

**NATIONAL TAIWAN UNIVERSITY**  
**Directives for Appointing Contract Faculty Members and  
Research Fellows with the University Endowment Fund**

- May 31, 2019 Amended Article 9 passed by the NTU Faculty Evaluation Committee at its 7<sup>th</sup> meeting, Academic Year 2018-2019;  
June 13, 2019 Amended Article 9 passed by the University Endowment Fund Management Committee at its 2<sup>nd</sup> meeting, Academic Year 2019-2020;  
July 2, 2019 Promulgated via NTU official letter Hsiao Jen Tzu No. 1080031714
- October 30, 2020 Amended Article 7 passed by the NTU Faculty Evaluation Committee at its 2<sup>nd</sup> meeting, Academic Year 2020-2021;  
April 16, 2021 Amended Article 7 passed by the University Endowment Fund Management Committee at its 1<sup>st</sup> meeting, Academic Year 2021-2022;  
May 4, 2021 Promulgated via NTU official letter Hsiao Jen Tzu No. 1100029328  
(Full amendment history at the end of this document)

- Article 1 National Taiwan University (NTU) formulates the NTU *Directives for Appointing Contract Faculty Members and Research Fellows with the University Endowment Fund* (“the Directives”) in accordance with the *Principles for Appointing Contract Faculty Members, Research Fellows, and Working Staff with National University Endowment Funds* to meet its teaching and research needs and to effectively use the personnel available.
- Article 2 Contract faculty members and research fellows described in the Directives refer to personnel who are not part of NTU’s quota-based staff but are appointed via contract with the income sources stipulated in Article 3 of the *Regulations Governing the Management and Supervision of University Endowment Funds*.
- Article 3 Personnel who may be appointed with the University Endowment Fund include distinguished chair professors, instructors, and research fellows. Appointments of distinguished chair professors shall be governed by the NTU *Directives for Appointing Distinguished Chair Professors*.
- Article 4 Contract faculty members shall be categorized as project instructors and project specialists, and shall be ranked according to NTU’s quota-based full-time faculty member and specialist job ranks.  
  
Contract research fellows shall be categorized as project research fellows, project associate research fellows, project assistant research fellows, and project research assistants. Project research assistants shall only be appointed when units have special needs, and may be appointed only when approved by the Administrative Meeting.
- Article 5 Appointments of contract faculty members and research fellows shall be fair, impartial, and open, and shall apply mutatis mutandis to the regulations governing the appointment of NTU’s quota-based full-time faculty members, specialists, and research fellows. Appointed contract faculty members and research fellows may not be over 70 years of age. However, this rule shall not apply if a special project request has been submitted and approved.

Article 6 Units in any of the circumstances listed in Subparagraphs 1-4 below may appoint contract faculty members, and those in any of the circumstances listed in Subparagraphs 1, 2, and 5 may appoint contract research fellows:

1. Contract faculty members and research fellows are to be appointed because the number of quota-based faculty members or research fellows in the unit is insufficient to meet its needs.
2. Contract faculty members and research fellows are required to meet the unit's operational needs, and relevant funding support is in place.
3. The unit supports university-wide or interdisciplinary courses but does not have a sufficient number of quota-based faculty members, and relevant application has been approved.
4. The contract faculty member has participated in a sponsored project, demonstrated outstanding performance, and possesses research and teaching skills, and merits appointment for the purpose of assisting the unit in teaching.
5. The contract research fellow has been a postdoctoral fellow on a sponsored research project for over two years, and has published outstanding academic research.

Units that wish to appoint contract faculty members and research fellows shall submit an application in accordance with the following procedures:

1. Contract faculty members: The application shall be submitted to the faculty evaluation committee under the department/division/graduate institute/degree program/office/college/center ("the unit" or "units" collectively) for processing. Upon receipt of approval from the committee, the application shall then be submitted to the Office of Academic Affairs, the Personnel Office, and the Accounting Office for verification and to the NTU Faculty Evaluation Committee for review. The candidate may be appointed once approved by the NTU Faculty Evaluation Committee.
2. Contract research fellows: Applications shall be submitted to the faculty evaluation committee under the relevant unit. Upon receipt of approval from the committee, the application shall then be submitted to the Personnel Office and the Accounting Office for verification and to the NTU Faculty Evaluation Committee for review. The candidate may be appointed once approved by the NTU Faculty Evaluation Committee. Appointment applications for research fellows who meet the criteria of Subparagraph 5 of the preceding paragraph shall be reviewed and passed by the Research and Development Committee.

To renew the appointment of a contract faculty member or research fellow, units shall submit an application to the head of the unit for approval, then to the Office of Academic Affairs (research fellows excluded), the Office of Research and Development (those who have worked less than two years and those who only teach are excluded), the Personnel Office, and the Accounting Office for verification, and submit the application to the president for approval. The appointment may be renewed once approved by the president.

