

NATIONAL TAIWAN UNIVERSITY

Directives for Appointing Part-time Faculty Members

October 24, 2020 Amended Articles 6, 8, and 9 passed by the University Council at its 1st meeting, fall semester, Academic Year 2020-2021;
November 10, 2020 Promulgated via NTU official letter Hsiao Jen Tzu No. 1090081614

(Full amendment history at the end of this document)

- Article 1 Unless otherwise stipulated by relevant regulations, the appointment of National Taiwan University (NTU) part-time faculty members shall be governed by the NTU *Directives for Appointing Part-time Faculty Members* (“the Directives”).
- Article 2 NTU teaching units in need of faculty members to teach or advise graduate students on their thesis/dissertation may appoint part-time faculty members. In principle, the number of part-time faculty members holding acting rank in colleges/departments/graduate institutes/centers/degree programs (collectively, “academic programs”) shall not exceed 1/3 of the total number of faculty members of the said program.
- The number of part-time faculty members appointed by departments that offer common courses may be 1/2 (or less) of the total number of faculty members of said departments on the condition with prior approval.
- If the number of part-time faculty members of an academic program already exceeded that stipulated in the Directives at the time the Directives were promulgated, the said program may retain their part-time faculty members. However, subsequent reviews shall be made annually, and the number of part-time faculty members may not increase.
- Article 3 To match NTU’s academic schedule, teaching units shall submit part-time faculty member appointments to the Administrative Meeting for approval prior to the start of each semester. Teaching units that fail to do so shall provide valid reasons and report to the Administrative Meeting for review.
- If the number of students enrolled in a course does not meet the requirements for the course to be offered, or if there is no need to appoint part-time faculty members, then the appointment of the associated part-time faculty member may be terminated before the end of their tenure following the approval of the respective academic program and NTU. Such faculty members will receive a written explanation clarifying the reasons for the early appointment termination.
- Teaching units that wish to have their faculty member qualifications reviewed shall complete the review procedures for all Faculty Evaluation Committee levels prior to the start of the semester.
- Article 4 When appointing or renewing the appointment of a part-time faculty member, units shall ensure that the faculty member possesses the qualifications stipulated in the *Act Governing the Appointment of Educators*. The faculty member shall submit their qualified representative works or theses/dissertations produced in the past 5 years and their qualified reference

works produced in the past 7 years for review in accordance with the *Regulations Governing Accreditation of Teacher Qualifications at Junior Colleges and Institutions of Higher Education*. If an academic program has shorter year length requirements than those stated above, such requirements shall prevail. For special cases, each academic program shall submit a report to the Administrative Meeting in writing for review.

A candidate to be appointed that meets any of the following criteria may be exempt from the submission of works for review as stated above:

1. The candidate is an academician of Academia Sinica or a national chair professor; or has been awarded an Outstanding Award or a Merit MOST Research Fellow Award by the Ministry of Science and Technology, an Academic Award by the Ministry of Education, an Outstanding Scholar Award by the Foundation for the Advancement of Outstanding Scholarship, or other prestigious domestic or foreign awards for academic excellence.
2. The candidate was a part-time NTU faculty member who left NTU for less than 3 years for valid reasons and now returns to a post at NTU at the same level as a part-time faculty member; or the candidate was a quota-based full-time faculty member and now returns to a post at NTU at the same level as a part-time faculty member after retirement or resignation for less than 3 years.
3. The candidate is currently a quota-based full-time faculty member at a public or private university and possesses a teaching certification equivalent to or higher than the level of position they are applying for.
4. The candidate is currently a distinguished research fellow, research fellow, associate research fellow, or assistant research fellow at Academia Sinica.
5. The candidate is an adjunct instructor or an assistant professor appointed to teach language courses on the condition that they are not holding acting rank.
6. The candidate was a quota-based full-time faculty member at a public or private university who possesses a Teacher's Accreditation Level Certificate of a level equivalent to or higher than that of position they are applying for, and is to be appointed to teach common courses.

For part-time faculty members described in the preceding paragraph who wish to apply for an accreditation of teacher qualifications, Article 8 shall remain in effect.

