

National Cheng Kung University Operation Directions for Service Extension of President, Professors, and Associate Professors

Approved by the 2nd faculty evaluation committee meeting on December 20, 2018

- Article 1 These Operation Directions are enacted pursuant to the Regulations on Service Extension of Presidents, Professors, and Associate Professors at Public Institutions of Higher Education, enforced by the Ministry of Education (MOE).
- Article 2 If the President of National Cheng Kung University, who is appointed through relevant procedures by the MOE, reaches 65 years old during his or her term of appointment, he or she may continue to serve until the expiration of the term. The president who renews the tenure may continue to serve until the term is expired, but he or she shall not be over 70 years old. The president who resumes the position of professor or associate professor after the expiration of the presidential term may apply for service extension in accordance with the provisions of the Operation Directions.
- Article 3 To meet the need for cultivation of talent in teaching and academic research, professors and associate professors who meet the qualifications specified in Article 4 may be recommended to extend their service extension after expressing their willingness to continue their service after 65 years old and if this is recommended by a department affairs meeting or by the directors of relevant units of colleges or the university.
Professors and associate professors do not have the right to request a service extension.
- Article 4 A professors or associate professor at National Cheng Kung University must meet one of the following eligibility qualifications to extend their term of service:
1. Have served as an academician in the Academia Sinica.
 2. Have served as a national chair professor.
 3. Have received a National Award for Distinguished Contribution to Industry–Academia Cooperation.
 4. Have received an Academic Award, National Teacher Award in General Education, or Excellent Teacher Award presented by the MOE.
 5. Have received two or more Outstanding Research Awards from the Ministry of Science and Technology.
 6. Have published books (published after being reviewed) or three or more academic papers (being listed as the first author or correspondence author) in well-known domestic and international academic journals on topics related to the teaching or research conducted in the department within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, with specific contribution to academia.
 7. Have taught in three or more creation, performance, and skill instruction courses within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, and are internationally prestigious.
 8. Have conducted three or more teaching or research projects commissioned by the government or nongovernment organizations within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, with specific contributions to academia.
 9. Have received a total amount of NT\$50 million (including expenses for technology transfer) for research projects or industry–academia cooperation projects commissioned by the government or nongovernment organizations within the preceding three years from the month of reaching 65 years old or

from the expiration date of each extended service term, with specific contributions to academia and industry.

Article 5 To extend the service of a professor or associate professor, the service extension recommendation form (please see the attachment) shall be completed in the department affairs meeting or by college or university unit directors in accordance with Article 7. After being approved in all three levels of faculty evaluation committee, the recommendation shall be reported to the President for approval. The recommended professor or associate professor who meets the qualifications stated in Subparagraphs 1, 2, and 9 of Article 4 and has been recommended by the department affairs meeting or by college or university unit directors may submit the service extension recommendation form to the faculty evaluation committee for approval and subsequently to the President for approval.

Article 6 The duration of and criteria for service extension of a professor or associate professor are implemented in accordance with the following regulations, and the extended service terminates at the end of a semester when the professor or associate professor has reached 70 years old.

1. For a professor or associate professor who applies for service extension in accordance with Subparagraphs 1–5 of Article 4, each extended service period is limited to three years. Once the first service extension is over, the professor or associate professor may renew their service extension application, which shall be reviewed by the department, college, or university. After the second renewal, those who intend to extend their service term must have more than one important academic paper on the topics related to the courses they teach every year, and the papers must be published in famous domestic or international journals.
2. For a professor or associate professor who applies for service extension in accordance with Subparagraphs 6–9 of Article 4, the first extension shall begin from the age of 65 years old and terminate at the end of the semester when they are 66 years old. After the second extension, each extended service period shall not exceed one year.

Article 7 Every March and September, the Personnel Office compiles a list from all departments (colleges) of the professors and associate professors who will reach 65 years old or whose extended service period will end between February 1 and August 1 in the next year. The lists are submitted to the recruitment unit as references. Professors or associate professors who reach 65 years old or whose term of extended service expires between August of the current year and January of the next year shall submit the relevant documents to the Personnel Office before the end of April of the current year. The documents are then collated and submitted to the faculty evaluation committee for review. Those who reach 65 years old or whose term of extended service ends between February and July of next year shall submit the documents to the Personnel Office before the end of October of the current year, and the documents are then collated and submitted to the faculty evaluation committee for review.

