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Chapter 1. Faculty Evaluation Committee Appointment Policy

A. National Yang-Ming University Faculty Evaluation Committee Appointment Policy

Approved on September 21, 1994 by the 1st University Affairs Meeting of NYMU
Amended and approved on January 5, 2000 by the 14th University Affairs Meeting of NYMU
Amended and approved on January 11, 2000 by an extraordinary University Affairs Meeting of NYMU in the first semester of
the 1999 academic year
Retroactively approved on January 10, 2001 by the 16th University Affairs Meeting of NYMU
Amended and approved on January 5, 2005 by the 24th University Affairs Meeting of NYMU
Retroactively approved on June 15, 2005 by the 25th University Affairs Meeting of NYMU
Amended and approved on January 4, 2006 by the 26th University Affairs Meeting of NYMU
Amended and approved on June 20, 2007 by the 29th University Affairs Meeting of NYMU
Amended and approved on June 11, 2008 by the 31st University Affairs Meeting of NYMU
Amended and approved on January 7, 2009 by the 32nd University Affairs Meeting of NYMU
Amended and approved on June 9, 2010 by the 35th University Affairs Meeting of NYMU
Amended and approved on June 11, 2014 by the 43rd University Affairs Meeting of NYMU
Amended and approved on June 15, 2016 by the 3rd extraordinary University Affairs Meeting of NYMU in the second
semester of the 2015 academic year
Amended and approved on December 28, 2016 by the 48th University Affairs Meeting of NYMU
Amended and approved on January 3, 2018 by the 50th University Affairs Meeting of NYMU
Amended and approved on December 26, 2018 by the 52nd University Affairs Meeting of NYMU
Amended and approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU

Article 1 The Faculty Evaluation Committee (hereinafter referred to as "the Committee") was established in accordance with Article 20 of the University Act, Article 15, Paragraph 1 of the NYMU Charter and relevant laws and regulations.

Article 2 The Committee is composed of several members, formed by the following personnel:

- I. Ex-officio members: Dean of Academic Affairs, deans of all of the schools, and superintendents of the NYMU hospital and affiliated hospitals, with the Dean of Academic Affairs as the convener and the chair of meetings. (The number of ex-officio members shall not exceed 50% of the total number of members).
- II. Elected members:
 - (I) Representatives of the schools: Each school shall elect one member with professor qualification to serve in the Committee. However, a school with more than 6 (non-inclusive) departments and institutes may elect one extra member. In addition, one person from each preparation office for a new school shall be added.

School representatives shall be elected by the schools (along with the same number of alternate members). If there is not enough full-time faculty in the school, the representatives shall be elected from the full-time faculty of relevant subjects of the NYMU.
 - (II) Teachers' Association representative: One person with professor qualification shall be elected by the NYMU Teachers' Association as a member.

The elected members of the preceding paragraph shall serve a term of two years and may be re-elected at the end of the term. If a vacancy occurs, except for the Teachers' Association representative, the vacancy shall be filled according to the listed order of the alternate elected members of the respective school.

If a member must be absent for certain reasons: an ex-officio member who must be absent may have a professor who is not a member of the Committee act on his / her behalf. An elected member shall attend the meetings in person and may not have someone else act on his / her behalf.

The composition of the members of the Committee shall comply with the regulations stipulated in Article 16, Paragraph 1 of the Gender Equity Education Act.

Article 2-1

- I. When an ex-officio member is relieved of his duties, he/she automatically loses the title of member and shall be replaced by the successor.
- II. If any of the following occurs, an elected member will lose the title of member and be replaced

by the alternate member.

- (I) Being absent for no particular reason once or more.
- (II) Being on leave (excluding sabbatical leave), or researching or studying abroad for 6 months or more.

Article 2-2 Members shall recuse themselves if the matter under review of discussion involves their personal interests. If such members do not recuse themselves, the chair may ask them to do so.

Article 3 The Committee reviews matters related to the appointment, duration of appointment, promotion, dismissal, suspension, and non-renewal of appointment of faculty, determination of reasons for a teacher's being laid off with severance pay, sabbatical leave, extension of service, further studies, faculty evaluation, and handling of violations of the regulations under Article 18 of the Teachers' Act, as well as other matters related to faculty evaluation.

Article 4 The quorum for the commencement and the resolution of the matters reviewed by the Committee is as follows:

- I. For the review of faculty appointment and promotion, the Committee shall convene with at least two-thirds of its members in attendance. Resolutions are made only if voted in favor by at least half of those present at the meeting.
- II. For the review of matters regulated under Article 14, Paragraph 1, Subparagraphs 12 - 14 of the Teachers' Act and responses to promotion cases, the Committee shall convene with at least two-thirds of its members in attendance. Resolutions are made only if voted in favor by at least two-thirds of those present at the meeting.
- III. For the review of matters not mentioned in the two proceeding paragraphs, the Committee shall convene with at least half of its members in attendance. Resolutions are made only if voted in favor by at least half of those present at the meeting.

The Committee may invite related persons to attend the meetings for report or explanation based on actual needs.

Article 5 In principle, the Committee convenes once every semester. Extraordinary meetings may be called when necessary.

Article 6 Each school shall have its own School-level Faculty Evaluation Committee (hereinafter referred to as School-level FEC). Each department, institute, and subject shall have an independent or joint Department-level Faculty Evaluation Committee (hereinafter referred to as Department-level FEC). The organization of these committees shall be handled in compliance with the regulations stipulated in Article 15, Paragraph 1 of the NYMU Charter and be submitted to the Committee for approval.

Article 7 The review of the appointment and promotion of the NYMU faculty shall include the following 4 aspects: teaching, research, service, and guidance. The candidate may be recommended to the Committee upon approval by the review by the Department-level and School-level FEC based on the NYMU appointment and promotion review guidelines. Such guidelines will be drafted separately.

Article 8 If a teacher is involved in violations of academic ethics and has been discovered by the NYMU or has been reported, the case shall be handled based on the National Yang-Ming University Guidelines for the Establishment of the Academic Integrity Committee and the Review of Violations of Academic Ethics, Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education and other related NYMU regulations.

Article 9 The dismissal, suspension, and non-renewal of appointment and laying off with severance pay of a teacher shall be reviewed and approved by the Department-level and School-level FEC before submitting to the Committee for final review. **However, the suspension due to special circumstances or matters (such as legal and gender equity cases) may be directly submitted to the Committee for review upon approval.** The resolutions of a unit that is the equivalent of

a School-level FEC as listed in the NYMU Charter shall be submitted directly to the Committee for review.

For dismissal, suspension, and non-renewal of appointment of a teacher, if the case evidence is solid and the resolution of the Department-level FEC is apparently non-compliant with the laws and regulations or apparently inappropriate, the School-level FEC may review and change the resolution based on the regulations. The same applies to the Committee with regard to the resolutions of the School-level FECs.

Article 10 If a teacher's behavior is in violation of the contract of appointment, relevant laws and regulations, or academic ethics; however, the severity is not sufficient for dismissal, suspension, and non-renewal of appointment as stipulated in Article 14, Paragraph 1 of the Teachers' Act, the case may be submitted to the Committee for review. Based on the severity, the case may be handled in the following ways:

- I. Written warning.
- II. Prohibition from applying for sabbatical leaves for research, prohibition from concurrently holding positions or teaching courses outside the NYMU or transferring, and prohibition from applying for retention with pay for teaching, researching, or studying overseas.
- III. Prohibition from being recommended for extension of service or serving as member of the Faculty Evaluation Committee at any level or as academic or administrative supervisor of the NYMU.
- IV. Denial of raise.
- V. Denial of application for promotion or application for various research subsidies for a duration between one and five years. If the case involves the review of a teacher's qualifications, it shall be handled based on the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and related regulations.
- VI. The approved subsidies shall be canceled or terminated, and a part or the entirety of the paid budget may be recovered.
- VII. The flexible salary incentive shall be suspended. The paid flexible salary for the current duration of appointment may be recovered.

Article 11 Based on the developmental needs of the respective units and relevant regulations, other important matters related to faculty evaluation shall be submitted to the Committee for handling based on relevant regulations after review and approval by the Department-level and School-level FECs.

The Department-level FEC shall handle requests by appeal of the handling agency and other remedial agencies based on relevant laws and regulations. If the case is still not resolved and has been again ruled as against the law by the same agency, the School-level FEC may conduct the review process again. The same applies to the Committee with regard to the resolutions of the School-level FECs.

Article 12 If a teacher applying for promotion disagrees with the review results by the FECs at various levels, he/she may file an appeal based on the NYMU guidelines for the review of faculty appointment and promotion and may also file a complaint based on the Teachers' Act and the NYMU Guidelines for the Establishment of the Teacher Grievance Review Committee.

Article 13 The Committee shall have 1 executive secretary in charge of the regular operations of the Committee. All levels of FECs may have the executive secretary suggest to the Dean of Academic Affairs or the Convener of the various levels of FECs to call meetings at any time to coordinate matters when necessary during the work process.