The periods "over the past 5 years" and "over the past 7 years" specified in Paragraph 1 shall be calculated from the time recorded on the Teacher's Accreditation Level Certificate of the part-time faculty member. For faculty members whose Teacher's Accreditation Level Certificates are not submitted for review, the 5- and 7-year periods shall be counted from the date when their appointment becomes effective.

The works submitted for review for appointments and appointment renewal of part-time faculty members shall be sent to and reviewed by three external scholars and experts at the same time. All reviews shall be completed prior to any level of Faculty Evaluation Committee meetings. In case of special circumstances, academic programs shall report to the Administrative

Meeting in writing for review.

Article 5 Appointments of part-time faculty members shall be approved by the faculty evaluation committee of the respective academic program, reported to the Administrative Meeting for review, formalized after the review is passed, and then reported to the NTU Faculty Evaluation Committee.

Appointments of part-time faculty members over 65 years of age shall also be approved by the academic program's affairs meeting, and such faculty members shall not hold an acting rank.

For quota-based full-time faculty members under 70 years of age who will be reappointed as part-time faculty members after their departure from NTU, the acting rank rule described in the preceding paragraph shall not be in effect.

Article 6 When appointing an NTU Ph.D. student with a master's degree as an adjunct instructor, supporting documents indicating that the appointee has passed the qualifying examination shall be attached to the appointment proposal. However, this article shall not apply if the Ph.D. student is not paid via personnel expenses.

Article 7 The representative works or theses/dissertations published in the past 5 years as stipulated in Article 4 of the Directives shall be original, similar in nature to the courses that the faculty member will be teaching, and have been published (or accepted for publication at a later date, with evidence confirming such) in an SCI, SSCI, TSSCI, or other indexed journal, or have been published (or accepted for publication at a later date, with evidence confirming such) in a prestigious, top-tier journal in the respective field. If the representative work is a monograph, it must have been published. However, this Article shall not apply if the representative work is a thesis/dissertation.

Works produced by reorganizing, adding, deleting, or compiling others' works may not be submitted for review.

Theses/dissertations presented only in seminars but not published in writing may not be used as representative works for review.

If the representative work was co-written by several authors, only one may submit it for review. The other authors shall forfeit the right to use the work as a representative work for review. The person who submits a representative work shall specify in writing the parts contributed to by themselves and provide the signatures of all the co-authors as proof.

However, if the person who submits a representative work is the first author or the corresponding author, they do not need to submit the signatures of overseas co-authors.

Article 8 Whether an academic program accepts an application for a qualification review for a part-time faculty member shall be determined by the program's faculty evaluation committees. Part-time faculty members shall have worked their position level for a set duration before submitting an application for a qualification review, and shall follow the full-time faculty member standards and procedures for review.

The set duration as described in the preceding paragraph shall be determined

by the respective college.

The above-mentioned set duration of work shall comply with applicable regulations set by the Ministry of Education. Faculty members may apply for a qualification review when they have taught one credit worth of courses each semester, and shall attach documents verifying the course(s) they have taught when applying for the qualification review.

Article 9 If a part-time faculty member is involved in any of the acts described under Article 5, Paragraph 1, Subparagraphs 4 – 6 or Article 6, Paragraph 1, Subparagraph 1 or 2 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* during the time of their appointment at NTU, the unit handling gender equality cases shall file a special motion with the NTU Faculty Evaluation Committee in accordance with administrative procedures within 3 days of becoming aware of the incident. The NTU Faculty Evaluation Committee shall convene a review meeting within 3 weeks of being notified, and if the motion is passed, the said faculty member's appointment shall be suspended for a period of up to 6 months to await investigation. If necessary, and upon review and approval of the committee, such suspension may be extended twice, each time for a period of up to three months.

If a part-time faculty member is involved in any of the acts described under Article 5, Paragraph 1, Subparagraphs 7 – 11 or Article 6, Paragraph 1, Subparagraph 3 – 5 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* during the time of their appointment at NTU, and if any relevant unit deems it necessary to suspend the faculty member's appointment to conduct an investigation, the said unit shall file a special motion with the NTU Faculty Evaluation Committee in accordance with administrative procedures. Upon the committee's approval, the said faculty member's appointment shall be suspended for a period of up to three months. If necessary, and upon review and approval of the committee, such suspension may be extended once for a period of up to three months.

