

National Cheng Kung University Examination Directions for Faculty Employment and Screening for Promotion

Approved in the 141st Administrative Meeting on November 15, 2000.
Article 7, Appendices 1 and 2 were amended in the 142nd Administrative Meeting on April 25, 2001.
Appendix 3 was amended in the 144th Administrative Meeting on December 19, 2001.
Appendices 1 and 2 were amended in the 147th Administrative Meeting on April 9, 2003.
Articles 7, 9, and 13 as well as Appendices 1, 2, and 3 were amended in the 148th Administrative Meeting on November 26, 2003.
Article 7, Appendices 1 and 2 were amended in the 150th Administrative Meeting on January 12, 2005.
Articles 15, 1, and 17 as well as Appendices 2 and 3 were amended sequentially in the 152nd Administrative Meeting on November 16, 2005.
Appendix 2 was amended in the 154th Administrative Meeting on November 15, 2006.
Appendix 2 was amended in the 155th Administrative Meeting on May 9, 2007.
Appendix 2 was amended in the 157th Administrative Meeting on May 28, 2008.
Article 7 was amended in the 158th Administrative Meeting on November 26, 2008.
Articles 4, 5, 8, 10, 11, and 16 were amended in the 161st Administrative Meeting on May 19, 2010.
Article 5 was amended in the 164th Administrative Meeting on November 23, 2011.
Article 5 was amended in the 173rd Administrative Meeting on September 24, 2014.

Article 1. The National Cheng Kung University (hereinafter “the University”) Examination Directions for Faculty Employment and Screening for Promotion (hereinafter “the directions”) are enacted in accordance with the Civil Service Promotion Act, Enforcement Rules of the Civil Service Promotion Act, and Civil Service Appointment Act. By ensuring open, just, and fair approaches to the employment and promotion of faculty, the directions aim to facilitate talent promotion and cultivation.

Article 2. The directions apply to legally employed faculty with a position title as defined in the NCKU Organizational Regulations in addition to personnel recruited through the appointment system.

Article 3. Faculty of the University shall be recruited in addition to assigned qualifiers of civil service examinations, through an open selection process from other agencies or institutions.

Promotion is defined in the directions as any of the following conditions:

- (1) being promoted to a position of a higher rank
- (2) being promoted or transferred to a managerial position from a nonmanagerial position
- (3) being transferred to a post of equivalent rank

According to the employment method set forth in the previous paragraph, if no available civil servants from other agencies or qualifiers of civil service examinations are waiting to be assigned, open recruitment may be conducted after approval is obtained from the Directorate-General of Personnel Administration, Executive Yuan to recruit civil servants who are not currently on duty.

Article 4. An examination committee (hereinafter “the committee”) shall be assembled for the employment and promotion of university faculty members, which shall involve the following tasks:

- (1) assessing candidates’ seniority and experience and reviewing their qualifications
- (2) deciding the testing and interview methods
- (3) arranging the ranking of candidates to be promoted as well as the selection order
- (4) formulating corresponding measures for matters assigned by the president
- (5) handling other matters concerning candidate selection and eligibility review
- (6) handling other matters for review as clearly stipulated by regulations

Article 5. The committee shall be composed of 5–23 members, each of whom shall serve a term of 1 year and may be reappointed upon expiry of the term. Committee member selection should adhere to the following methods:

- (1) Designate members appointed by the president (2–12 people):

1. Secretary General

2. The Ministry of Education Civil Servant Association should recommend three members who are faculty members of the University, one of whom is to be selected

2. A maximum of 10 individuals should be selected from first- and second-level supervisors and college deans

- (2) Apparent member (1 person):

Personnel Office Director

- (3) Elected members (2–10 people): two members out of every four shall be elected by the full-time faculty.

Full-time faculty may register themselves or be recommended by their own units as candidates of elected committee members.

One designated member, mentioned in subparagraph 1 of the preceding paragraph, shall be appointed by the president as the committee chairperson.

A meeting shall not be held unless more than half of the members are present. A resolution to be approved shall be approved by more than half of the attendees. When neither side has the approval of half the attendees, the chairperson may also cast a vote to constitute the final result. For attendees who recuse because of a conflict of interest, their votes shall not be counted for a committee resolution. When the committee is in doubt when reviewing a certain case, it may request relevant documents. If necessary, the committee may notify the candidate for promotion, relevant personnel, or supervisors of their units to attend the committee meeting for enquiry.

