

National Chengchi University

Guidelines for the Appointment of Contract Teaching Personnel

December 5, 2007	Deliberated in the 611 th Administrative Meeting
March 5, 2008	Passed by the 612 th Administrative Meeting
March 24, 2008	Promulgated via official letter Cheng-Jen-Tzu No. 0970003165
April 2, 2008	Revision (Article 6) passed by the 613 th Administrative Meeting
April 21, 2008	Promulgated via official letter Cheng-Jen-Tzu No. 0970004258
April 1, 2009	Revisions (Articles 9, 10, and 14) passed by the 619 th Administrative Meeting
April 27, 2009	Promulgated via official letter Cheng-Jen-Tzu No. 0980004926
October 7, 2015	The 661 st Administrative Meeting
December 18, 2015	Revision (Article 114) passed by the 4 th meeting of the 8 th University Endowment Fund Management Committee
January 30, 2016	Promulgated via official letter Cheng-Jen-Tzu No. 1050002960
May 4, 2016	665 th Administrative Meeting
October 17, 2016	Revision (Article 4) passed by the 7 th meeting of the 8 th University Endowment Fund Management Committee
November 11, 2016	Promulgated via official letter Cheng-Jen-Tzu No. 1050034102
May 13, 2020	684 th Administrative Meeting
June 12, 2020	Revision (Article 8) passed by the 6 th meeting of the 10 th University Endowment Fund Management Committee
July 15, 2020	Revision (Article 8) promulgated via official letter Cheng-Jen-Tzu No. 1090019915
October 7, 2020	686 th Administrative Meeting
December 28, 2020	Revision (Article 4) passed by the 8 th meeting of the 10 th University Endowment Fund Management Committee
January 25, 2021	Promulgated via official letter Cheng-Jen-Tzu No. 1100002185
December 7, 2022	696 th Administrative Meeting
December 26, 2022	Revisions (title and all clauses) passed by the 11 th meeting of the 11 th University Endowment Fund Management Committee
January 18, 2023	Promulgated via official letter Cheng-Jen-Tzu No. 1120001962

- Article 1 National Chengchi University (hereinafter referred to as NCCU or “the University”) has formulated these Guidelines in accordance with the Ministry of Education’s *Principles for the Employment of Temporary Full-Time Teaching Personnel* (hereinafter referred to as “the Principles”) in order to address the University’s instructional needs.
- Article 2 The term “contract teaching personnel” in these Regulations refers to temporary teaching personnel appointed using the self-raised funds of the University Endowment Fund or the various awards and subsidies received from government ministries/councils/commissions to recruit talent and make improvements to the faculty.
The aforementioned term “self-raised funds of the University Endowment Fund” refers to the University’s self-generated income as defined in Article 3, Paragraph 1, Subparagraph 2 of the *National University Endowment Fund Establishment Act*.
- Article 3 The employment of full-time contract teaching personnel shall be handled in accordance with the principles of fairness, impartiality, and openness. In accordance with the Principles, conflicts of interest shall be avoided when employing full-time contract teaching personnel.
Full-time contract teaching personnel shall be classified into four levels equivalent to the ranks of Professor, Associate Professor, Assistant Professor, and Lecturer.
- Article 4 The age requirements for full-time contract teaching personnel shall be the same as those for the University’s permanent full-time faculty members. However, personnel employed to work on any project approved by the Ministry of Education shall be exempt from these restrictions.
Full-time contract teaching personnel shall be appointed on an annual basis for their first year and first renewal. In principle, future renewals shall also

be made on an annual basis so long as the length of the appointment period does not exceed two years. Personnel whose appointment has expired and who demonstrate outstanding teaching performance may have their appointment renewed upon receiving approval from the faculty evaluation committee of the appointing unit and the President of the University in accordance with administrative procedures. Personnel must receive approval from their appointing unit for their appointment to be renewed. Full-time contract teaching personnel with the rank of Professor who are 65 years or older, who demonstrate outstanding teaching performance, and who are recommended by their college or department (institute, office, center, degree program) shall be eligible to have their appointment renewed after approval from the University is obtained and said personnel's agreement to continue their service is received. Appointment renewal proposals shall be submitted annually to University Faculty Evaluation Committees at all three levels for review and approval before the appointment may be renewed.

Full-time contract teaching personnel whose contracts are not renewed at the end of their appointment period and who do not meet any of the criteria set forth in Articles 6 and 7 of the Principles shall be given severance pay in accordance with Article 12 of the *Labor Pension Act* based on the number of their years of service at the University.

Article 5 The eligibility criteria for appointing full-time contract teaching personnel shall accord with the rules set forth in the *Act Governing the Appointment of Educators* or the *Employment Regulations for Professional Technicians Teaching at Universities*, with teaching competencies given special consideration. Appointment proposals shall be submitted to the faculty evaluation committees at all three levels for review and approval before being reported to the President for final approval.

In accordance with the *Act Governing the Appointment of Educators*, appointments of teaching personnel who do not hold a teaching certificate at the required level shall require qualifications review pursuant to the University's *Rules for Appointment and Promotion Reviews*. In accordance with the *Employment Regulations for Professional Technicians Teaching at Universities*, appointments of teaching personnel shall be subject to the University's appointment rules for full-time professional technicians and shall be submitted to at least two external scholars and/or experts for review and accreditation.

Full-time contract teaching personnel who meet the criteria for promotion may be accepted for promotion review procedures.

Article 6 Full-time contract teaching personnel who are reappointed as permanent full-time faculty members shall undergo reevaluation as per the University's appointment procedures for new faculty members.

Article 7 Full-time contract teaching personnel may participate in the teaching-related affairs of NCCU colleges, departments, institutes, centers, offices, and programs. Full-time contract teaching personnel who meet the requirements set forth in Articles 13 and 14 of the *University Act* and the *NCCU Organizational Charter* may also serve concurrently as academic or administrative heads at the University.

Article 8 The total amount of basic salary (plus any seniority salary) and allowances paid to full-time contract teaching personnel shall be determined by rank in a manner similar to that for faculty members of the equivalent rank. The contract agreed upon shall take precedence if the amount paid exceeds the aforementioned total amount.

Appointments of full-time contract teaching personnel shall be supported by a contract detailing the appointment period, the execution of contract termination and suspension, the number of lecture hours, business trips and leave, remuneration, salary increases, bonuses, benefits, retirement, insurance, termination pay, and other rights and obligations.

Article 9 Full-time contract teaching personnel shall enroll in the Labor Insurance and National Health Insurance programs in accordance with the applicable regulations and contribute labor pension funds pursuant to the *Labor Pension Act*. Foreign full-time contract teaching personnel shall contribute termination pay savings as per the rules set forth in the *Regulations for Granting Benefits to Contract Employees of Administrative Agencies and Public Schools after Employment Contract Termination*.

Article 10 The years of service as full-time contract teaching personnel who are reappointed as permanent full-time faculty members at the University may be counted towards seniority in the determination of salary grade.

Article 11 Appointments of full-time contract research personnel at the University shall be carried out in accordance with these Guidelines, except for the age requirements, which shall be pursuant to the rules set forth in the *Principles for the Employment of Research Personnel and Staff Members Using National University Endowment Funds*.

Article 12 Matters not addressed herein shall be handled in accordance with the relevant rules and regulations.

Article 13 These Guidelines shall be forwarded to the University Endowment Fund Management Committee for review following approval in the Administrative Meeting and shall be promulgated and implemented after deliberation and approval by said committee. The same shall apply when changes are made.

The revisions to these Guidelines were made on December 26, 2022, and shall become effective on August 1, 2022.