If any situation leading to appointment termination described in the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* pertains, unless otherwise stipulated by relevant regulations, such termination shall be reviewed and passed by the respective academic program's faculty evaluation committee and then reported to the NTU Faculty Evaluation Committee, after which the faculty member in question shall receive a termination notice in writing.

Part-time faculty members who are involved in any of the acts described under the subparagraphs of Article 8, Paragraph 1 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* may not be appointed as part-time faculty members. If they have already been appointed, NTU shall terminate the appointment. The termination of the appointment shall be handled in accordance with the procedures described in the preceding paragraph.

Faculty evaluation committees' member attendance and resolutions for the situations described in the preceding four paragraphs shall comply with the *Regulations for Appointing Part-time Faculty Members at Junior Colleges*

and Institutions of Higher Education and other related regulations.

Article 10 If a part-time faculty member qualifies for the *Labor Insurance Act*, the *Employment Insurance Act*, and/or the *National Health Insurance Act*, the unit appointing the faculty member shall accordingly provide said labor insurance, employment insurance, and/or national health insurance during their appointment.

Part-time faculty members who qualify under the *Labor Pension Act* and meet the criteria stipulated in Article 12 of the *Regulations for Appointing Part-time Faculty Members at Junior Colleges and Institutions of Higher Education* shall make a monthly pension contribution during their appointment in accordance with the regulations.

Article 11 Matters not addressed herein shall be handled in accordance with applicable regulations.

If an academic program has more stringent regulations in place, those regulations shall prevail.

Article 12 The Directives shall be passed by the NTU Faculty Evaluation Committee, Administrative Meeting, and University Council and then implemented on the date of promulgation.

(Full Amendment History)

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| January 3, 2004 | Passed by the University Council at its 2 nd meeting, fall semester, Academic Year 2003-2004 |
| October 16, 2004 | Passed by the University Council at its 1 st meeting, fall semester, Academic Year 2004 |
| March 24, 2007 | Title amended from Guidelines for Appointing Part-time Faculty Members to Directives for Appointing Part-time Faculty Members passed by the University Council at its 1 st meeting, spring semester, Academic Year 2006-2007;
April 14, 2007 Promulgated via NTU official letter Hsiao Jen Tzu No. 0960011370 |
| June 16, 2007 | Amended Articles 4 and 6 passed by the University Council at its 2 nd meeting, spring semester, Academic Year 2006-2007;
June 26, 2007 Promulgated via NTU official letter Hsiao Jen Tzu No. 0960020394 |
| March 15, 2008 | Amended Articles 3 and 8 passed by the University Council at its 1 st meeting, spring semester, Academic Year 2007-2008;
March 31, 2008 Promulgated via NTU official letter Hsiao Jen Tzu No. 0970011800 |
| June 18, 2011 | Amended Articles 2, 4, and 7 passed by the University Council at its 2 nd meeting, spring semester;
June 30, 2011 Promulgated via NTU official letter Hsiao Jen Tzu No. 1000027428 |
| October 15, 2011 | Amended and added Article 4, Paragraph 2, Subparagraph 6 passed by the University Council at its 1 st meeting, fall semester, Academic Year 2011-2012;
October 26, 2011 Promulgated via NTU official letter Hsiao Jen Tzu No. 1000048250 |
| October 25, 2014 | Amended Articles 2, 4-6, 8-11 passed by the University Council at its 1 st meeting, fall semester, Academic Year 2014-2015;
November 4, 2014 Promulgated via NTU official letter Hsiao Jen Tzu No. 1030082585 |
| June 10, 2017 | Amended Articles 3, 9, 10-12 passed by the University Council at its 2 nd meeting, spring semester, Academic Year 2016-2017;
June 21, 2017 Promulgated via NTU official letter Hsiao Jen Tzu No. 1060036437;
Amendment shall take effect on August 1, 2017 |
| June 15, 2019 | Amended Articles 5 and 12 passed by the University Council at its 2 nd meeting, spring semester;
August 1, 2019 Promulgated via NTU official letter Hsiao Jen Tzu No. 1080038935 |