Article 14 The resolutions of the FECs shall be submitted to the president for approval before implementation. The meeting minutes of the Committee shall be printed and distributed to the members as well as the Personnel Office and the Office of Academic Affairs. The review results shall be mailed to the applicant and the recommending units by the Personnel Office.

Article 15 The Appointment Policy shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

B. National Yang-Ming University School-level Faculty Evaluation Committee Appointment Policy

Approved on September 21, 1994 by the 1st University Affairs Meeting of NYMU
Acknowledged in Letter No. Tai-(83)-Shen-Zi No. 068850 dated December 19, 1994
Amended and approved on January 5, 2000 by the 14th University Affairs Meeting of NYMU
Amended and approved on January 5, 2005 by the 24th University Affairs Meeting of NYMU
Amended and approved on January 7, 2009 by the 32nd University Affairs Meeting of NYMU
Amended and approved on June 9, 2010 by the 35th University Affairs Meeting of NYMU
Amended and approved on June 5, 2013 by the 41st University Affairs Meeting of NYMU
Amended and approved on June 11, 2014 by the 43rd University Affairs Meeting of NYMU
Amended and approved on January 3, 2018 by the 50th University Affairs Meeting of NYMU
Amended and approved on December 26, 2018 by the 52nd University Affairs Meeting of NYMU
Amended and approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU

Article 1 Based on Article 6 of the National Yang-Ming University Faculty Evaluation Committee Appointment Policy and relevant laws, the National Yang-Ming University School-level Faculty Evaluation Committee (hereinafter referred to as the School-level FEC) Appointment Policy was established.

Article 2 A School-level FEC shall have at least 7 members.

A member shall serve a term of 2 years and may be re-elected at the end of the term.

Ex-officio members: Dean (also the convener); A school may add the superintendent of the NYMU hospital based on operational needs.

Elected members: In the School Affairs Meeting, several members from the full-time faculty of the respective school shall be elected to serve in the FEC. However, if there is not enough full-time faculty in the school, the dean may select professors with similar expertise either within or **outside** of NYMU for recommendation. The number of recommended candidates shall be twice **or more** the number of vacancies, and the list of candidates shall be submitted to the NYMU President for appointment.

For the elected members, there shall be several alternate members. If a vacancy occurs, it shall be filled according to listed order of the alternate members.

The selection method of the members shall be decided by the respective school and shall be submitted to the University-level Faculty Evaluation Committee for approval.

The list of members shall be submitted to the University-level Faculty Evaluation Committee for future reference. The same shall apply to any subsequent changes.

Article 3 In principle, the School-level FEC convenes once every semester. Extraordinary meetings may be called when necessary.

Article 4 The School-level FEC reviews the following matters:

The appointment, promotion, dismissal, suspension, non-renewal of appointment, and joint appointment of full-time and adjunct faculty.

Appeal of failure to pass the preliminary review for faculty promotion.

Other important matters related to faculty evaluation (such as faculty evaluation, extension of service, reasons for a teacher's being laid off with severance pay, handling of violations of the regulations under Article 18 of the Teachers' Act, sabbatical leave for research and further studies, and so on).

Article 5 Based on the NYMU Faculty Appointment and Promotion Review Guidelines, for the appointment and promotion of faculty, the preliminary review shall be conducted by the Department-level FEC. The second review shall be conducted by the School-level FEC. Then a recommendation shall be made to the University-level FEC. The Faculty Appointment and Promotion Review Guidelines of the various schools shall be established separately.

The dismissal, suspension, and non-renewal of appointment and **laying off with severance pay** of a teacher shall be reviewed and approved first by the Department-level and then the School-

level FEC before submitting to the University-level FEC for final review. **However, suspension due to special circumstances or matters (such as legal and gender equity cases) may be directly submitted to the Committee for review upon approval.**

For dismissal, suspension, and non-renewal of appointment of a teacher, if the case evidence is solid and the resolution of the Department (Institute)-level FEC is apparently non-compliant with the laws and regulations or apparently inappropriate during the review of such cases, the resolution may be reviewed and changed based on the regulations.

Based on the developmental needs and relevant regulations, other important matters related to faculty evaluation shall be submitted to the School-level FEC for review after review and approval by the Department-level FEC.

The resolutions of a unit that is the equivalent of a School-level FEC as listed in the NYMU Charter shall be submitted directly to the University-level FEC for review.

Article 6 The quorum for the commencement and the resolution of the matters reviewed by the School-level FEC is as follows:

- I. For the review of matters regulated under Article 14, Paragraph 1, Subparagraphs 12 - 14 of the Teachers' Act, the FEC shall convene with at least two-thirds of its members in attendance. Resolutions are made only if voted in favor by at least two-thirds of those present at the meeting.
- II. For the review of matters not mentioned in the preceding paragraph, the FEC shall convene with at least half of its members in attendance. Resolutions are made only if voted in favor by at least two-thirds of those present at the meeting.

The School-level FEC may invite related persons to attend the meetings for report or explanation based on actual needs.

Article 7 Detailed meeting minutes shall be prepared for the School-level FEC meetings and shall be submitted along with the reviewed cases to the University-level FEC for final review.

Article 8 The composition of a FEC of a unit that is equivalent of a School-level FEC as listed in the NYMU Charter shall comply with the Policy. The dean of a department or an institute or the director (also the convener) shall convene the meetings.

Article 9 The matters not mentioned in the Policy shall be handled in accordance with the relevant guidelines of the NYMU. The organizational regulations of the School-level FEC shall be established by the respective school based on the Policy, approved at the School Affairs Meeting, submitted to the University-level FEC for future reference, and then submitted to the president for approval before implementation.

Article 10 The Policy shall become effective after approval at the University Affairs Meeting and by the president. The same shall apply to all subsequent amendments.

C. National Yang-Ming University Department-level Faculty Evaluation Committee Appointment Policy

Approved on September 21, 1994 by the 1st University Affairs Meeting of NYMU
Acknowledged in Letter No. Tai-(83)-Shen-Zi No. 068850 dated December 19, 1994
Amended and approved on January 5, 2000 by the 14th University Affairs Meeting of NYMU
Amended and approved on January 5, 2005 by the 24th University Affairs Meeting of NYMU
Amended and approved on January 7, 2009 by the 32nd University Affairs Meeting of NYMU
Amended and approved on June 9, 2010 by the 35th University Affairs Meeting of NYMU
Amended and approved on June 11, 2014 by the 43rd University Affairs Meeting of NYMU
Amended and approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU

Article 1 Based on Article 6 of the National Yang-Ming University Faculty Evaluation Committee Appointment Policy and relevant laws, the National Yang-Ming University Department (Institute, Subject)-level Faculty Evaluation Committee (hereinafter referred to as the Department-level FEC) Appointment Policy was established.

Article 2 The Department-level FEC shall have at least five members, formed by the following persons:

Ex-officio members: Department director (also the convener).

Elected members: In the Department Affairs Meeting, several members from the full-time faculty of the respective department (institute or subject) shall be elected to serve in the FEC. More than half of the members shall be professors. However, if there is not enough full-time faculty in the department (institute or subject), the department (institute or subject) director may select professors with similar expertise either within or **outside** of the NYMU for recommendation. The number of recommended candidates shall be twice **or more** as the number of vacancies, and the list of candidates shall be submitted to the dean of the school for appointment.

For the elected members, there shall be several alternate members. If a vacancy occurs, it shall be filled according to listed order of the alternate members.

A member shall serve a term of two years and may be re-elected at the end of the term.

The selection method of the members shall be decided by the respective department and shall be submitted to the School-level Faculty Evaluation Committee for approval.

The list of members shall be submitted to the School-level Faculty Evaluation Committee for future reference. The same shall apply to any subsequent changes.

Article 3 In principle, the Department-level FEC convenes once every semester. Extraordinary meetings may be called when necessary.

Article 4 The tasks of the Department-level FEC shall be determined with reference to the School-level FEC with consideration of addition and reduction based on the operational needs of the department, institute or subject.

Article 5 Based on the NYMU Faculty Appointment and Promotion Review Guidelines, for the appointment and promotion of faculty, the preliminary review shall be conducted by the Department-level FEC. Then a recommendation shall be made to the School-level FEC. The preliminary review guidelines for the faculty appointment and promotion for each department shall be established separately.

The dismissal, suspension, non-renewal of appointment and joint appointment of full-time faculty and the joint appointment of adjunct faculty shall first be reviewed and approved by the Department-level FEC and then submitted to the School-level FEC for review.

Other important matters related to faculty evaluation (such as faculty evaluation, extension of service, reasons for a teacher's being laid off with severance pay, handling of violations of the regulations under Article 18 of the Teachers' Act, sabbatical leave for research and further studies, and so on) shall be submitted to the School-level FEC for review based on the developmental needs of the respective department and relevant regulations after review and approval by the Department-level FEC.

The suspension due to special circumstances or matters (such as legal and gender equity cases) may be directly submitted to the University-level FEC for review upon approval.

Article 6 The **quorum for the commencement and the resolution of the matters reviewed** by the Department-level FEC is as follows:

I. For the review of matters regulated under **Article 14, Paragraph 1, Subparagraphs 12 - 14** of the Teachers' Act, the FEC shall convene with at least two-thirds of its **members** in attendance, **and**

resolutions are made **only if** voted in favor by at least two-thirds of those present at the meeting.