Article 6. Regarding vacancies in any department, the directions shall be used as the standard for assessing the eligibility of university faculty or other civil servants with the required qualifications to be promoted to fill the post, except for vacancies exclusively for qualifiers of comparable civil service examinations or those exempt from screening according to the law. If a university faculty member is promoted to fill the vacancy, an examination shall be administered, whereas an open screening shall be conducted for the promotion of a civil servant to fill the post from outside the University.

Article 7. The procedures for candidate review and selection are as follows:

(1) When a vacancy opens at the University, the department of the vacant position shall first conduct faculty transfer (among faculty members of the same rank) according to the stipulated procedure. If no suitable candidate is available, the department shall submit a report to the Personnel Office comprising the job responsibilities, required qualifications of the candidate, and whether an interview or proficiency test shall be held for internal promotion. The Personnel Office will then forward the report to the president for approval of the internal or external promotion.

(2) Regarding internal promotion for a vacancy, the Personnel Office shall announce the recruitment information publicly to seek qualified candidates within the University. Those who wish to apply for the job shall submit the completed [Promotion Willingness Form](#) (Appendix 1) along with relevant documents of proof to the Personnel Office. If a candidate is promoted, the Personnel Office shall inform relevant department supervisors to rate the candidate according to the [Evaluation Standard Table for Faculty Promotion/Transfer](#) (Appendix 2). The candidates' scores are ranked in descending order on a list, which, along with relevant documents of proof, will be forwarded to the president to approve a screening by the committee. Finally, the president will appoint one candidate from the top three to be promoted to fill the post. If more than two candidates are to be promoted, the number of candidates that the president should appoint will double.

If the qualified candidates mentioned in the previous paragraph are the University's faculty to be transferred, after the qualification review by the Personnel Office, a letter shall be sent to the department of the vacancy to pick the ideal candidate. The finalized result shall be forwarded to the president for ratification. If both qualified candidates for promotion and transfer exist, the Personnel Office shall send a letter to the department of the vacancy to pick the ideal candidate before the finalized result is forwarded to the president for ratification. If no suitable candidate exists, the Personnel Office shall be instructed to promote a qualified candidate according to the provisions in the previous paragraph.

(3) Regarding outside recruiting for a vacant position, the department with the vacancy (hereinafter "the department") shall inform the Personnel Office about the subject for examination to be announced online. A screening team comprising two people from the department, one person from the Personnel Office, and two designated members appointed by the committee chairperson shall be formed. The supervisor of the department shall serve as the convener responsible for conducting interviews and proficiency tests. The Personnel Office is the organizer for screening, whereas the department serves as the co-organizer. After the examination is conducted, the results shall be arranged in descending order and compiled into a list, which shall then be ratified by the president and submitted as a written report to the committee.

The newly recruited faculty member will have approved relevant civil service examinations or have the qualifications required to assume relevant positions.

The proportion of the interview and proficiency test occupying the total score shall be determined by the department according to its needs. However, for the proportion of either the interview or proficiency test, the maximum shall not exceed 60% and minimum shall not be less than 40%. If the number of applicants exceeds eight, they must first sit a proficiency test, and according to their score, at least thrice the number of candidates shall be selected for interview. Proficiency test subjects shall be designated by the department according to actual needs, and the drafting of questions must be kept confidential.

The required interview or proficiency test for internal promotion shall be implemented by forming a

screening panel, as mentioned in subparagraph 3. When the president's opinions on the candidates to be promoted differ, he or she may withdraw the case and adopt another means for selecting candidates in accordance with the directions.

Article 8. The promotion of the University's faculty members shall be implemented according to the NCKU [List of Faculty Promotion Rank](#) (Appendix 3). If no suitable candidate of a particular rank is selected, candidates of one rank lower shall be considered for promotion. The assertion of no suitable candidates shall be made by the committee after their qualification review.

"The assertion of no suitable candidates of one rank lower (as mentioned in the previous paragraph) refer to situations, in which candidates who are supposed to be qualified for promotion to fill the position but are deemed unsuitable by the committee, or situations, in which no candidate is qualified for promotion to fill the vacancy.

