Appendix II

# National Taiwan Normal University Contractual Staff Promotion Criteria

| Category | Max. Pts. | Item | Points | Explanation |
|---|---|---|---|---|
| Degrees | 4 | Doctorate | 4 | Based on national education or defense (military school) systems, same verification applies for domestic and international university (independent college) degrees or higher recognized by the Ministry of Education. |
| | | Master's | 3 | |
| | | Undergraduate | 2 | |
| Seniority | 6 | Each full year of service | 1 | 1. Within contract period up to the month of promotion.<br>2. 0.5 for those under half a year; 1 for over 6 months but under 1 year.<br>3. Leave without pay is excluded. |
| Evaluation | 12 | Exceptional | 3 | 1. For last 5 years of the current position.<br>2. After President's approval for the previous year.<br>3. Halved for other types of items. |
| | | A | 2 | |
| | | B | 1 | |
| Rewards and Penalties | 6 | 1 major merit | 4.5 | 1. Approved within the last 5 years (retroactively up to the month of promotion) of current position.<br>2. Negative scores will be deducted from the total. |
| | | 1 (De)merit | 1.5 | |
| | | 1 commendation (warning) | 0.5 | |
| Awards | 5 | Outstanding Employee Award | 5 | |
| | | Excellent Employee Award | 3 | |
| Career Experience | 8 | Number of transfers between offices, halls, centers, departments, (colleges, institutes, degree programs), campuses | 3 | 1. Limited to employees' current positions and appointments, excluding substitute positions.<br>2. Minimum of 2 years per transfer. |
| | | Transfers within divisions, halls, centers, offices, and departments | 2 | |
| Adjunct Supervisory Roles | 3 | Each full year of service | 1 | 1. During the appointment period, up to the month of promotion.<br>2. 0.5 for those under half a year; 1 for over 6 months but under 1 year.<br>3. Up to 3 points. |
| Training | 7 | Lifelong learning over 100 hours | 1 | 1. Limited to learning hours in the Online Education and Training System within the last 5 years. |

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| | | Junior/Senior/Elementary Promotion (for corresponding level) | 3 | 2. Book clubs in the last 5 years, up to 1 point.<br>3. Professional courses in the last 5 years, up to 2 points (cannot count towards lifelong learning hours). |
| | | Book club over 36 hours | 1 | |
| | | Professional course over 36 hours with certificate of completion | 1 | |
| Foreign Language Ability | 5 | GEPT High-Intermediate / Advanced or equivalent | 5 | 1. Highest for multiple tests.<br>2. Excludes those who only pass the listening/reading test. |
| | | GEPT Intermediate or equivalent | 3 | |
| | | GEPT Elementary or equivalent | 1 | |
| Unit/Team Performance | 4 | Outstanding | 4 | 1. Based on previous year.<br>2. Added based on group results |
| | | Exceptional | 3 | |
| | | Excellent | 2 | |
| Compatibility, Creativity, Achievement, Potential | 15 | Unit Director Review | 15 | 1. Based on work performance<br>2. Score of 14 or above requires factual explanation. |
| Overall | 25 | Contractual Staff Evaluation Team review | 5-25 | 1. Other documentation (e.g., project with concrete contributions).<br>2. Preliminary results and documentation shall undergo secondary review by relevant personnel as necessary. |