II. For the review of matters not mentioned in the preceding paragraph, the FEC shall convene with at least half of its members in attendance. Resolutions are made only if voted in favor by at least two-thirds of those present at the meeting.

The Department-level FEC may invite related persons to attend the meetings for report or explanation based on actual needs.

- Article 7 Detailed meeting minutes shall be prepared for the Department-level FEC meetings and shall be submitted along with the reviewed cases to the School-level FEC for final review.
- Article 8 Departments, institutes or subjects with similar characteristics and institutes or subjects with less faculty may jointly organize a Department-level FEC, which shall be jointly convened by the directors of the participating units. However, prior approval shall be obtained from the dean of the respective school.
- Article 9 The matters not mentioned in the Policy shall be handled in accordance with the relevant guidelines of the NYMU. The organizational regulations of the Department-level FEC shall be established by the respective department based on the Policy, approved at the Department Affairs Meeting, and then submitted to the dean of the school for approval before implementation.
- Article 10 The Policy shall become effective after approval at the University Affairs Meeting and by the president. The same shall apply to all subsequent amendments.

D. National Yang-Ming University School of Medicine Faculty Evaluation Committee Appointment Policy

Approved on October 27, 1994 by the School Affairs Meeting of the School of Medicine
Amended on September 18, 1996 by the School Affairs Meeting of the School of Medicine
Approved on May 12, 2000 by the School Affairs Meeting of the School of Medicine
Approved on May 2, 2001 by the School Affairs Meeting of the School of Medicine
Acknowledged on July 5, 2001 by the 92nd NYMU Faculty Evaluation Committee Meeting
Approved on March 11, 2002 by the School Affairs Meeting of the School of Medicine
Acknowledged on March 21, 2002 by the 94th NYMU Faculty Evaluation Committee Meeting
Approved on November 5, 2003 by the School Affairs Meeting of the School of Medicine
Acknowledged on November 24, 2003 by the 109th NYMU Faculty Evaluation Committee Meeting
Approved on March 17, 2006 by the School Affairs Meeting of the School of Medicine
Approved on October 3, 2008 by the School Affairs Meeting of the School of Medicine
Acknowledged on December 16, 2008 by the 134th NYMU Faculty Evaluation Committee Meeting
Approved on March 13, 2009 by the School Affairs Meeting of the School of Medicine
Acknowledged on May 19, 2009 by the 135th NYMU Faculty Evaluation Committee Meeting
Approved on October 6, 2009 by the School Affairs Meeting of the School of Medicine
Approved on April 30, 2010 by the School Affairs Meeting of the School of Medicine
Approved on December 24, 2010 by the School Affairs Meeting of the School of Medicine
Acknowledged on January 18, 2011 by the 142nd NYMU Faculty Evaluation Committee Meeting
Approved on November 30, 2012 by the School Affairs Meeting of the School of Medicine
Acknowledged on January 16, 2013 by the 150th NYMU Faculty Evaluation Committee Meeting
Approved on May 7, 2014 by the School Affairs Meeting of the School of Medicine
Acknowledged on June 25, 2014 by the 156th NYMU Faculty Evaluation Committee Meeting
Approved on November 23, 2016 by the School Affairs Meeting of the School of Medicine
Acknowledged on December 28, 2016 by the 166th NYMU Faculty Evaluation Committee Meeting
Approved on December 26, 2013 by the School Affairs Meeting of the School of Medicine
Amended and approved on November 23, 2016 by the School Affairs Meeting of the School of Medicine
Approved on May 29, 2018 by the School Affairs Meeting of the School of Medicine
Acknowledged on July 26, 2018 by the 176th NYMU Faculty Evaluation Committee Meeting

Article 1. Based on Article 6 of the National Yang-Ming University Faculty Evaluation Committee Appointment Policy and the National Yang-Ming University School-level Faculty Evaluation Committee Appointment Policy, the National Yang-Ming University School of Medicine Faculty Evaluation Committee (hereinafter referred to as the Committee) Appointment Policy was established.

Article 2. The Committee shall have 17 members, formed by the following:

Ex-officio members: Dean (also the convener).

Elected members:

- (I) The elected members shall consist of **16** full-time professors elected in a general election from the entire faculty of the School. The full-time faculty of each field shall, in a general election, elect the professors in the respective field to serve as members. Professors who are on leave (excluding sabbatical leave), transferred or researching or studying abroad (**including sabbatical leave abroad**) for at least 6 months or more shall not be included in the general election (either as candidate or voter).
- (II) The School of Medicine is divided into three main fields:
 1. Basic medical science: Institute of Traditional Medicine, Institute of Brain Science, Department and Institute of Physiology, Department and Institute of Pharmacology, Department and Institute of Anatomy & Cell Biology, Department of Tropical Medicine, Department of Biochemistry, and Department of Microbiology and Immunology.
 2. Clinical medicine:
 - (1). Internal medicine: Department of Internal Medicine, Department of Pediatrics, Department of Neurology, Department of Psychiatry, and the Department of Family Medicine.
 - (2). Surgery: Department of Surgery, Department of Obstetrics and Gynecology, Department of Urology, and Department of Orthopedic Surgery.

- (3). Other: Department of Emergency Medicine, Department of Anesthesiology, Department of Ophthalmology, Department of Dermatology, Department of Otorhinolaryngology, Department of Radiotherapy, Department of Nuclear Medicine, Department of Physical Medicine and Rehabilitation, and Department of Pathology.
 - (4). Independent institutes: Institute of Clinical Medicine and Institute of Emergency and Critical Care Medicine.
3. Public health: Institute of Public Health and Department of Public Health & Medical Humanities, Institute of Hospital & Health Care Administration, Institute of Health & Welfare Policy, Department and Institute of Environmental and Occupational Health Sciences, and Institute of Biomedical Informatics.

The number of elected members for the 3 fields of basic medical science, clinical science, and public health above shall be calculated in proportion to the number of full-time teachers in the respective fields in the current semester of the election. Among which, **at least 1 member from the NYMU Hospital** and at least 1 member from the Taichung Veterans General Hospital, Kaohsiung Veterans General Hospital, and Taipei Veterans General Hospital together shall be included.

Article 2-1. A member shall serve a term of two years and may be re-elected at the end of the term. If a vacancy occurs, it shall be filled by the candidate with the second most votes. The list of members shall be submitted to the NYMU for future reference. The same shall apply to any subsequent changes.

Article 3. When an ex-officio member is relieved of his duties, he/she automatically loses the title of member and shall be replaced by the successor or an alternate elected member. If any of the following occurs, a member will lose the title and be replaced by the alternate member.

- (I) **A member whose attendance rate for the current semester does not reach 50% (inclusive) (with decimals rounded up) shall be replaced by an alternate member the next semester.**
- (II) Professors who are on leave (excluding sabbatical leave), transferred, or researching or studying abroad (**including sabbatical leaves abroad**) for at least 6 months or more.

Article 4. Members shall recuse themselves if the matter under review of discussion involves their personal interests. If such members do not recuse themselves, the chair may ask them to do so.

Article 5. In principle, the Committee convenes once every semester. Extraordinary meetings may be called when necessary.

Article 6. The Committee reviews the following matters:

The appointment, promotion, dismissal, suspension and joint appointment of full-time and adjunct faculty.

Appeal of failure to pass the preliminary review for faculty promotion.

Other important matters related to faculty evaluation (such as recommendation for extension of service, sabbatical leave, research and further studies, and so on).

Article 7. The review of the appointment and promotion of faculty shall include the following 3 aspects: teaching, research, and service. Based on the NYMU appointment and promotion review guidelines, the preliminary review shall be conducted by the Department (Subject or Institute)-level FEC. Upon approval, the case shall be submitted to the Committee for the second review. The candidate may then be recommended to the University-level FEC upon approval. The faculty appointment and promotion review guidelines of the School will be drafted separately.

Article 8. The dismissal and suspension of faculty shall first be reviewed and approved by the Department (Subject or Institute)-level FEC and then submitted to the Committee for the second review. Upon approval, the case shall be submitted to the University-level FEC for review.

Article 9. Other important matters related to faculty evaluation shall be reviewed and approved by the Department (Subject or Institute)-level FEC and then submitted to the Committee for review based on the developmental needs and relevant regulations.

Article 10. The Committee shall convene with at least half of its members in attendance. However, for

the review of matters regulated under Article 14, Paragraph 1, Subparagraphs 12 - 14 of the Teachers' Act, the Committee shall convene with at least two-thirds of its members in attendance, and resolutions are made only if voted in favor by at least two-thirds of those present at the meeting. The Convener may invite the involved parties or other related persons to attend the meetings for report or explanation based on actual needs.

Article 11. Detailed meeting minutes shall be prepared for the School-level FEC meetings and shall be submitted along with the reviewed cases to the University-level FEC for final review.

Article 12. These organizational regulations shall become effective after approval at the School Affairs Meeting, submission to the University-level FEC for acknowledgment for future reference, and upon approval by the president. The same shall apply to all subsequent amendments.

