

National Cheng Kung University
Regulations for the Recruitment and
Management of New-Scheme Teaching
Assistants

Approved on June 27, 2007 in the 4th University
Affairs Committee Meeting of the 2006 academic year.
Approved on March 28, 2018 in the 3rd University
Affairs Committee Meeting of the 2017 academic year.

- Article 1 The National Cheng Kung University (hereinafter “the University”) Regulations for the Recruitment and Management of New-Scheme Teaching Assistants are enacted according to Article 17 of the University Act, Article 41 of the NCKU Organizational Regulations, and other relevant regulations, with the objective of governing the recruitment and management of such assistants.
- Article 2 New-scheme teaching assistants (hereinafter “assistants”) referred to in the regulations are teaching assistants employed on an initial contract after the amendment and commencement of the Act Governing the Appointment of Educators, on March 21, 1997 or later to be specific.
- Article 3 To be appointed, assistants must possess the following basic conditions and qualifications:
- (1) Be of decent character and without a poor record
 - (2) Have completed university/independent college education or higher with exceptional academic performance
- Article 4 The employment of assistants shall be implemented on an ad hoc basis for approval and each department/institution should designate the staffing of assistants according to the assigned total teacher quota. Assistants are employed to assist in teaching, research, and administrative work. As a principle, the employment of assistants shall be on a short-term basis. Since the 1998 academic year, no assistant under the new scheme has been appointed. After the contract expiration or resignation of an assistant, the department/institution may use the scholarship for graduate students to hire a graduate or doctoral student as a substitute. After evaluating necessary administrative staff, the department/institution may also apply for approval for employing contracted staff through an ad hoc proposal; the quota for assistants may be retrieved reintegrated to the total teacher quota.
- Article 5 The employment of assistants must be administered in an open, just, and fair manner. The departmental/institutional affairs meeting shall conduct an initial review before forwarding relevant documents to the president for approval of such an appointment.
- Article 6 The term of employment for assistants is 1 year. Continuation of employment after a contract expires must pass a review by the Faculty Evaluation Committee of the department/institution, after which a report shall be forwarded to the president following the administrative procedure.
- Article 7 An assistant may not be employed concurrently as an adjunct teacher of the University.

Article 8 The starting salary of an assistant from the day of arriving for the post shall be calculated according to the Salary Rank of Public School Teachers and Teaching Assistants.

Article 9 Assistants' leave for business trips shall be handled in accordance with the Civil Service Leave Regulations and calculated per academic year. The subsidy for civil servant vacation and leave is not applicable to assistants' leave. Assistants' daily office hours are the same as those of administrative staff, and their performance of duties will also be monitored. The clock-in/-out system was incorporated in the 2007 academic year, and since then the attendance of assistants has been supervised and assessed by the supervisor of the unit to which they belong.

Article 10 To take leave for business trips, assistants shall acquire approval in advance and entrust their work to substitute staff. Assistants who must handle urgent public affairs of their department when on consolation leave may apply for cancellation of leave at any time; meanwhile, they retain the right to maintain their consolation leave.

Article 11 The salary of assistants shall be calculated according to the Teacher Remuneration Act. Based on the National Cheng Kung University Directions for Faculty Evaluation, the new-scheme teaching assistant salary rank shall be compared with the old-scheme teaching assistant salary rank for evaluation. The insurance, welfare, retirement, and bereavement compensation of assistants shall be handled in accordance with the law.

Article 12 Assistants may not enroll in part- or full-time continuing education. After filing a report to inform the University, assistants may engage in continuing education during personal and consolation leave to not affect their work.

Article 13 The rights and obligations of teaching assistants shall be specified in their certificate of appointment.

Article 14 Matters not covered by the regulations shall be handled in accordance with relevant laws and regulations enacted by the Ministry of Education and the University.

Article 15 The regulations have been approved by the University Affairs Committee before implementation. The same shall apply for all amendments to the regulations.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.