

NATIONAL TAIWAN UNIVERSITY

Directives for Appointing Specialists as Instructors

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| May 29, 2004 | Passed by the University Council at its 2 nd meeting, spring semester, Academic Year 2003-2004 |
| December 30, 2004 | Approved by the Ministry of Education (MOE) via official letter Tai Kao (2) Tzu No. 0930159062 |
| March 8, 2005 | Approved by the MOE via official letter Tai Jen (1) Tzu No. 0940030187 |
| October 22, 2005 | Amended and passed by the University Council at its 1 st meeting, fall semester, Academic Year 2005-2016 |
| June 16, 2007 | Amended and passed by the University Council at its 2 nd meeting, spring semester, Academic Year 2006-2007 |
| May 20, 2008 | Articles 1 and 15 amended and passed by the 2526 th Administrative Meeting; July 15, 2008 Promulgated via NTU official letter Hsiao Jen Tzu No. 0970027123 |
| December 24, 2013 | Articles 3-9, 11, 12, and 14 amended and passed by the 2792 nd Administrative Meeting; January 3, 2014 Promulgated via NTU official letter Hsiao Jen Tzu No. 1030000047 |
| October 28, 2014 | Articles 2, 3, 13-16 passed by the 2832 nd Administrative Meeting; November 12, 2014 Promulgated via NTU official letter Hsiao Jen Tzu No. 1030085024 |
| July 9, 2015 | Articles 3 and 14 passed by the 2866 th Administrative Meeting; July 28, 2015 Promulgated via NTU official letter Hsiao Jen Tzu No. 1040054792A |
| June 6, 2017 | Articles 3, 9, and 16 passed by the 2951 st Administrative Meeting; June 21, 2017 Promulgated via NTU official letter Hsiao Jen Tzu No. 1060038355; implemented on August 1, 2017 |

- Article 1 National Taiwan University (NTU) formulates the NTU *Directives for Appointing Specialists as Instructors* (“the Directives”) in accordance with Article 9 of the *Employment Regulations for Professional Technicians Teaching at Universities* and Article 47, Paragraph 5 of the NTU *Organizational Charter*.
- Article 2 NTU colleges may appoint specialists as instructors only if the specialist’s professional skills, achievements, and/or practical experience are of sufficient magnitude to qualify them as competent instructors. In principle, the specialists may only work on a part-time basis. When necessary, they may be appointed as quota-based specialists.
- Article 3 Appointments of quota-based specialists shall be reviewed by the third-level faculty evaluation committee, and the regulations for appointing, terminating, and suspending appointments of part-time faculty members shall govern the appointment, termination, or suspension of appointment of part-time specialists.
- The regulations governing full-time faculty members shall also govern the employment of quota-based specialists. Part-time specialists’ employment period shall comply with NTU’s semester schedule, and they may be reappointed at the end of their employment. Every appointment renewal shall be granted for one year in maximum, and the weekly course load shall be handled in accordance with NTU regulations.
- Article 4 As with faculty members, specialists shall be ranked as professor, associate professor, assistant professor, or instructor.

- Article 5 Professor rank specialists shall satisfy one of the following criteria:
1. Having been an associate professor rank specialist for over three years with outstanding evaluations and specific accomplishments.
 2. Having over 15 years of professional experience related to the courses that they are appointed to teach, with special skills or achievements. However, the aforementioned number of years may be reduced if the specialist has won a major international award.
- Article 6 Associate professor rank specialists shall satisfy one of the following criteria:
1. Having been an assistant professor rank specialist for over three years with outstanding evaluations and specific accomplishments.
 2. Having over 12 years of professional experience related to the courses that they are appointed to teach, with special skills or achievements. However, the aforementioned number of years may be reduced if the specialist has won a major international award.
- Article 7 Assistant professor rank specialists shall satisfy one of the following criteria:
1. Having been an instructor rank specialist for over three years with outstanding evaluations and specific accomplishments.
 2. Having over nine years of professional experience related to the courses that they are appointed to teach, with special skills or achievements. However, the aforementioned number of years may be reduced if the specialist has won a major international award.
- Article 8 Instructor rank specialists shall have over six years of professional experience related to the courses that they are appointed to teach, with special skills or achievements. However, the aforementioned number of years may be reduced if the specialist has won a major international award or has been confirmed to be urgently needed as an instructor by NTU.
- Article 9 Part-time specialists' hourly lecture fees, labor insurance, employment insurance, national health insurance, and labor pensions shall be governed by the University's regulations governing part-time NTU faculty members.
- Article 10 Regarding seniority calculation, "years of professional work" and "years of practical experience" as described in the Directives refer to full-time work only. The number of years for part-time work shall be reduced by half.
- Article 11 To determine whether the aforementioned specific accomplishments and special skills or achievements meet NTU requirements, they shall be reviewed by two or more external scholars and experts.
- Article 12 The total number of specialists appointed by colleges may not exceed 25% of their faculty members. However, for colleges with three or fewer academic programs in total, the percentage can be increased to 40% in principle.
- The number of specialists appointed by respective academic programs may not exceed 25% of their faculty members. However, if the product of the calculation is less than one, then one specialist may be appointed. For

academic programs in urgent need of instructors, the 25% rule may be voided on the condition that the part-time specialists are unpaid and are not counted toward the total number of faculty members. The above notwithstanding, the number of specialists allowed in colleges as described in the preceding paragraph shall still stand.

Article 13 Promotions of quota-based specialists shall be handled in accordance with the regulations governing the promotion of quota-based NTU faculty members. However, during reviews, specialists' specific accomplishments, special skills or achievements may be used in lieu of their academic work.

Article 14 The rights and responsibilities of quota-based specialists shall be the same as the rights and responsibilities of quota-based faculty members.

Article 15 Matters not addressed herein shall be handled in accordance with applicable regulations. If a college or academic program has more stringent regulations in place, they shall prevail.

Article 16 The Directives shall be passed by the NTU Faculty Evaluation Committee and Administrative Meeting and then implemented on August 1, 2017.