E. National Yang-Ming University School of Medicine Faculty of Medicine Faculty Evaluation Committee Appointment Policy

Approved by the Department Affairs Meeting in the 1st semester of the 1995 academic year

Amended on July 12, 2001 by the Department-level FEC

Amended by the Department Affairs Meeting in the 1st semester of the 2001 academic year

Amended by the Department Affairs Meeting in the 2nd semester of the 2008 academic year

Acknowledged by the 2nd meeting of the School-level FEC for future reference in the 2nd semester of the 2008 academic year

Amended and acknowledged by the 3rd meeting of the School-level FEC for future reference in the 2nd semester of the 2013 academic year

Amended by the Department Affairs Meeting in the 1st semester of the 2018 academic year

Amended and acknowledged by the 3rd meeting of the School-level FEC for future reference in the 1st semester of the 2018 academic year

Article 1. Based on Article 7 of the National Yang-Ming University Faculty Evaluation Committee Organization Regulations and the National Yang-Ming University School-level and Institute-level Faculty Evaluation Committee Appointment Policy, the National Yang-Ming University School of Medicine Faculty of Medicine Faculty Evaluation Committee (hereinafter referred to as the Committee) Organizational Regulations was established.

Article 2. The Committee shall have seventeen members, formed by the following:

A. Chairperson (also the convener), Director of the **Department** of Internal Medicine, Director of the **Department** of Surgery, and the Deputy Director of Basic Medical Sciences.

B. Elected members: The elected members shall consist of 13 full-time professors elected in a general election from the entire faculty of the Faculty.

Professors who are transferred or researching or studying abroad (including sabbatical leaves abroad) for at least 6 months or more shall not be included in the general election (either as candidate or voter).

Among the elected members, at least 1 member each from the NYMU Hospital, the field of Basic Medical Sciences and the field of Public Health, and one member from the Taichung Veterans General Hospital and Kaohsiung Veterans General Hospital together shall be included (except for where there is no professor). A member shall serve a term of two years and may be re-elected at the end of the term. If a vacancy occurs, it shall be filled by the candidate with the second most votes.

The list of members shall be submitted to the School and the NYMU for future reference. The same shall apply to any subsequent revisions.

Article 3. In principle, the Committee convenes once every semester. Extraordinary meetings may be called when necessary.

Article 4. The Committee reviews the following matters:

I. The appointment, promotion, evaluation, dismissal, suspension, and joint appointment of full-time and adjunct faculty.

II. Appeal of failure to pass the preliminary review for faculty promotion.

III. Other important matters related to faculty evaluation (such as recommendation for extension of service, sabbatical leave, research and further studies, and so on).

Article 5. The review of the appointment and promotion of faculty shall include the following three aspects: teaching, research, and service. Based on the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions, the preliminary review shall be conducted by the Committee. Upon approval, the case shall be submitted to the School-level FEC for the second review. The candidate may then be recommended to the University-level FEC upon approval.

Article 6. The dismissal and suspension of faculty shall first be reviewed and approved by the Committee and then submitted to the School-level FEC for the second review before submitting to the University-level FEC for final review.

- Article 7. The Committee shall convene with at least half of its members in attendance. However, for the review of matters regulated under Article 14, Paragraph 1, Subparagraphs 12 - 14 of the Teachers' Act, the Committee shall convene with at least two-thirds of its members in attendance, and resolutions are made only if voted in favor by at least two-thirds of those present at the meeting. The Convener may invite the involved parties or other related persons to attend the meetings for report or explanation based on actual needs.
- Article 8. Detailed meeting minutes shall be prepared for the Committee meetings and shall be submitted along with the reviewed cases to the School-level FEC for the second review.
- Article 9. The Policy shall become effective after approval at the Department Affairs Meeting, submission to the School-level FEC for acknowledgment for future reference, and upon approval by the president. The same shall apply to all subsequent amendments.

Chapter 2. Policy for Faculty Appointments and Promotions

A. National Yang-Ming University Evaluation Policy for Faculty Appointments and Promotions

Approved on June 25, 1997 by the 8th University Affairs Meeting of NYMU
Amended and approved on January 11, 2000 by an extraordinary University Affairs Meeting of NYMU in the first semester of the 1999 academic year
Amended and approved on July 4, 2000 by the 89-2nd meeting of the NYMU FEC
Retroactively approved on January 10, 2001 by the 16th University Affairs Meeting of NYMU
Amended and approved on June 20, 2001 by the 17th University Affairs Meeting of NYMU
The revision of the proviso to Article 4, Paragraph 2, Subparagraph 2 approved on January 12, 2002 by 18th University Affairs Meeting of NYMU
The amendment of Articles 4 and 7 approved on January 11, 2003 by the 20th University Affairs Meeting of NYMU
Amended and approved on January 5, 2005 by the 24th University Affairs Meeting of NYMU
Amended and approved on January 4, 2006 by the 26th University Affairs Meeting of NYMU
Amended and approved on June 20, 2007 by the 29th University Affairs Meeting of NYMU
Amended and approved on June 17, 2009 by the 33rd University Affairs Meeting of NYMU
Amended and approved on June 15, 2011 by the 37th University Affairs Meeting of NYMU
Amended and approved on January 7, 2015 by the 44th University Affairs Meeting of NYMU
Amended and approved on February 17, 2016 by an extraordinary University Affairs Meeting of NYMU in the 2nd semester of the 2015 academic year
Amended and approved on December 28, 2016 by the 48th University Affairs Meeting of NYMU
Amended and approved on January 3, 2018 by the 50th University Affairs Meeting of NYMU
Amended and approved on May 23, 2018 by the 51st University Affairs Meeting of NYMU
Amended and approved on December 26, 2018 by the 52nd University Affairs Meeting of NYMU

Article 1. The Policy was established based on Article 15 of the NYMU Charter. The review of qualifications for NYMU faculty appointment and promotion shall be conducted according to the Policy unless otherwise regulated by law.

Article 2. The NYMU faculty is divided into 4 levels: instructor, assistant professor, associate professor, and professor. The basic requirements for appointment are as follows, while each department (institute or subject) may make appropriate adjustments when needed in order to improve the quality of the faculty:

I. Requirements for the appointment of an instructor:

(I) The candidate is a graduate from a Faculty of Medicine and satisfies one of the following:

1. The candidate has a Master's Degree or higher and has superior academic performance; However, for appointment in clinical subjects, the candidate shall also have 2 or more years of clinical training experience in medical centers or 2 or more years of experience as attending physician in teaching hospitals qualified by the Ministry of Health and Welfare.
2. The candidate graduated from a university or independent college, has worked as teaching assistant in teaching or research for 4 years or has worked in research, specialized occupation, or duties related to one's own expertise for 6 years, has published academic works, and has superior academic performance; However, for appointment in clinical subjects, the specialized occupation or duties mentioned above shall include 4 or more years of clinical training experience in medical centers or 2 or more years of experience as attending physician in teaching hospitals qualified by the Ministry of Health and Welfare or in the NYMU Hospital.

(II) The candidate graduated from a Department of Dentistry and satisfies one of the following:

1. The candidate has a Master's Degree or higher and has superior academic performance.
2. The candidate graduated from a university or independent college, has worked as teaching assistant in teaching or research for 4 years or has worked in research, specialized occupation, or duties related to one's own expertise for 6 years, has published academic works, and has superior academic performance.

(III) The candidate is not a graduate from a Faculty of Medicine or Department of Dentistry but satisfies one of the following:

1. The candidate has been recently awarded a domestic or oversea doctorate and has superior academic performance.
2. The candidate has a Master's Degree and has worked as teaching assistant in teaching or research or has worked in research, specialized occupation, or duties related to one's own

expertise for 2 years, and has superior academic performance.

3. The candidate graduated from a university or independent college, has worked in research, specialized occupation, or duties related to one's own expertise for 6 years, has published academic works, and has superior academic performance.

II. Requirements for the appointment of an assistant professor:

- (I) The candidate graduated from a Faculty of Medicine or Department of Chinese Medicine and satisfies one of the following:

1. The candidate has worked as full-time instructor for 3 years (or adjunct instructor for 6 years), has published academic works, and has superior academic performance.
2. The candidate has a doctorate, has superior academic performance, and has published academic works. However, for appointment in clinical subjects, the candidate shall also have 1 year of experience as attending physician.
3. The candidate has a Master's Degree and has worked in research, specialized occupation, or duties related to one's own expertise for 4 years, has published academic works, and has superior academic performance; However, for appointment in clinical subjects, the specialized occupation or duties mentioned above shall be limited to those as attending physician.
4. The candidate graduated from a university or independent college, has 9 or more years of clinical experience that includes at least 4 years as attending physician in domestic medical centers, has published academic works, and has superior academic performance.

- (II) The candidate graduated from a Department of Dentistry and satisfies one of the following:

1. The candidate has worked as full-time instructor for 3 years (or adjunct instructor for 6 years), has published academic works, and has superior academic performance.
2. The candidate has a doctorate, has superior academic performance, and has published academic works.
3. The candidate has a Master's Degree, has worked in research, specialized occupation, or duties related to one's own expertise for 4 years, has published academic works, and has superior academic performance.
4. The candidate graduated from a university or independent college, has 9 or more years of clinical experience that includes at least 4 years as attending physician in domestic medical centers, has published academic works, and has superior academic performance.