Article 7 Units appointing a contract faculty member or research fellow shall attach

following supporting documents:

1. A diploma showing the faculty member's/research fellow's highest educational attainment
2. Documents confirming that the faculty member/research fellow meets the minimum qualifications for appointment
3. Other valid supporting documents

A faculty member qualification review of the project instructor shall be submitted to and passed by the department-, college-, and university-level faculty evaluation committees with the following supporting documents attached:

1. List of published works
2. Representative works and reference works completed within the past 5 and 7 years, respectively. If a shorter number of years is required by the college, department/division, or graduate institute, such requirements shall prevail.
3. Publications review feedback forms completed by external scholars and experts for the project instructor's publications (to be handled in accordance with full-time faculty member standards), and proof of co-authorship for the project instructor's representative works (not required if the project instructor is the sole author of the representative works).
4. Correspondence letters or verification certifying foreign academic credentials.

Article 8 The contract faculty member/research fellow shall be appointed for a term of at least 6 months but no more than 2 years; the appointment of faculty members shall follow NTU's academic year and semester schedules.

Article 9 Contract faculty members (excluding project specialists) shall apply to teaching certificates in accordance with the quota-based full-time faculty member qualification review regulations, *mutatis mutandis*. Contract faculty members who meet NTU's promotion criteria may apply for promotion reviews in a manner identical to that of NTU quota-based full-time faculty members and specialists.

Contract research fellows who meet NTU's promotion criteria may apply for promotion reviews in a manner identical to that of NTU quota-based full-time research fellows applying for promotion reviews.

Article 10 NTU's remuneration standards for contract faculty members and research fellows shall be governed by the remuneration standards for quota-based faculty members, specialists, and research fellows, *mutatis mutandis*. However, special remuneration standards that have been otherwise approved shall prevail.

Contract faculty members' and research fellows' part-time teaching job or part-time work shall be governed by relevant regulations for quota-based faculty members, *mutatis mutandis*.

Article 11 Regulations governing contract faculty members' teaching, researching, or services are outlined as follows:

1. For contract faculty members appointed to complete a project, the project regulations shall be followed.
2. Contract faculty members who are exclusively teaching shall teach 16 hours per week. The number of teaching hours may be reduced under special circumstances if approved by the Vice President for Academic Affairs in writing.
3. Contract faculty members who participate in sponsored projects and are appointed by a related teaching unit to assist in teaching shall teach upon request of the department/division/graduate institute, and shall in principle teach courses worth two credits per semester. However, starting from the third year of appointment, the contract faculty member shall have led at least one off-campus research project during the previous employment period every year.
4. Except for the contract faculty members described in Subparagraphs 1 to 3, contract faculty members' teaching, research, and services shall be governed by the regulations governing full-time faculty members.

Contract research fellows shall participate in at least one research project during the term of their appointment. However, starting from the third year of appointment, contract research fellows with the rank of assistant research fellow or above shall have led or co-led at least one off-campus research project during the previous contract period every year.

If the unit has more stringent regulations in place, such regulations shall prevail.

Article 12 (Deleted)

Article 13 The *Faculty Member Leave Rules* shall apply mutatis mutandis to contract faculty members and research fellows who wish to take leaves of absence. Contract faculty members or research fellows who must temporarily leave Taiwan for a particular purpose (e.g., going abroad, conducting an on-site investigation, or collecting data required to complete a research project) shall submit a leave application in writing in accordance with NTU administrative procedures for approval. The number of days abroad shall not exceed 3 weeks in total per year (if the term of appointment is less than 1 year, the total number of days abroad allowed shall be adjusted proportionately). If the number of days abroad exceeds three weeks, the faculty member's or research fellow's remuneration will start to be deducted according to the exceeding number of days. However, such rule shall not apply to those who are on leave for business reasons, given that the leave has been approved.

Article 14 Contract faculty members and research fellows shall be evaluated every year, and the evaluation results will be used to determine whether to renew their appointment. Appointing units shall formulate their own evaluation regulations.

Article 14-1 Units who wish to terminate a contract faculty member/research fellow's appointment in the case of violations of the terms of appointment shall hold a review meeting and give the contract faculty member/research fellow in question an opportunity to present their case. The appointment termination

shall be in effect once approved in accordance with relevant administrative procedures.

Article 15 Contract faculty members and research fellows shall have labor insurance and national health insurance in accordance with relevant regulations. The fees to be paid by the contract faculty members and research fellows for said insurance shall be deducted from their monthly remuneration, and those to be paid by their employing units will be paid using funds established for the purpose.

Contract faculty members and research fellows who do not qualify for labor insurance or national health insurance may entrust NTU with applying for insurance listed in Paragraphs 1-5 of the Comprehensive Insurance for International Technical Cooperation Personnel. The faculty member/research fellow shall cover 35% of the insurance fees while NTU shall cover the remaining 65%. Contract faculty members and research fellows who do not wish to be insured shall submit a signed letter to NTU declaring such.

Article 16 Contract faculty members and research fellows shall make pension payments in accordance with Article 7, Paragraph 2 of the *Labor Pension Act*, and handle related matters in accordance with the regulations set in “Contribution and Claim for Individual Labor Pension Account” in the *Labor Pension Act*.

