

National Cheng Kung University Implementation Guidelines for Employing Postdoctoral Researchers

Promulgated by the 3rd NCKU Endowment Fund Management Committee in the 2014 Academic Year on May 20, 2015
Approved in the 177th Administrative Meeting on June 1, 2015
Amended in the 195th Administrative Meeting on March 13, 2019

Article 1 The National Cheng Kung University (NCKU) has enacted this guideline with the aim of developing into a leading international university, increasing the level of academic research in different fields, and cultivating high-quality research human resources.

Article 2 “Postdoctoral researchers” in this guideline refer to contracted personnel employed under the NCKU endowment fund comprising tuition-fee and self-raised incomes.

Article 3 Postdoctoral researchers employed on the basis of this guideline shall be managed accordingly, unless specified otherwise by provisions established by the competent authority.

Article 4 Postdoctoral researchers must have

1. Ph.D. from a local public or private university or independent college registered under the Ministry of Education or from foreign universities or independent colleges recognized by the Ministry of Education and
2. Developmental potential and research capabilities.

Article 5 Applications for the employment of postdoctoral researchers must include the following documents:

1. Approved list for the project (including the number of postdoctoral researchers) or approved request
2. Doctoral diploma (verification shall be required for foreign qualifications)

Article 6 Spouses and relatives by consanguinity or affinity within the third degree of kinship of supervisors, principal investigators, or co-principal investigators shall not be employed as postdoctoral researchers.

Individuals who have been involved in the following circumstances shall also not be employed as project postdoctoral researchers:

1. Individuals deemed to be guilty of sexual assault crime under paragraph 1, Article 2 of the Sexual Assault Crime Prevention Act
2. Individuals verified to have committed sexual assault behaviors by the Gender Equality Education Committee in schools or relevant committees established according to the law
3. Individuals verified to have committed sexual harassment or sexual bullying behaviors by the Gender Equality Education Committee in schools or relevant committees established according to the law, which deem it necessary to terminate their contracts and prohibit them from serving as education practitioners for life.
4. Individuals verified to have committed sexual harassment or sexual bullying behaviors by the Gender Equality Education Committee in schools or relevant committees established according to the law, which deem it necessary to terminate their contracts and prohibit them from serving as education practitioners for 1 to 4 years.
5. Individuals determined by the competent educational administration to be consistent with that described in subparagraph 2, paragraph 6, Article 9 of the Supplementary Education Act.
6. Individuals determined by the competent educational administration to be consistent with that described in subparagraph 3, paragraph 6, Article 9 of the Supplementary Education Act, and shall not be employed for 1 to 4 years.

Article 7 The maximum employment period for postdoctoral researchers is 1 year. In the event of prolonged project needs, their employment may be extended until the end of the implementation period of the project.

Article 8 Newly employed postdoctoral research staffs shall be remunerated with the minimum research fee based on the Payment Standard Table (Appendix 1). Staff members with previous seniority, who have completed the stipulated years of service under the Principles of Seniority-Based Pay Raise Based on the Staff's Previous Employment Seniority in NCKU, shall be eligible for a pay raise within the staff's salary range. Each staff is eligible for a one-level pay raise every year. However, this does not apply to individuals in the following circumstances:

1. Individuals with a higher pay standard as specified in the commissioned project contract shall be remunerated in accordance with the contract.
2. Project personnel expenditures may be reduced in the event of difficulties.
3. Postdoctoral researchers, who are transferred talents from the Ministry of Science and Technology or recruited by NCKU, whose seniority was uninterrupted, shall be remunerated in accordance with their original research fee.
4. After the approval by a preliminary review committee composed of more than three members from the employment unit and by NCKU Endowment Fund Management Committee, individuals possessing unique skill or research and development expertise shall be remunerated with a higher research fee. The review process is shown in Appendix 2.

Postdoctoral researchers with outstanding performance after 1 year of service at NCKU are eligible for a one-level pay raise following the approval of the employment unit or principal investigator based on the circumstances of the project expenses.

Article 9 NCKU shall sign a contract (see attachment) with the postdoctoral researcher, with the content including the employment period, research fee, job content, working hours, leaves, insurance, benefits, and other rights and obligations.

Article 10 Postdoctoral researchers shall not hold concurrent teaching or other posts on or off campus without written consent from NCKU. However, researchers with special circumstances shall be subject to the Guidelines for Teachers' Off-Campus Concurrent Teaching or Other Posts of NCKU.

Article 11 Matters not mentioned herein shall be processed in accordance with the relevant provisions.

Article 12 The Principles shall be implemented following the approval of the NCKU University Endowment Fund Management Committee and the Administration Council, and the same applies to its amendment.

Appendix 2

Review Process for Writing Off Flexible Remuneration of Postdoctoral Researchers at National Cheng Kung University

Intended increase in flexible remuneration	
Less than NT\$ 10,000	More than NT\$ 10,000
Authorization by the University Endowment Fund Committee (hereinafter, the Committee), which agrees to the effective employment of a personnel after passing the preliminary review of the employment unit, after which the relevant documentation is sent to the Committee for future references.	After a candidate passes the preliminary review of the employment unit, the Personnel Office informs three committee members to conduct a committee group review. The flexible compensation of candidates who are approved by all three members shall then be effective from the date the candidates pass the preliminary review of the unit of employment, and the relevant documents shall then be submitted to the Committee for future reference. For candidates who do not receive the full approval of the Committee, the relevant documents shall be submitted to the Committee for review, and the date of approval by the Committee shall be considered the effective date.

Note: For employees who write off their flexible compensation as Designated Contribution, the employment unit shall first file a request for approval to explain the reason, and the opinions of the Personnel Office (personnel regulations), Accounting Office (write-off regulations), and Office of Finance (contribution acceptance regulations) shall then be processed. After the approval of the university president, the request for approval shall then be processed according to the aforementioned review process.

※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.