- (III) The candidate is not a graduate from a Faculty of Medicine, Department of Chinese Medicine, or Department of Dentistry, but satisfies one of the following:

1. The candidate has worked as full-time instructor for 3 years (or adjunct instructor for 6 years), has published academic works, and has superior academic performance.
2. The candidate has a doctorate, has published academic works, has worked as full-time instructor or in specialized occupation or duties related to one's own expertise for 1 year, and has superior academic performance.
3. The candidate has a doctorate, has superior academic performance, and has published academic works.
4. The candidate has a Master's Degree, has worked in research, specialized occupation, or duties related to one's own expertise for 4 years, has published academic works, and has superior academic performance.

III. Requirements for the appointment of an associate professor:

- (I) The candidate is a graduate from a Faculty of Medicine and satisfies one of the following:

1. The candidate has worked as full-time assistant professor for 3 years (or adjunct assistant professor for 6 years), has published academic works, and has superior academic performance.

2. The candidate has a doctorate and then has worked in research, specialized occupation, or duties related to one's own expertise for 4 years, has published academic works, and has superior academic performance; However, for appointment in clinical subjects, the specialized occupation or duties mentioned above shall be limited to those as Attending Physician.
- (II) The candidate graduated from a Department of Dentistry or from a department other than a Faculty of Medicine or Department of Dentistry, and satisfies one of the following:
1. The candidate has worked as full-time assistant professor for 3 years (or adjunct assistant professor for 6 years), has published academic works, and has superior academic performance.
 2. The candidate has a doctorate and then has worked in research, specialized occupation, or duties related to one's own expertise for 4 years, has published academic works, and has superior academic performance;
- IV. Requirements for the appointment of a professor: (one of the following)
- (I) The candidate has worked as full-time associate professor for 3 years (or adjunct associate professor for 6 years), has published academic works, and has superior academic performance.
- (II) The candidate has a doctorate and then has worked in research, specialized occupation, or duties related to one's own expertise for 8 years, has works of creation or invention, has significant academic contribution or has published important academic papers, and has superior academic performance.

The superior academic performance specified in the Article, in addition to transcripts, may also be replaced or supplemented by other personal relevant supporting documentation about academic, professional achievements or materials.

Article 3. A teacher may apply for qualifications review by submitting, according to one's own areas of expertise, academic works, creative works, exhibitions, proofs of merit, technical reports, etc., to demonstrate one's research or research and development achievements in contributions to theories or practices (including teaching) in a specialized field.

Research or research and development achievements shall be submitted for review by scholars and experts. The level (number) of review, item, evaluation standard, number of works for submission for review, method of paper publication and the review method that complies with Article 40, Paragraph 2, Subparagraph 4 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education shall be determined by each school. Level one (or first) external review shall have no less than 5 reviewers. The number of votes required for approval shall be no less than two-thirds. Level two (or second) external review shall have no less than 3 reviewers. The number of votes required for approval shall be no less than two-thirds. A reviewer with lower level academic attainments should be not eligible to conduct qualification screening of an applicant with higher level attainments.

An applicant who submits works, proofs of merit, or technical reports for qualifications review should publish one's academic works pursuant to the provisions of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education. However, contents of academic works that involve confidential information, application for a patent, or information that may not be unlawfully disclosed, upon being determined by the various levels of FEC, should not be published within a certain period.

Article 4. The appointment and promotion of the NYMU faculty shall be based on teaching needs and shall be conducted within the designated quota of the institute, department, or subject.

A full-time teacher may only apply for promotion while actually teaching in the university. The teaching hours shall be decided by each school.

The appointment guidelines for adjunct faculty shall be established separately by the NYMU Faculty Evaluation Committee.

Article 5. In principle, new appointment and promotion of faculty shall only be conducted once per semester. The qualifications review shall be conducted in three stages: preliminary review, second review,

and final review.

I. Preliminary review:

- (I) The preliminary review shall be conducted by the Department (Institute or Subject)-level Faculty Evaluation Committee (hereinafter referred to as the Department-level FEC).
- (II) The Department-level FEC shall convene with at least half of its members in attendance. The members shall give scores and exchange opinions on the 4 aspects of teaching, service, research, and guidance of the teacher to be appointed or promoted. The case is approved only if voted in favor by at least two-thirds of those present at the meeting. The applicant may be allowed to give written or oral explanation before the decision is made.
- (III) If a case is approved in the preliminary review, the Convener shall fill out a "recommendation letter for faculty appointment" or a "recommendation letter for faculty promotion," which shall be submitted along with the meeting minutes of the preliminary review and the applicant's certifications and works to the School-level Faculty Evaluation Committee (hereinafter referred to as the School-level FEC) for the second review.
- (IV) If an application for promotion is not approved in the preliminary review, the Department-level FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file an appeal with concrete reasons in writing to the School-level FEC within 7 days of the second day of receiving the notice. If the School-level FEC considers the appeal to be valid, the Department-level FEC shall review the case again. Each case is allowed 1 chance of appeal.

The criteria for deciding whether an appeal is valid or not shall be established in the faculty appointment and promotion review guidelines of each school.

If an appeal is considered invalid and the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

II. Second review:

- (I) The second review shall be conducted by the School-level FEC.
- (II) The School-level FEC shall convene with at least half of its members in attendance. The members shall exchange opinions on the scoring of the 4 aspects of teaching, service, guidance, and research (research and development). The case is approved only if voted in favor by at least two-thirds of those present at the meeting. The applicant may be allowed to give written or oral explanation before the decision is made.
- (III) If a case is approved in the second review, the School-level FEC shall fill out the recommendation form with the review results and submit it to the NYMU Faculty Evaluation Committee (hereinafter referred to as the NYMU FEC) for final review.
- (IV) If an application for promotion is not approved in the second review, the School-level FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file an appeal with concrete reasons in writing to the NYMU FEC within 7 days of the second day of receiving the notice. Whether an appeal is considered valid or not shall be decided pursuant to the provisions under Article 4 of the National Yang-Ming University Faculty Evaluation Committee Appointment Policy. If an appeal is considered valid, the case shall be reviewed again by the School-level FEC. The School-level FEC may submit the applicant's works for external review. Each case is allowed 1 chance of appeal.

If an appeal is considered invalid and the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

III. Final review:

- (I) The final review shall be conducted by the NYMU FEC. The NYMU FEC shall convene with at least two-thirds of its members in attendance. The members shall comprehensively discuss the records of the second review and vote based on the faculty appointment and promotion review guidelines of each school. The case is approved only if voted in favor by at least half of those present at the meeting. If the case is not voted in favor by at least half of those present at the meeting, the NYMU FEC shall explain the reasons to the applicant in writing. The applicant shall be allowed to give written or oral explanation before the second voting. However, if a flaw is discovered in the documents submitted for review or in the operating procedures, the case shall be returned to the School-level FEC for a new review.
- (II) If an application for promotion is not approved in the final review, the NYMU FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

Article 6. Each school may appoint new faculty based on teaching needs. The preliminary and second qualifications reviews shall be conducted by the School-level FEC. If an application for promotion is not approved in the preliminary or second review, the applicant may file an appeal based on the remedy procedures for disapproval in the second review listed in the previous Article.

Article 7. The review process, reviewers, assessments and views, and other relevant materials should be kept confidential in order to maintain the impartiality of the review. However, the following circumstances are not subject to the conditions:

- I. The review processes and assessments and views may be provided to the appeal handling agency and other remedial agencies.
- II. The assessments and views of an unsatisfactory case may be provided to the applicant.

If an applicant him/herself, or making a canvass through others, has lobbied illegally, resorted to enticing and threatening, or interfered in any way with any reviewers or review procedures to a serious extent, the procedures of the applicant's qualifications review should be stopped immediately and the applicant should be notified. And within two years from the date of notice, the applicant's application for qualifications review should be inadmissible.

If an applicant has been reported for an offense or found to be involved in one of the conditions specified in various provisions of Article 43, Paragraph 1, and all Subparagraphs thereunder of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, the applicant should not apply for withdrawing from the qualifications review, and the case shall still be handled according to the Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education.

Article 8. If a teacher is promoted, the reappointment and the revision of salary shall be formally conducted on the effective date.

Article 9. The incumbent civil servants who have obtained the Lecturer Certificate or the Teaching Assistant Certificate before the amendments to the Act Governing the Appointment of Educators having taken effect on March 21, 1997, and have continued to teach without being interrupted may apply for qualifications review in accordance with the provisions under Article 30-1 of the Act.

Article 10. **For an outstanding achiever in an academic or professional field who also satisfies the following requirements, each school may formulate another procedure for the qualifications review of teachers and academic works, to which the Regulations and the Policy are not applicable.**

- I. A candidate who satisfies the professor qualifications of Article 18, Paragraph 1 of the Act Governing the Appointment of Educators: The candidate holds doctoral degrees or the equivalent degree certificates, has engaged in research work, specialized professions, or functions related to the majors for eight or more years with productions or inventions, and has great academic contributions or important**

specialized publications.