Contract faculty members and research fellows described in the previous paragraph who are to receive their pension payment in accordance with Article 7, Paragraph 2 of the *Labor Pension Act* instead on January 1, 2008 shall receive their contribution benefits in accordance with the *Regulations for Granting Benefits for Contract Employees of Administrative Agencies and Public Schools after Employment Contract Termination* once they resign or if they pass away while still in service.

Contract faculty members and research fellows who do not qualify for pension payments stipulated in the *Labor Pension Act* may apply mutatis mutandis to claim their contribution benefits in accordance with the *Regulations for Granting Benefits for Contract Employees of Administrative Agencies and Public Schools after Employment Contract Termination*.

Article 17 Unless otherwise stipulated by relevant regulations, contract faculty members and research fellows shall enjoy the same benefits enjoyed by all NTU staff during their appointments.

Article 18 Unless otherwise agreed upon, NTU shall claim ownership of the work results produced by the contract faculty members and research fellows for NTU projects and work during their appointments. Copyrights or other intellectual property rights resulting from the aforementioned projects or work shall be governed by relevant regulations.

Article 19 For contract faculty members and research fellows reappointed as quota-based full-time faculty members, specialists, or research fellows at NTU, the procedures for appointing new faculty members, specialists, and research fellows shall apply. For contract faculty members, specialists and research fellows who have accrued seniority for a position equivalent to one that they

are to assume and have shown outstanding performance in their prior position, their salaries may be adjusted accordingly. The number of teaching years of contract faculty members (excluding project specialists) who receive teaching certificates after their qualifications have been reviewed and approved by the Ministry of Education may be calculated in a manner identical to that of quota-based full-time faculty members for subsequent promotion. Project specialists and research fellows whose years of service are confirmed by NTU may be promoted in a manner identical to quota-based full-time specialists and research fellows.

- Article 20 Contract faculty members and research fellows' contract period, remuneration standards, number of course teaching hours, and other rights and responsibilities shall be specified in their contracts.
- Article 21 Contract faculty members and research fellows may apply for a certificate of current employment during their appointment. When they resign, they may apply for an employment separation proof after stipulated resignation procedures have been followed and completed.
- Article 22 The Directives shall apply *mutatis mutandis* when appointing personnel in accordance with NTU's Aim for the Top University Project or other research projects, except when the funding source differs.
- Article 23 Matters not addressed in the Directives shall be handled in accordance with the *Principles for Appointing Contract Faculty Members, Research Fellows, and Working Staff with National University Endowment Funds* and relevant NTU regulations.
- Article 24 The Directives shall be passed by the Administrative Meeting, NTU Faculty Evaluation Committee, and University Endowment Fund Management Committee and then implemented on the date of promulgation.

[Full Amendment History]

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| July 7, 2006       | Passed by the 2439 <sup>th</sup> Administrative Meeting  |
| June 24, 2011      | Amended and passed by the NTU Faculty Evaluation Committee at its 8 <sup>th</sup> meeting, Academic Year 2010-2011   |
| June 30, 2011      | Promulgated via NTU official letter Hsiao Jen Tzu No. 1000027427   |
| March 16, 2012     | Amended and passed by the NTU Faculty Evaluation Committee at its 5 <sup>th</sup> meeting, Academic Year 2011-2012   |
| March 22, 2012     | Promulgated via NTU official letter Hsiao Jen Tzu No. 1000109373   |
| June 8, 2013       | Amended and passed by the University Council at its 2 <sup>nd</sup> meeting, Academic Year 2012-2013   |
| July 1, 2013       | Promulgated via NTU official letter Hsiao Jen Tzu No. 1020045674   |
| October 17, 2015   | Amended and passed by the University Council at its 1 <sup>st</sup> meeting, Academic Year 2015-2016   |
| October 26, 2015   | Promulgated via NTU official letter Hsiao Jen Tzu No. 1040082535   |
| June 18, 2016      | Amended and passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 2015-2016  |
| June 30, 2016      | Promulgated via NTU official letter Hsiao Jen Tzu No. 1050050575   |
| September 18, 2017 | Passed by the University Endowment Fund Management Committee at its 2 <sup>nd</sup> meeting, Academic Year 2017-2018;<br>September 30, 2017 Amended and passed by the NTU Faculty Evaluation Committee at its 1 <sup>st</sup> meeting, Academic Year 2017-2018;<br>October 18, 2017 Promulgated via NTU official letter Hsiao Jen Tzu No. 1060064808 |

July 20, 2018 Articles 7 and 9 amended by the NTU Faculty Evaluation Committee at its 10<sup>th</sup> meeting, Academic Year 2017-2018;  
December 14, 2018 Article 11 amended by the NTU Faculty Evaluation Committee, Academic Year 2018-2019;  
January 7, 2019 Passed by the University Endowment Fund Management Committee at its 1<sup>st</sup> meeting, Academic Year 2019-2020;  
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