Article 8 During a period of extended service, professors and associate professors shall not take temporary leave without salary, study leave, or research leave.

Article 9 Once the service extension of the president, a professor, or an associate professor is approved and confirmed, the Personnel Office uploads the information on the individual to the National Public Service Pension Fund Integrated Platform within one month.

Article 10 For a president who applies for retirement during the extended service period, the

effective date of retirement is defined as follows:

1. If his or her term is about to expire, the date of retirement is the day after their term of employment has expired.
2. If he or she is approved by the competent authority to resign during their term of employment, the effective date of resignation serves as the date of retirement.

Article 11 When a professor or associate professor has no further intention to teach or does not meet the qualifications of service extension listed in Article 4 during the extended service period, or when the university does not have the need for talent cultivation for teaching or academic research, the university shall terminate their extended service, and they shall immediately submit a retirement application to the MOE. The date on which the university terminates their extended service serves as the effective date of retirement.

Article 12 Matters not specified in these Operation Directions shall be undertaken in accordance with related rules and regulations.

Article 13 The Operation Directions shall come into force after their approval by the faculty evaluation committee. Any amendments shall also be approved by the faculty evaluation committee.

Service Extension Recommendation Form for Professors and Associate Professors at National Cheng Kung University

Recommendation Unit:

Position		Name			Date of birth	(MM) (DD) (YYYY)
Teacher certificate number	No.	Previous approval of service extension	Date and approved document number	Date: No.	Recommendation status	The ____ time of recommendation
			Period	From To	Proposed period of extended service	From To

The candidate must meet one of the eligibility qualifications stated in Article 4 of the Operation Directions (Please check the box if the candidate has a qualification and provide relevant documents.)

- 1. Have served as an academician in the Academia Sinica.
- 2. Have served as a national chair professor.
- 3. Have received a National Award for Distinguished Contribution to Industry–Academia Cooperation.
- 4. Have received an Academic Award, National Teacher Award in General Education, or Excellent Teacher Award presented by the Ministry of Education.
- 5. Have received two or more Outstanding Research Awards from the Ministry of Science and Technology.
- 6. Have published books (published after being reviewed) or three or more academic papers (being listed as the first author or correspondence author) in well-known domestic and international academic journals on topics related to the teaching or research conducted in the department within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, with specific contribution to academia.
- 7. Have taught in three or more creation, performance, and skill instruction courses within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, and are internationally prestigious.
- 8. Have conducted three or more teaching or research projects commissioned by the government or non-government organizations within the preceding five years from the month of reaching 65 years old or from the expiration date of each extended service term, with specific contributions to academia.
- 9. Have received a total amount of NT\$50 million (including expenses for technology transfer) for research projects or industry–academia cooperation projects commissioned by the government or non-government organizations within the preceding three years from the month of reaching 65 years old or from the expiration date of each extended service term, with specific contributions to academia and industry.

Reasons for the recommendation (specific accomplishments)	Signature from the director of department, college, or university unit:
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Candidate who meets one of the qualifications stated in Subparagraphs 3–8	Review comments provided by the department	Approved by the faculty evaluation committee of the department in the ____ time of meeting on ____ (MM) ____ (DD) ____ (YYYY) (meeting minutes as attached) Department director signature:
	Review comments provided by the college	Approved by the faculty evaluation committee of the college in the ____ time of meeting on ____ (MM) ____ (DD) ____ (YYYY) (meeting minutes as attached) Dean signature:

※ Recommendation according to Subparagraph 9	Confirmed by the Office of Research Development and Research Services Headquarters that the total amount obtained within the three years reached NT\$50 million	Total project fund reviewed by the Office of Research Development: _____	
		Total fund for technology transfer reviewed by the Research and Services Headquarters: _____	
Candidate who meets one of the qualifications stated in Subparagraphs 1, 2, and 9	Directly submit to the faculty evaluation committee for approval. Signature from representative of the recommendation unit:		
Countersign by the Personnel Office	Submit to the faculty evaluation committee for review after approval.	Director signature	
Instruction provided by the President			
Date and result of review conducted by the faculty evaluation committee: The ___ time of meeting of the faculty evaluation committee on ___(MM)___(DD)___(YYYY). The result is _____. Case officer signature:			
Note: For a professor or associate professor who meets one of the qualifications stated in Subparagraphs 3–8 and is recommended for service extension, once the application is approved through three levels of the faculty evaluation committee, the quota of teachers allocated for the department shall be considered.			

※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.