

National Cheng Kung University Implementation Directions for the Appointment of Contract Research Personnel Using the University Endowment Fund

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

Amended and approved in the 2nd University Affairs Committee Meeting of the 2011 academic year on December 28, 2011.

Amended and approved in the 1st University Affairs Committee Meeting (postponed) of the 2013 academic year on October 30, 2013.

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 researching requirements.
2. The project contract research personnel referred to in the directions are contract casual or temporary staff recruited using the University’s self-generated income of the endowment fund from tuition and five other sources. Project research personnel are divided into Research Fellows, Associate Research Fellows, Assistant Research Fellows, and Research Assistants.
3. If any of the following circumstances are encountered, each unit may draft a project employment proposal, which shall be approved in a department/institution/library/museum/office affairs meeting or the first-level center meeting:
 - (1) A unit has vacant research personnel positions that is seeking a trial appointment.
 - (2) A unit that wishes to employ teachers due to operational needs and has relevant fund support.Stamped with the seals of the Office of Research and Development, Office of Academic Affairs, Personnel Office, and the Accounting Office, the proposal shall be forwarded to the president for approval before the project research personnel are appointed.
4. The application for the appointment of contract research personnel requires the following documents to be attached:
 - (1) An approved employment proposal
 - (2) Application form for recruiting contract project personnel
 - (3) Resume
 - (4) Diploma or degree certificate
 - (5) Catalogue of publications
 - (6) Service certificates
 - (7) Three recommendation letters
 - (8) Other documents supporting the applicant’s eligibility
5. Screening of contract research personnel’s qualifications shall be handled in accordance with the National Cheng Kung University Regulations Governing the Recruitment and Promotion of Research Personnel. However, appointments of people aged 70 years and older for an initial contract or renewal must be approved on a case-by-case basis.

The Personnel Office is responsible for the management of employed research personnel.
6. The review process of contract research personnel comprises two levels of reviews. After the department/institute/library/museum/office/first-level center Faculty Evaluation Committee (hereinafter “FEC”) passes the review, the corresponding college dean (or the convener of multidisciplinary studies programs) shall forward the candidate to the University-Level FEC for

further review.

For contract research personnel who submit an academic degree, their representative publications (including their dissertation) will be submitted by the corresponding department/institution/first-level center/library/museum/office to four scholars and experts outside of the corresponding unit for review. For project research personnel submitting representative publications or significant research results, four off-campus scholars and experts shall be selected as external reviewers. The external review results shall be forwarded to the Faculty Evaluation Committee to complete the appointment process. Candidates who have served as full-time research personnel equivalent to the rank of the post to be filled are exempted from such an external review.

7. The term of employment for contract research personnel is 1 year, but the contract may be renewed for the continuation of the project and until the project implementation period ends. The reappointment of contract research personnel shall be based on a review of their performance in a department(institution/first-level center/library/museum/office) Faculty Evaluation Committee meeting as a reference for reemployment.

To meet a unit's operational needs, contract research personnel may concurrently serve as a supervisor of a non-establishment unit. However, the employment term of such a supervisory role may not exceed that of the contract research personnel.

8. Contract research personnel who meet the criteria for promotion must apply in accordance with the National Cheng Kung University Regulations Governing the Recruitment and Promotion of Research Personnel, as applies to full-time research personnel.

The aforementioned review process is as follows: the application must pass an initial review by the department (institution/first-level center/library/museum/office) Faculty Evaluation Committee. Subsequently, those qualified shall have their representative publications or significant research results forwarded by the corresponding college or noncollege units to the Office of Academic Affairs for external review by four off-campus scholars and experts. The results shall be compiled and forwarded to the university-level Faculty Evaluation Committee for review, thereby completing the screening procedure for promotion.

9. The starting salary of contract research personnel is calculated from the date of their arrival at the post. As a general rule, their remuneration is based on the National Cheng Kung University Remuneration Standards for Full-Time Research Personnel.

Furthermore, the remuneration amount of 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 research personnel's remuneration is taken from the University's self-generated income of the endowment fund from tuition/other fees and five other sources, and is higher than the amount stipulated in the National Cheng Kung University Remuneration Standards for Full-Time Research Personnel, a case-by-case approval shall be obtained and forwarded to the University Endowment Fund Management Committee for review.

10. Contract research personnel reappointed as full-time research personnel of the University shall be reevaluated following the appointment procedure for newly appointed research personnel. Service seniority they have earned through excellent performance before their 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 to the professional rank of the position they are appointed to. Such previously earned service seniority may also be used to apply for a promotion in accordance with the service seniority calculation for full-time research personnel, but shall not be counted toward service seniority for retirement and bereavement compensation.

11. Contract research personnel who qualify for insurance under the Labor Insurance and National Health Insurance Acts shall enroll in the relevant insurance programs. According to the Labor Pension Act, each research personnel 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 insurance under the Labor Insurance Program may enroll in the Omnibus Insurance Program for International Technical Cooperation Personnel, where they are responsible for 35% of the insurance premium and the University subsidizes the remaining 65%.

12. Contract personnel's term of employment, remuneration standard, leave, benefits, insurance, retirement, and other rights and obligations shall be specified in the contract in the format attached.

13. During the valid contract term, when contract research personnel are verified to have committed a violation by relevant units, the University may terminate their contract and dismiss them because of unsatisfactory teaching/research capacity, a breach of contract caused by failure to perform obligations, or other misconduct. In addition to returning overpaid remuneration, research personnel may be requested to compensate for damages incurred from the breach of contract.

14. 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.

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

16. 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.