- II. The candidate has worked as a full-time professor in foreign universities, or universities in Hong Kong or Macao, which are qualified by the provisions of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education or the Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao.**
- III. The candidate is a Nobel laureate or an equivalent, an academician of a national research institution, a fellow of an important international learned society, or an outstanding achiever in an academic or professional field with qualifications equivalent to those of people specified in the preceding three items.**

Each school shall formulate its own procedure for the qualifications review of teachers mentioned in the preceding paragraph to include the following:

- I. Establishment of determination criteria for being "an outstanding achiever in an academic or professional field with qualifications equivalent to those of people specified in the preceding three items."**
- II. Establishment of the flexible verification procedures for oversea degree certificates, to which the provisions under Articles 26 and 27 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education shall not apply.**
- III. Separate formulation of the regulations of review. The regulations related to the final review stipulated in the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education shall not apply to the review of works.**

Article 11. Any matters that are not addressed in the Framework shall be governed by the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, the Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education, and other relevant regulations.

Each school shall formulate its own respective faculty appointment and promotion review guidelines according to the Framework, and submit the guidelines to the School-level FEC for approval and then to the NYMU FEC for acknowledgment for future reference.

Article 12. The Framework shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

B. National Yang-Ming University Evaluation Policy for Faculty Appointments and Promotions (original version)

Approved on January 11, 1995 by the 3rd University Affairs Meeting
Acknowledged in Letter No. Tai-(84)-Shen-Zi No. 0009429 dated March 1, 1995

Article 1. The Policy was established based on Article 13, Paragraph 1 of the NYMU Charter. The review of qualifications for NYMU faculty appointment and promotion shall be conducted according to the Policy unless otherwise regulated by law.

Article 2. The NYMU faculty is divided into 3 levels: instructor, associate professor, and professor. The basic requirements for appointment are as follows, while each department (institute or subject) may make appropriate adjustments when needed in order to improve the quality of the faculty:

I. Requirements for the appointment of an instructor:

(I) The candidate is a graduate from a Faculty of Medicine or Department of Dentistry:

1. The candidate has a Master's Degree or higher and has superior academic performance.
2. The candidate graduated from a university or independent college, has worked as a teaching assistant or in research or specialized occupation related to one's own expertise for 4 years, has published academic works, and has superior academic performance.

(II) The candidate is not a graduate from a Faculty of Medicine or Department of Dentistry:

1. The candidate graduated from a university or independent college, has worked as teaching assistant for 4 years, has published academic works, and has superior academic performance.
2. The candidate has been recently awarded a domestic or oversea doctorate and has superior academic performance.
3. The candidate has a Master's Degree and has worked as teaching assistant or in research or specialized occupation related to one's own expertise for 2 years, and has superior academic performance.
4. The candidate graduated from a university or independent college, has worked in research or specialized occupation related to one's own expertise for 6 years, has published academic works, and has superior academic performance.

II. Requirements for the appointment of an associate professor:

(I) The candidate is a graduate from a Faculty of Medicine or Department of Dentistry:

1. The candidate has worked as full-time instructor for 3 years (or adjunct instructor for 6 years), has published academic works, and has superior academic performance.
2. The candidate has a doctorate and has superior academic performance.
3. The candidate has a Master's Degree and has worked in research or specialized occupation related to one's own expertise for 5 years, has published academic works, and has superior academic performance.
4. The candidate has 5 or more years of experience as a clinical specialist in domestic medical centers (including would-be medical centers) or relevant domestic or oversea university medical centers, has published academic works, and has superior academic performance.

(II) The candidate is not a graduate from a Faculty of Medicine or Department of Dentistry:

1. The candidate has worked as full-time instructor for 3 years (or adjunct instructor for 6 years), has published academic works, and has superior academic performance.
2. The candidate has a doctorate, and after graduation (based on the letter from the dean of graduate school or the date on the graduation certificate) has worked in teaching, research or specialized occupation related to one's own expertise for 1 year (not applicable to those who have worked as instructor in their own field at NYMU for one year), and has superior academic performance.

3. The candidate has a Master's Degree and has worked in research or specialized occupation related to one's own expertise for 5 years, has published academic works, and has superior academic performance.

III. Requirements for the appointment of a professor:

- (I) The candidate has worked as full-time associate professor for 3 years (or adjunct associate professor for 6 years), has published academic works, and has superior academic performance.
- (II) The candidate has a doctorate and then has worked in research or specialized occupation related to one's own expertise for 6 years, has published important academic works, and has superior academic performance;

Article 3. The appointment and promotion of the NYMU faculty shall be based on teaching needs and shall be conducted within the designated quota of the institute, department, or subject.

Article 4. In principle, new appointment of faculty shall only be conducted once per semester; In principle, application for promotion by submission of works (including current physician of the Veterans General Hospital submitting for teacher's qualifications review) shall only be conducted once in the second semester of an academic year. The qualifications review shall be conducted in three stages: preliminary review, second review, and final review.

I. Preliminary review:

- (I) The preliminary review shall be conducted by the Department (Institute or Subject)-level Faculty Evaluation Committee (hereinafter referred to as the Department-level FEC). The review shall be conducted once in March and once in September each year.
- (II) The Department-level FEC shall convene with at least two-thirds of its members in attendance. The members shall give scores and exchange opinions on the three aspects of teaching, service, and research of the teacher to be appointed or promoted. The voting shall be conducted through secret ballot.
- (III) The Convener shall fill out a "recommendation letter for faculty appointment" or a "recommendation letter for faculty promotion," which shall be submitted along with the meeting minutes of the preliminary review and the applicant's certifications and works to the School-level Faculty Evaluation Committee (hereinafter referred to as the School-level FEC) for the second review.

II. Second review:

- (I) The second review shall be conducted by the School-level FEC. The review shall be conducted once in April and once in October each year.
- (II) The School-level FEC shall first submit the applicant's works to internal and external experts for review. For the instructor level, one internal and one external reviewer are required. For assistant professor and associate professor levels, two internal and two external reviewers are required. For the professor level, two to three internal and two to three external reviewers are required.
- (III) The School-level FEC shall convene with at least two-thirds of its members in attendance. The members shall vote through secret ballot on the preliminary review record and the scoring of the 3 aspects of teaching, service, and review of works. (Abstention is not allowed; if abstention votes occur two times in a row, the voting process shall switch to open ballot). The case is approved only if voted in favor by at least two-thirds of those present at the meeting.
- (IV) If a case is approved in the second review, the School-level FEC shall fill out the recommendation form with the review results and submit it to the NYMU Faculty Evaluation Committee (hereinafter referred to as the NYMU FEC) for final review.
- (V) If an application for promotion is not approved in the second review, the School-level FEC

shall notify the applicant in writing. If the applicant disagrees, he/she may submit relevant materials to the Department-level FEC for opinions and then file a complaint to the School-level FEC within one week of receiving the notice. Each case is allowed one chance of complaint.

III. Final review:

- (I) The final review shall be conducted by the NYMU FEC. The review shall be conducted once in June and once in December each year.
- (II) The NYMU FEC shall convene with at least two-thirds of its members in attendance. The members shall vote through secret ballot. Abstention votes shall not be counted. The recommendation is disapproved only if voted against by at least two-thirds of those present at the meeting.
- (III) If the case is not approved, the Personnel Office shall notify the applicant in writing. If the applicant disagrees, he/she may submit relevant materials to the School-level FEC for consent and then file a complaint to the NYMU FEC within two weeks of receiving the notice. Each case is allowed one chance of complaint. After the NYMU FEC receives the complaint, the Standing Committee shall decide whether to accept or deny the request for another review. If a complaint is accepted, the president shall invite two or three professors different from the original ones, either within or outside the NYMU for a review of the materials and works related to the complaint. Then a new review shall be conducted by the NYMU FEC based on the regulations.

Article 5. If the appointment of a new teacher needs to be expedited due to time restraints, an informal appointment may be conducted upon approval in the preliminary review by the department (or institute) and discussion and approval by the Standing Committees of the School-level FEC and the NYMU FEC. The appointment may then be submitted to the School-level FEC and the NYMU FEC for retroactive approval.

Article 6. If a teacher is promoted, the reappointment and the revision of salary shall be formally conducted on the effective date.

Article 7. The Policy shall become effective after approval at the University Affairs Meeting and by the Ministry of Education. The same shall apply to all subsequent amendments.

Notes: The levels of faculty and appointment requirements in the case are based on the existing NYMU regulations, which shall be amended in response to the amendments to the Act Governing the Appointment of Educators and be submitted for approval at the University Affairs Meeting and then to the Ministry of Education for approval.

