

# National Cheng Kung University Directions for Job Rotation Among Faculty Members

Approved in the 644th Meeting of the Chief Administrators Council on October 31, 2007.

1. Based on Article 13 of the Civil Service Promotion Act, the National Cheng Kung University (hereinafter “the University”) Directions for Job Rotation Among Faculty Members (hereinafter “the directions”) are enacted to increase the University faculty’s experience in administrative work and enhance service efficiency through the effective use of manpower.
2. The faculty referred to in the directions are personnel listed in Article 9 of the NCKU Organizational Regulations.
3. Job rotation refers to changes of assigned positions within a first-level unit. Job rotation among first-level units requires the consent of both the original unit and that to which the faculty member is being appointed. To facilitate the implementation of school affairs and evaluation efficiency, the University may proactively adjust the faculty member’s position. Job rotation is based on the principle of transferring between positions of the same rank, and the faculty member should possess the qualifications required to be appointed.
4. Job rotation is permitted under the following circumstances:
  - (1) To cultivate talent and increase faculty’s job experience, thereby facilitating in-depth understanding of the affairs of each office.
  - (2) To strengthen each faculty’s expertise training to enhance the efficiency of each unit.
  - (3) To ensure that necessary personnel are arranged because of workload variation of a particular unit.
  - (4) To eliminate shortcomings caused by one faculty member remaining in a position for too long.
  - (5) To promote a unit’s internal harmony and reduce conflicts.
5. Faculty members meeting any of the following conditions shall be excluded from job rotation:
  - (1) Those whose position requires specialized expertise.
  - (2) Those who will undergo age-mandated retirement within 3 years.
  - (3) Those who have taken unpaid leave and extended sick leave without leave cancellation.
  - (4) Those with less than 3 years of service and who have experienced a major change in family or household structure.
  - (5) Those with no suitable position for job rotation or a position where rotation is not allowed as ratified on an ad-hoc basis.
6. The job rotation period within a first-level unit is 4 years. However, when in special need, the duration may be extended by 1 more year, during which time the faculty member may apply to be transferred at any time when necessary. The aforementioned period is calculated from the month the faculty member arrived at the post. For those appointed to a new position mid-year, the period is calculated from January of the following year (e.g., for a faculty member who begins a post in May

2007, his or her job rotation period is calculated from January 2008).

7. Job rotation within a first-level unit shall be conducted within 2 months following the end of the academic year, and the employee rotation schedule (Appendix 1) shall be submitted to the Personnel Office for reference on demand.

Within 1 month of the end of each academic year, the Personnel Office shall send a letter to first-level unit supervisors demanding feedback on the job rotation among their subordinates (Appendix 2). The Personnel Office shall then compile a reserve list of candidates for job rotation, which may serve as a reference for the University to take control and make overall adjustments as well as for units with vacancies.

Each unit's faculty members who have at least 4 years of service and are willing to change position can submit a completed letter of consent to rotate jobs (Appendix 3) to the Personnel Office for subsequent management, which will form a reserve list of candidates. If a suitable vacancy within the University becomes available, eligible candidates on the list shall be considered first.

8. The affairs and fiscal matters of a candidate for job rotation shall be documented in a registration book for the sake of a convenient job handover. Within 1 month of being appointed to a new position, the person in question shall take leave to visit his or her original unit to guide and assist the new faculty member.

9. Rotation among contracted employees shall be handled in accordance with the directions.

10. Matters not covered by the directions shall be handled in accordance with the Civil Service Promotion Act, Enforcement Rules of the Civil Service Promotion Act, and relevant regulations.

11. The directions have been approved by the Chief Administrators Council 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.