

# National Cheng Kung University Implementation Directions for Recruiting Contract Faculty Using the University Endowment Fund

Approved in the 4th University Affairs Committee Meeting of 2008 academic year on June 24, 2009.

Approved in the 4th University Affairs Committee Meeting of the 2019 academic year on June 10, 2020.

1. The National Cheng Kung University (hereinafter “the University”) established the current directions (hereinafter “the directions”) in accordance with the Implementation Rules for Recruitment of Research Teachers, Research Personnel, and Staff Using the National University Endowment Fund promulgated by the Ministry of Education with the objective of meeting the University’s teaching and academic research personnel training requirements.
  2. The contract faculty referred to in the directions refer to contract staff members recruited using the self-generated income from the University’s endowment fund. Contract faculty members are divided into Chair Professors, Professors, Associate Professors, Assistant Professors, and Lecturers.
  3. If any of the following circumstances are encountered, each unit may draft a recruitment project proposal, which shall be approved in a department/institute/library/museum/office affairs meeting or first-level center meeting. Following the administrative procedure, stamped with the seals of the Office of Research and Development, Office of Academic Affairs, Personnel Office, and Accounting Office, the aforementioned proposal shall be forwarded to the president for approval before the contract faculty member is appointed.
    - (1) An education unit lacking teachers and wishing to employ teachers for fundamental, physical education and other subjects on a case-by-case basis.
    - (2) A unit with vacant teaching positions and wishing for a trial appointment.
    - (3) A unit that wishes to employ teachers due to operational needs, such as legacy courses, development of industry-academia collaboration, continuous research, and counseling, and has relevant fund support.
  4. Applications for the appointment of Contract Teachers require the following documents to be attached:
    - (1) An approved project proposal
    - (2) Application form for recruiting the Contract Teacher
    - (3) Resume
    - (4) The applicant’s diploma or degree certificate
    - (5) Catalog of publications
    - (6) Service certificates
    - (7) Three recommendation letters
    - (8) Other documents supporting the applicant’s eligibility
  5. The screening and review process of the applicant’s qualifications shall be handled in accordance with the National Cheng Kung University Regulations Governing Teacher Recruitment, except for those of Contract Chair Professors. However, the appointment of Contract Teachers aged 70 years or older for their initial contract or renewal must be approved on a case-by-case basis. The appointment of Contract Chair Professors shall meet at least one of the following requirements, and their qualifications must be submitted to the Faculty Evaluation Committee for review following the relevant administrative procedure:
    - (1) Be an academician of Academia Sinica
    - (2) Have received the Ministry of Science and Technology (MOST) Outstanding Research Award, Merit Research Fellow Award, Academic Award of the Ministry of Education, Ministry of Education National Chair Professorship, Outstanding Scholar Award of the Foundation for the Advancement of Outstanding Scholarship, and other internationally/nationally recognized awards for academic achievements.
    - (3) Have served as a Chair Professor domestically or abroad.
    - (4) Have been recognized for exceptional contributions or excellent reputation in academia or professional fields.
- The Personnel Office is responsible for managing all appointed Project Teachers.

6. The term of employment for a Contract Teacher shall match the semester system and last for 1 academic year. The contract may be renewed for the continuation of the project and until the project implementation period ends. Except for Contract Chair Professors, Contract Teachers' performance, like that of full-time teachers, shall be evaluated and reviewed in a department/institute/first-level center/library/museum/office Faculty Evaluation Committee meeting as a reference for reemployment. Regarding the reemployment of a Contract Chair Professor, an evaluation shall be conducted by subordinate units and forwarded to the president for approval following the relevant administrative procedure.

7. Contract Teacher who meet the criteria for promotion shall apply for qualification screening in accordance with the NCKU Regulations for Faculty Promotion, which applies to full-time research personnel.

8. The starting salary of Contract Teacher is calculated from the date of their arrival at the post. As a general rule, remuneration for project research personnel is based on the National Cheng Kung University Remuneration Standards for Full-Time Teachers. The remuneration amount for project research personnel may be reduced at the University's discretion if the project fund is limited. For projects with an established remuneration standard, research personnel shall be paid accordingly. Under the condition that Project Teacher remuneration is sourced from the University's self-generated income, as well as being higher than the amount stipulated in the National Cheng Kung University Remuneration Standards for Full-Time Research Personnel, case-by-case approval shall be obtained and forwarded to the University Endowment Fund Management Committee for review.

9. Contract Teacher who are reappointed as full-time teachers of the University shall be reevaluated following the appointment procedure for newly appointed teachers. A Project Teacher's service seniority earned through excellent work performance before his or her current appointment shall be counted toward advancements in salary grade, based on the number of years of such prior work, to the maximum senior salary applicable for the professional rank of the position they are appointed to. The Ministry of Education shall issue a certificate to prove the teacher's service seniority after evaluation, which the teacher may use to apply for a promotion in accordance with the service seniority calculation for full-time teachers; however, this shall not be counted toward service seniority for retirement and bereavement compensation.

10. Contract Teacher who qualify for insurance under the Labor Insurance Act and National Health Insurance Act shall enroll in the relevant programs. According to the Labor Pension Act, each Project Teacher shall contribute a certain amount of their monthly wage to an individual pension account (contribution benefits are applicable for foreign personnel and shall be handled in accordance with the Regulations for Separation Fund Payment for Government Organization or School Employees) for retirement compensation. Those who do not qualify for the Labor Insurance Program may enroll in the Omnibus Insurance Program for International Technical Cooperation Personnel, in which they are responsible for 35% of the insurance premium and the University shall subsidize the remaining 65%.

11. Contract Teachers' term of employment, teaching hours, remuneration standard, leave, benefits, insurance, retirement, and other rights and obligations shall be specified in the contract in the format attached.

12. During the valid contract term, once a Contract Teacher is verified to have violated the contract by relevant units, the University may terminate the contract and dismiss the teacher because of his or her unsatisfactory teaching/research capacity, a breach of contract caused by failure to perform obligations, or other misconduct. In addition to returning overpaid remuneration, the Project Teacher may be requested to compensate for damages incurred from the breach of contract.

13. Matters not covered by the directions shall be handled in accordance with the Implementation Rules for Recruitment of Research Teachers, Research Personnel, and Staff Using the National University Endowment Fund, Labor Pension Act, and other relevant laws.

14. The appointment of casual or temporary teachers using budget sources other than self-generated income of the University's endowment fund shall be handled according to the directions.

15. The directions have been approved by the University Endowment Fund Management Committee and the University Affairs Committee before implementation. The same shall apply to all amendments to the directions.

※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.