C. National Yang-Ming University Guidelines for Faculty Qualification Review of Medical Professionals of the National Yang-Ming University Hospital Based on Years of Service as Full-time Faculty

Approved on January 5, 2011 by the 36th University Affairs Meeting
Acknowledged by the Ministry of Education in Letter No. Tai-Xue-Shen-Zi No. 1000120978 dated July 13, 2011

Amended and approved on June 5, 2013 by the 41st University Affairs Meeting
Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-(5)-Zi No. 1020096905 dated June 28, 2013
Amended and approved on January 7, 2015 by the 44th University Affairs Meeting of NYMU

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-(5)-Zi No. 1040022371 dated March 11, 2015

I. In order to conduct the faculty appointment or promotion of medical professionals of the National Yang-Ming University Hospital based on the Years of Service as Full-time Faculty, the Guidelines are formulated according to Article 11, Paragraph 2 of the Enforcement Rules of Act Governing the Appointment of Educators.

II. The Guidelines are applicable to those who were appointed based on the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions, who currently work as medical professionals of the NYMU Hospital as well as adjunct faculty and those who are appointed as adjunct clinical faculty by the clinical subjects of the NYMU. (hereinafter referred to as medical faculty)

The scope of the clinical subjects mentioned above are established in the attached chart and shall become effective after approval at the University Affairs Meeting.

III. The appointment and promotion review standards and procedures, course load and faculty evaluation of medical faculty shall be conducted in the same way as for the full-time faculty of the NYMU. The NYMU shall use the same seniority considerations it uses for its full-time teachers when reviewing the teacher qualifications of medical faculty who were not remunerated for any part-time teaching.

The "same seniority considerations for its full-time teachers" mentioned above refers to the seniority that medical faculty has accumulated starting from receiving the teacher qualification certificate from the Ministry of Education up to the time of applying for promotion.

If the appointment of medical faculty is interrupted, the appointment may not resume until the teacher obtains the teacher qualification certificate at a higher level. However, the seniority accumulated before the interruption may still be accepted as that of full-time faculty according to the Guidelines, provided that the interruption was neither due to failure in faculty evaluation nor due to reasons attributable to the teacher.

IV. The teaching hours and clinical observation and internship courses of medical faculty, after calculation, shall meet the basic weekly teaching hours required for the level of appointment: Eight hours for professors, nine hours for associate professors, nine hours for assistant professors, and ten hours for instructors. The basic weekly teaching hours shall be calculated based on the average of teaching hours in one academic year.

(I) The calculation and reduction of teaching hours shall be handled based on the NYMU Teaching Hours Calculation Guidelines.

(II) Medical faculty shall neither be paid an hourly pay for teaching nor be paid the extended hours pay when the actual weekly teaching hours exceed the basic teaching hours.

(III) Medical faculty may apply for promotion while actually teaching in the university. The teaching hours in the university shall comply with the regulations of the units of joint appointment and the respective School.

V. After being appointed, medical faculty shall be evaluated in the same way as the full-time faculty of the NYMU; After approval in the first evaluation, medical faculty shall be evaluated every two years, same as full-time faculty.

If a teacher fails to pass the evaluation and is not renewed as medical faculty, he/she may be appointed as adjunct faculty. The regulations of the Guidelines shall not apply to the seniority

accumulated during the appointment as medical faculty at the time of teacher qualifications review.

- VI. Any matters that are not addressed in the Guidelines shall be governed by the regulations of the Ministry of Education and the NYMU regulations related to full-time faculty.
- VII. The Guidelines shall become effective after approval at the University Affairs Meeting and by the Ministry of Education. The same shall apply to all subsequent amendments.

Attached Chart

National Yang-Ming University Guidelines for Faculty Qualification Review of Medical Professionals of the National Yang-Ming University Hospital Based on Years of Service as Full-time Faculty		
List of Clinical Subjects Mentioned in Article 2		
School	Clinical Subject	Notes
School of Medicine	Faculty of Medicine, Department of Internal Medicine Department of Surgery Department of Obstetrics and Gynecology Department of Pediatrics Department of Family Medicine Department of Ophthalmology Department of Dermatology Department of Neurology Department of Psychiatry Department of Otorhinolaryngology Department of Radiotherapy Department of Urology Department of Orthopedic Surgery Department of Nuclear Medicine Department of Physical Medicine and Rehabilitation Department of Anesthesiology Department of Emergency Medicine Department of Pathology Department of Environmental and Occupational Medicine Department of Pharmacology Institute of Pharmacology	
School of Dentistry	Department of Dentistry Institute of Oral Biology	
School of Nursing	Department of Nursing Institute of Clinical and Community Nursing (Renamed as Institute of Clinical Nursing in the 2015 academic year) Institute of Community Health Care (Founded in the 2015 academic year)	
School of Biomedical Science and Engineering	Department of Physical Therapy and Assistive Technology Department of Biotechnology and Laboratory Science in Medicine Department of Biomedical Imaging and Radiological Sciences	

D. National Yang-Ming University Guidelines for Faculty Qualification Review of Adjunct Faculty Based on Years of Service as Full-time Faculty

Approved on January 5, 2011 by the 36th University Affairs Meeting

Acknowledged by the Ministry of Education in Letter No. Tai-Xue-Shen-Zi No. 1000120978 dated July 13, 2011

Amended and approved on June 5, 2013 by the 41st University Affairs Meeting

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-(5)-Zi No. 1020096905 dated June 28, 2013

Amended and approved on January 7, 2015 by the 44th University Affairs Meeting of NYMU

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-(5)-Zi No. 1040022371 dated March 11, 2015

Amended and approved on February 17, 2016 by an extraordinary University Affairs Meeting of NYMU in the 2nd semester of the 2015 academic year

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-(5)-Zi No. 1050063424 dated May 16, 2016 (Effective on August 1, 2016)

- I. In order to conduct the faculty appointment or promotion of medical professionals of the National Yang-Ming University Hospital and affiliated teaching hospitals based on the Years of Service as Full-time Faculty, the Guidelines are formulated according to Article 11 of the Enforcement Rules of Act Governing the Appointment of Educators.
- II. The Guidelines apply to those who are appointed adjunct faculty according to the NYMU Evaluation Framework for Faculty Appointments and Promotions and satisfy one of the following (hereinafter referred to as Medical Faculty):
 - (I) Those who currently work as medical professionals at the National Yang-Ming University Hospital and have been appointed as adjunct clinical medical faculty by the clinical subjects of the NYMU.
 - (II) Those who currently work as medical professionals at teaching hospitals and have been appointed as adjunct clinical medical faculty by the clinical subjects of the School of Medicine of the NYMU.

The teaching hospitals mentioned in the previous point refer to those that are listed in the NYMU Charter and have been approved as medical centers according to law.

The scope of the clinical subjects in the first point is established in the Attached Chart and shall become effective upon approval at a University Affairs Meeting.

- III. The appointment and promotion review standards and procedures, course load and faculty evaluation of medical faculty shall be conducted in the same way as for the full-time faculty of the NYMU. The NYMU shall use the same seniority considerations it uses for its full-time teachers when reviewing the teacher qualifications of medical faculty who were not remunerated for any part-time teaching.

The "same seniority considerations for its full-time teachers" mentioned above refers to the seniority that medical faculty has accumulated starting from receiving the teacher qualification certificate from the Ministry of Education up to the time of applying for promotion.

If the appointment of medical faculty is interrupted, the appointment may not resume until the teacher obtains the teacher qualification certificate at a higher level. However, the seniority accumulated before the interruption may still be accepted as that of full-time faculty according to the Guidelines, provided that the interruption was neither due to failure in faculty evaluation nor due to reasons attributable to the teacher.

- IV. The teaching hours and clinical observation and internship courses of medical faculty, after calculation, shall meet the basic weekly teaching hours required for the level of appointment: Eight hours for professors, nine hours for associate professors, nine hours for assistant professors, and ten hours for instructors. The basic weekly teaching hours shall be calculated based on the average of teaching hours in one academic year.
 - (I) The calculation and reduction of teaching hours shall be handled based on the NYMU Teaching Hours Calculation Guidelines.
 - (II) Medical faculty shall neither be paid an hourly pay for teaching nor be paid the extended hours pay when the actual weekly teaching hours exceed the basic teaching hours.
- V. Medical faculty may apply for promotion while actually teaching in the university. The teaching hours in the university shall comply with the regulations of the units of joint appointment and the respective

School.

- VI. After being appointed, medical faculty shall be evaluated in the same way as the full-time faculty of the NYMU; After approval in the first evaluation, medical faculty shall be evaluated every two years, same as full-time faculty.

If a teacher fails to pass the evaluation and is not renewed as medical faculty, he/she may be appointed as adjunct faculty. The regulations of the Guidelines shall not apply to the seniority accumulated during the appointment as medical faculty at the time of teacher qualifications review.

- VII. The number of Medical Faculty from teaching hospitals submitted for review based on the Guidelines each year shall not exceed ten percent of the total number of full-time faculty of the School of Medicine of the NYMU in the previous academic year.
- VIII. Any matters that are not addressed in the Guidelines shall be governed by the regulations of the Ministry of Education and the NYMU regulations related to full-time faculty.
- IX. The Guidelines shall become effective after approval at the University Affairs Meeting and by the Ministry of Education. The same shall apply to all subsequent amendments.

