorable outcomes. 3. Completed mid- and senior-level training and passed certification. 4. GEPT Intermediate or above (applicable since January 1, 2021). 5. Recommended staff passed re-evaluation by the Staff Promotion Task Force.
3	Associate administrative secretary	Technical specialist Psychologist	R&D specialist	Max. 20% of contract personnel	1. Has served 3 years with a rating of B or above in annual performance evaluation in the most recent 2 years. 2. Actively proposed reforms and innovations for own/supervisory work with concrete results. 3. Completed junior promotion training and passed certification. 4. English proficiency requirements: (1) GEPT Intermediate or above. (2) GEPT Elementary with additional training certificate (over 36 hours with NTNU School of Continuing Education

					or workshop approved by the Office of Bilingual Education) issued within 2 years prior to promotion.

Starting pay for each level of seniority is divided into 6 grades. Staff who are promoted shall be paid as per the University's Contractual Staff Salary Scale. Starting pay will start from the first grade of the promoted position. Staff with rating of B or above on last 2 annual performance evaluations (or B in 2 of 3 years and C in 1 of 3 years) and outstanding work with concrete results may have their starting pay raised by one grade if their unit submits a recommendation to the Office of Human Resources for compilation and approval by the President in advance.

2. Promotion procedures are as follows:
   (1) Calculation for Headcount Baseline:
      (a) Percentages of annual promotions refer to all University staff recruited since January 1 in the current year (up to 3% for all tiers combined; the number of promotions permissible shall rounded up to the next whole number, and there shall be a minimum of one promotion). The University may determine the number of promotions within allotted headcount based on business and budgetary needs.
      (b) The total number of promotions shall be controlled within each top-level unit (1 in level 1; up to 10% in level 2; 20% in level 3). The number of recommendations by each top-level unit shall be rounded up to the next whole number.
      (c) In addition to members on the original review panel, a 13-member Staff Promotion Task Force shall be formed annually with an administrative director, a college dean, a non-contractual staff representative, and a contractual staff representative (one per top-level unit), who shall determine the number of promotions in each tier for the year.
   (2) Rating standards: As per the University Contractual Staff Promotion Rating Standards (Appendix 2).
   (3) Unit recommendations and preliminary reviews:
      (a) Top-level units shall base recommendations for promotions on the principles of fairness, justice, and transparency (1 per units with 15 or fewer staff; 2, 3, and 4 for those with 16-29, 30-59, and 60 or more staff respectively). Colleges will process the recommendations of their constituent departments, divisions, and institutes.
      (b) Staff who meet the criteria for promotion and who are recommended by their units shall fill out and submit the University Staff Promotion Letter of Intent and Grading Form and the Promotion Work Performance Form (Appendix 3) with supporting documents to the review unit. When there is more than one recommendation, a preliminary review shall determine priority with

documents submitted to the Office of Human Resources for processing.

(4) Final review by the Staff Promotion Task Force: The task force will refer to preliminary review results to determine the order of final review ~~and~~ ranking as per the University's Staff Promotion Standards with relevant personnel invited for further explanations when necessary.

(5) Approval from the President: The task force shall submit final review results to the President for selection of staff to receive promotions.

3. Under any of the following circumstances, a staff will not be allowed to apply for promotion:
   (1) The staff has received disciplinary action in the form of a reprimand or above in the last 3 years.
   (2) The staff is on leave without pay.
4. If a contractual staff member is deemed incapable of fulfilling the duties of the promoted position, their pay grade may be reduced by one level; those who are paid a level 1 differential pay under tier 1 or 2 may be dropped to a lower tier and be paid level 3 differential pay instead. Their unit directors will provide concrete reasons and documents to the Contractual Staff Review Panel meeting, which shall be effectuated in the following year upon approval by the President.
5. The promotion rules herein are not applicable to staff in performance evaluation units and IT staff at the Information Technology Center.

Article 11. If a staff promotion to level 1 unit by their director involves changes to appointment type or salary, re-employment procedures shall be followed.

Article 12. Part-time jobs or teaching on/off campus during work hours are not allowed. However, those with a performance review rating of B or above may work as part-time research assistants on other projects upon approval by unit director outside work hours. Remuneration is limited to one such job with monthly payment under one-third of total salary. Staff who wishes to take on a part-time job or teach outside of work hours shall submit a request for approval by the President in advance as per relevant administrative procedures. Staff shall not take on over 4 hours of outside work per week.

Under special circumstances, staff in the preceding paragraph with a rating of C or without an evaluation due to an extraordinary circumstance may work as part-time research assistants on projects approved by unit director. Any violations will be included in the regular and annual performance evaluations with penalties as per Article 14.

Article 13. Staff may enroll in further education or training programs without subsidies upon approval by the President as per administrative procedures. A maximum of eight hours of further education and training programs are permitted during work hours each week with annual or personal leave taken for missed hours.

Article 14. The Contractual Staff Reward and Penalty Record (Appendix 4) shall be filled out in compliance with the University's *Directives for Staff Rewards and Penalties* and submitted to the Contractual Staff Task Force meeting with results reported to the President for approval.

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The rewards and penalties shall be included in the performance evaluation. Other matters shall be stipulated separately.

Article 15. Staffs' work hours, breaks, leave, and holidays shall be governed by the University's *Contractual Staff Work Rules* and *Directives Governing Flexible Work Hour Management*.

Staff authorized on business trips shall be given the same compensation for expenses as civil servants below the Junior Rank.

Article 16. Monthly remuneration shall be handled as per the University's *Contractual Staff Salary Scale Table*, which shall be formulated separately.

For performance evaluation and special units, relevant rules may be formulated separately as reported to and approved by the University.

Article 17. During contract period, staff shall be entitled to the following rights and privileges as per relevant University regulations:

1. Receipt of an Employee Identification Card.
2. Participation in recreational, birthday, and community activities.
3. Use of the University's various facilities and services as per custodial regulations.

Article 18. Staff who wish to resign before end of contract shall notify the University in writing in advance as per the University's *Contractual Staff Work Rules* and may resign only after approval. Resigning staff shall follow procedures and handover any of the University's property and Employee Identification Cards in possession to relevant units with a clear explanation of duties. Staff shall return all prepaid salary and cash advances prior to resignation. A certificate of resignation may only be issued after this process is complete.

Article 19. Custodians shall check and handover property according to procedures when resigning and shall be held liable for any losses or damages.

Article 20. During contract period, provisions in *Civil Service Salary Law*, *Performance Evaluation Law, Retirement Law*, *Pension Law*, and *Insurance Law* do not apply.

Article 21. Matters unaddressed herein shall be subject to applicable regulations.

Article 22. The Directives and any amendments hereto shall be implemented upon passage by the Administrative Council and submission to the University Endowment Fund Committee for future reference.

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