Article 9. The transfer of faculty—of the same rank on the NCKU List of Faculty Promotion Rank—among each unit of the University depends on actual operational needs. Furthermore, it is exempted from the review procedure and shall be directly approved by the president.

Article 10. Individuals meeting the following conditions may not apply for promotion:

- (1) Those who have served a prison sentence with a final judgment rendered for an offense with criminal intent within the past 3 years, except for where probation has been announced.
 - (2) Those who have been dismissed, suspended, or demoted in accordance with the Civil Service Discipline Act within the past 2 years.
 - (3) Those who have been dismissed in accordance with the Civil Service Performance Rating Act within the past 2 years.
 - (4) Those who have been subject to a pay reduction or an official demerit in accordance with the Civil Service Discipline Act within the past year.
 - (5) Those who have been given a performance rating of Grade C, or have accumulated one major demerit or more within the past year according to the Civil Service Performance Rating Act. Merits received by the same individual shall not be applied to offset such demerits.
 - (6) Those who have not reached 1 year of service, except for individuals who meet the following conditions:
 1. Have a total of 1 year of service working in a position of the same rank or higher within the unit or have served in a similar position of higher rank or equivalent outside the current unit for no less than 1 year,
 2. All personnel who do not meet the previous condition, are one rank lower, and have not reached 1 year of service.
 3. Qualifiers of civil service examinations but who were assigned to a position of a lower rank at the time.
 - (7) Those who have been approved for leave with full pay to undertake full-time training or advanced studies for 6 months or longer, while still in their training or advanced study period.
 - (8) Those who have been approved by the University to retain their position without pay, and are still in such a period.
 - (9) Those who have been suspended according to the law or are on approved extended sick leave.
- Any of the abovementioned circumstances shall also apply to external promotion.

Article 11. Eligible individuals who do not meet any of the conditions in Article 10 and who fulfill any of the following conditions may be granted priority for promotion upon approval by the committee:

- (1) Those who have been awarded a Merit Medal, Exemplar Medal, or Professional Medal within the past 3 years.
- (2) Those who have had two major merits recorded in one special rating within the past 3 years.
- (3) Those who have been selected as a model civil servant within the past 3 years.
- (4) Those who have been awarded a Medal of Honor or the Civil Service Outstanding Contribution Award within the past 5 years.
- (5) Qualifiers of civil service examinations but who were assigned to a position of a lower rank at the time. When two people conform to the aforementioned conditions and are prioritized for promotion, the one who meets the qualification in subparagraph 5 shall be promoted first. Under other circumstances, the candidate who is rated higher on the basis of the promotion standard shall be promoted first; the facts constituting any of the aforementioned five qualifications are limited to one use. The same applies to

candidates who concurrently meet more than one of the five qualifications. The medals for professionalism mentioned in subparagraph 1 of paragraph 1 of this article do not include medals awarded for achieving certain years of service.

Article 12. The directions apply to the promotion of faculty members who have been employed before the announcement and commencement of the Act of Governing the Appointment of Educators. The qualifications and titles of these faculty members shall conform to relevant regulations prior to the announcement and commencement of the Act of Governing the Appointment of Educators.

Article 13. The employment and promotion of accountants and personnel staff and the promotion of technicians with rare specialties shall separately comply with relevant regulations. In addition to the mutatis mutandis application of the directions, the employment and promotion of medical staff shall conform to related professional regulations.

Article 14. The examination committee and personnel responsible for faculty employment and promotion must not engage in malpractice for personal gains, introduce errors or omissions, or disclose confidential information. The person in charge shall recuse him/herself from examination cases associated with him/herself, his/her spouse, or his/her relatives within three degrees of consanguinity or marriage relationships to avoid conflicts of interest. Penalties shall be imposed in accordance with the violation's level of severity.

Article 15. The recruitment and promotion of faculty members of the Affiliated Senior Industrial Vocational Continuing Education High School of National Cheng Kung University shall comply with the directions.

Article 16. Matters not specified in the directions shall be dealt with according to the Civil Service Promotion Act, Enforcement Rules of the Civil Service Promotion Act, and other relevant regulations.

Article 17. The directions are implemented upon approval by the Administrative Meeting. The same shall apply for 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.