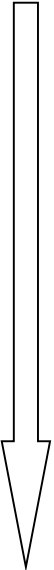
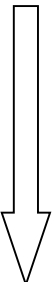
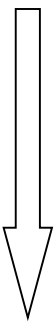

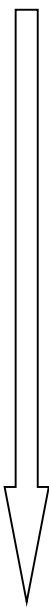
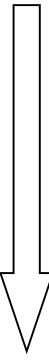



國立臺灣大學校聘人員進用及離職流程表

| 新增／遞補職缺 | 說明 | 所需表格文件 | 承辦／會簽單位 |
|---|---|---|--|
|  | <p>一、行政類人員</p> <ol style="list-style-type: none"> 檢附工作職務說明書(進用資深專員以上,應訂定關鍵績效指標),循行政程序陳送校長並提審核小組審議後,再送校長核定。 以單位自籌收入、控留編制內職員或助教員額,遞補行政專員以下職缺,經用人單位召開相關會議確認用人需求後,得免經上開程序,逕行辦理公開徵選。如遞補行政專員職缺,且各一級單位行政專員比率已逾 25%者,仍應依第 1 項程序辦理。 <p>二、技術類人員</p> <p>檢附工作職務說明書,依技術人員進用要點規定辦理。</p> | <ol style="list-style-type: none"> 簽 工作職務說明書 關鍵績效指標(進用資深專員以上行政類人員) | <p>承辦：用人單位</p> <p>會簽：</p> <p>【行政類人員】</p> <p>人事室→主計室→校長→審核小組→秘書室→校長</p> <p>備註：以單位自籌收入、控留編制內職員或助教員額,遞補行政專員以下職缺者依說明一、2.辦理。</p> <p>【技術類人員】</p> <p>人事室→主計室→研發處→校長→審核小組→秘書室→校長</p> |
|  | <ol style="list-style-type: none"> 用人單位對外公開徵選(公告至少 3 日)。 甄選經理以上人員,應有外單位 1 至 2 名代表擔任甄選委員。 用人單位確認已足額進用身心障礙人數後,填寫校聘人員進用申請單,並檢附相關文件,循行政程序提審核小組審議後送校長核定。 | <ol style="list-style-type: none"> 校聘人員進用申請單 申請單應附文件(甄選過程紀錄表、履歷表、身分證影本、畢業證書影本、職缺奉核簽/用人檢討會議紀錄、職缺上網公告資料、切結書等) | <p>承辦：用人單位</p> <p>會簽：</p> <p>人事室→主計室→審核小組→秘書室→校長</p> |
|  | <p>新進校聘人員自本校核定次日或議定日起進用,並於到職當日至人事室(行政人力組或醫人組)辦理報到手續。</p> | <ol style="list-style-type: none"> 到職通知單 校聘人員履歷表 身分證、畢業證書 離職證明書 存摺封面影本 免稅額申報表 勞健保加保及提繳勞退金申請書 | <p>承辦：人事室(行政人力組或醫學院人事組)</p> |
|  | <ol style="list-style-type: none"> 當事人填寫辭職(自請退休)申請表,經一、二級主管簽章同意後,送人事室發函辦理離職手續。 因故須終止契約者請依終止契約流程辦理。 | <p>辭職(自請退休)申請表或終止契約預告書。</p> | <p>辭職承辦：當事人</p> <p>核定：辭職(人事室主任)</p> <p>自請退休(校長)</p> <p>★因故須終止契約者請依終止契約流程辦理</p> |

NATIONAL TAIWAN UNIVERSITY

Employment and Resignation Procedure Chart for Contract Employees

| | Explanations | Required forms and documents | Processing/ Approval unit |
|--|--|--|--|
| <p>Addition / Replacement of vacancies</p>  | <p>1. Administrative Staff Procedures (1) Attach the job description (for senior staff positions and above, key performance indicators shall be detailed). The document shall be submitted to the president via the administrative process for the committee's review and approved by the president. (2) To retain positions within the organizational structure including teaching assistant positions, or to address vacancies below the administrative staff level funded from internal revenue, the hiring unit may conduct public recruitment following standard procedures after a meeting to verify staffing necessities. If the vacancy pertains to an administrative officer position and the proportion of administrative officers in any top-level unit exceeds 25%, the recruitment process above must be adhered to.</p> <p>2. Technical Staff Procedures Attach the job description and process according to the guidelines for hiring technical staff.</p> | <ol style="list-style-type: none"> Signature Job description Key performance indicators (for the hiring of senior administrative staff and above) | <p>Processed by: Hiring unit</p> <p>Countersigned:</p> <p>【Administrative staff】 Personnel Department → Accounting Office → President → Review Committee → Secretariat → President</p> <p>Note: For filling vacancies below the level of administrative staff using internally generated revenue, retained positions, or teaching assistant quotas, following Section 1, Item 2 of the procedures.</p> <p>【Technical staff】 Personnel Department → Accounting Office → Office of Research and Development → President → Review Committee → Secretariat → President</p> |
| <p>Submission for approval</p>  | <p>1. Open recruitment by the hiring unit: The vacancy announcement must be publicly posted for a minimum of three days.</p> <p>2. Selection of managerial staff and above: The selection panel should include one to two representatives from external units to serve as selection committee members.</p> <p>3. Upon fulfilling the required quota for hiring persons with disabilities: The hiring unit shall fill out the application form for university-appointed personnel, attach the necessary documentation, and submit it through administrative procedures for review by the Review Committee before receiving final approval from the University president.</p> | <ol style="list-style-type: none"> University Contract Employees Application Required documentation: Selection Process Record, Resume, copy of Identity Card, copy of Diploma, Approval for Vacancy / Staffing Review Meeting Minutes, Job Posting Online, Declaration Form, etc. | <p>Processed by: Hiring unit</p> <p>Countersigned:</p> <p>Personnel Department → Accounting Office → Review Committee → Secretariat → President</p> |
| <p>Newly appointed employee registration</p>  | <p>Newly appointed faculty and staff members commence the employment starting from the day upon the University's approval and are required to visit the Personnel Department (the Integrated Affairs Division or the Personnel Division of the College of Medicine) on the day they commence employment to complete the registration procedures.</p> | <ol style="list-style-type: none"> Confirmation of Employment Employee Resume ID card, Diploma Resignation Certificate Passbook (copy of cover) Tax Exemption Declaration Form Labor and Health Insurance Enrollment, and Labor Pension Fund Contribution Application | <p>Processed by: the Personnel Department (the Integrated Affairs Division or the Personnel Division of the College of Medicine.)</p> |
| <p>Employee resignation</p> | <ol style="list-style-type: none"> The employee completes a resignation (voluntary retirement) application form, receives the approval from the first- and second-level supervisors, then visits the Personnel Department for processing the termination procedures. For contract terminations due to specific reasons, please follow the regulated contract termination procedures. | <p>Resignation (Voluntary retirement) Application Form or Contract Termination Notice.</p> | <p>Resignation processed by: Applicant Approval:</p> <ul style="list-style-type: none"> Resignation: Director of the Personnel Department Voluntary retirement: University President <p>★ For terminations due to specific reasons, please follow the contract termination procedures.</p> |