Attached Chart

National Yang-Ming University Guidelines for Faculty Qualification Review of Adjunct Faculty Based on Years of Service as Full-time Faculty		
List of Clinical Subjects Mentioned in Article 2		
School	Clinical Subject	Notes
School of Medicine	Faculty of Medicine, Department of Internal Medicine Department of Surgery Department of Obstetrics and Gynecology Department of Pediatrics Department of Family Medicine Department of Ophthalmology Department of Dermatology Department of Neurology Department of Psychiatry Department of Otorhinolaryngology Department of Radiotherapy Department of Urology Department of Orthopedic Surgery Department of Nuclear Medicine Department of Physical Medicine and Rehabilitation Department of Anesthesiology Department of Emergency Medicine Department of Pathology Department of Environmental and Occupational Medicine Department of Pharmacology Institute of Pharmacology	
School of Dentistry	Department of Dentistry Institute of Oral Biology	
School of Nursing	Department of Nursing Institute of Clinical Nursing Institute of Community Health Care	
School of Biomedical Science and Engineering	Department of Physical Therapy and Assistive Technology Department of Biotechnology and Laboratory Science in Medicine Department of Biomedical Imaging and Radiological Sciences	
School of Pharmaceutical Sciences	Faculty of Pharmacy (applicable from the 2016 academic year)	

E. Important Information on National Yang-Ming University Adjunct Medical Clinical Faculty Qualification Review

Approved in Letter No. Yang-Ren-Zi No. 1040010457 dated June 15, 2015
Amended in Letter No. Yang-Ren-Zi No. 1050014026 dated June 29, 2016

- I. In order to facilitate the qualifications review of adjunct clinical medical faculty (hereinafter referred to as Medical Faculty) jointly conducted with the NYMU Hospital and teaching hospitals (Taipei Veterans General Hospital, Taichung Veterans General Hospital, Kaohsiung Veterans General Hospital and Far Eastern Memorial Hospital) based on the National Yang-Ming University Guidelines for Faculty Qualification Review of Adjunct Faculty Based on the Years of Service as Full-time Faculty (hereinafter referred to as the Guidelines), the Important Information is established for compliance.
- II. The NYMU Hospital and teaching hospitals shall submit the list of recommendation of Medical Faculty by letter within 3 months of the commencement of each semester. The list shall be reviewed and approved by the NYMU Department (Institute)-level FEC, then submitted to the Personnel Office for submission to the president for approval. The appointment shall begin in the following semester until the end of the corresponding academic year. The Medical Faculty recommended by the NYMU Hospital before the end of year 2015 shall have the commencement date of the appointment retrospectively to the date of approval of the Guidelines by the Ministry of Education on August 1, 2011. The Medical Faculty recommended by teaching hospitals before the end of year 2016 shall have the commencement date of the appointment retrospectively to the date of approval of the Guidelines by the Ministry of Education on August 1, 2016.
- III. The number of recommended Medical Faculty from teaching hospitals each year shall not exceed ten percent of the total number of full-time faculty of the School of Medicine of the NYMU in the previous academic year. The number of recommendations from each teaching hospital shall be calculated by the number of NYMU students practicing observation or internship at the respective hospital in the previous academic year. At least 1 person from each teaching hospital shall be recommended.

If the number of recommendations from each teaching hospital does not reach the upper limit, the remaining quota may be used by the other teaching hospitals.
- IV. The renewal of Medical Faculty shall be surveyed in writing by the Personnel Office before the end of the academic year, reviewed and approved by the department (institute) and the school, and then mailed to the NYMU Hospital and teaching hospitals for confirmation. A certificate for the renewal of appointment shall be awarded.
- V. For application for promotion of Medical Faculty, the applicant shall provide proof of the teaching hours in the years he/she worked as Medical Faculty for review. The years of service shall be considered that of full-time faculty only if the applicant satisfies the requirement of years of service under point 4 of the Guidelines.
- VI. Medical Faculty shall be registered and managed by the Personnel Office from the date of the appointment. The Personnel Office shall notify such faculty to receive evaluation based on point 5 of the Guidelines.
- VII. If Medical Faculty resigns from appointment for personal reasons or resigns from the NYMU Hospital or teaching hospitals, the NYMU Hospital or the teaching hospital shall notify the NYMU in writing.
- VIII. If Medical Faculty is not renewed and a department or institute wishes to appoint the teacher as adjunct faculty, the case shall be reviewed and approved by the Department (Institute)-level FEC and obtain approval via administrative procedures based on the resolution of the 93th meeting of the NYMU FEC on January 14, 2002.
- IX. Medical Faculty recommended by teaching hospitals shall have at least one year of experience as adjunct faculty at the NYMU; The NYMU may regularly conduct overall performance evaluation and review.

F. National Yang-Ming University Adjunct Faculty Appointment Guidelines

Approved by the 161st meeting of the NYMU Faculty Evaluation Committee on October 7, 2015
Amended by the 169th meeting of the NYMU Faculty Evaluation Committee on June 21, 2017

- I. The appointment of adjunct faculty of the NYMU shall be conducted based on the Guidelines in addition to the Regulations Governing Appointment of Adjunct Teacher at Institutions of Higher Education.
- II. The teaching units of the NYMU may appoint adjunct faculty who work part-time as teachers at the NYMU based on the needs of courses, thesis guidance, professional uniqueness, industrial practical experience, or actual teaching needs. The appointment process shall be completed before the beginning of the semester.
- III. The new appointment and promotion qualifications and review process of adjunct faculty shall be conducted based on the NYMU Evaluation Framework for Faculty Appointments and Promotions except for the following situations:
 - (I) An adjunct teacher who has been appointed and registered is appointed by a different department or institute: The department or institute of the second appointment shall submit the application to the respective Faculty Evaluation Committee (hereinafter referred to as FEC) for approval in the preliminary review and obtain approval via administrative procedures for the appointment; If the department or institute of the second appointment belongs to a different school from the department or institute of the original appointment, the unit of the second appointment shall submit the application to the School-level FEC of the respective school for approval in the second review and obtain approval via administrative procedures for the appointment. An adjunct teacher may work in a maximum of two units.
 - (II) If a full-time teacher is re-appointed as adjunct teacher after resignation or retirement, or if an adjunct teacher is to be appointed again at the original level within three years of interruption: An appointment by a department or institute shall be submitted to the FEC of the respective department or institute for review, and an appointment by a school shall be submitted to the School-level FEC for review. Upon approval, the case shall be approved via administrative procedures for the appointment.
 - (III) If a full-time teacher is to be temporarily appointed as adjunct faculty due to a delay in reporting for duty: The department or institute (school) shall obtain approval via administrative procedures for the appointment.
- IV. An adjunct teacher who has taught for one full semester, has actually taught one credit and has taught for eighteen hours may apply for teacher qualifications review. The years of service as adjunct faculty shall be calculated at fifty percent. However, if the applicant satisfies the requirements in the National Yang-Ming University Guidelines for Faculty Qualification Review of Adjunct Faculty Based on the Years of Service as Full-time Faculty, the years of service may be considered that of full-time faculty. The qualifications review of an adjunct teacher who is full-time faculty of another university shall be conducted by the university where he/she works as full-time faculty.
- V. The renewal of adjunct faculty shall be decided by the department, institute, or school based on the teacher's teaching progress or curriculum of the current year. The decision to renew the appointment shall be submitted to the Personnel Office for approval and the awarding of letter of appointment.
- VI. The effective duration of the contract of an adjunct teacher shall be one academic year or one semester based on the course to be taught.

If the number of students electing the course to be taught by an adjunct teacher after the appointment does not reach the requirement for the commencement of the course, and therefore there is no need for the appointment, the NYMU may terminate the contract.
- VII. Adjunct faculty shall be paid an hourly pay on a monthly basis. The hourly pay for teaching shall be determined by the relevant NYMU regulations or handled based on the contracts that the NYMU signed with other institutions.

If adjunct faculty do not teach because work and classes were called off due to a natural disaster or national holiday, the NYMU will still pay the hourly pay.

VIII. If adjunct faculty is involved in any conduct listed under Article 5, Paragraph 1 of the Regulations Governing Appointment of Adjunct Teacher at Institutions of Higher Education, unless the conduct is listed under Subparagraphs 8 and 9, within one month from the date of the discovery, the NYMU shall suspend the contract upon approval by the NYMU FEC and await investigation. If the teacher is proven guilty, the NYMU shall proceed to terminate the contract in writing; If adjunct faculty is involved in conduct described under Subparagraphs 1 to 13, upon approval by the various levels of FECs, the contract shall be terminated in writing. If adjunct faculty is involved in conduct described under Subparagraphs 14 and 15, after review by the NYMU FEC, the contract shall be terminated in writing. If adjunct faculty is involved in conduct described under Subparagraph 14, the NYMU FEC shall decide the duration, between one and four years, during which the teacher may not be appointed as faculty, based on the severity of the case.

IX. Adjunct faculty shall comply with the relevant provisions of the Gender Equity Education Act, Act of Gender Equality in Employment, Sexual Harassment Prevention Act and Regulations on the Prevention and Handling of Sexual Assault, Sexual Harassment, or Sexual Bullying on Campus.

Adjunct faculty may not develop relationships in opposition to professional ethics when teaching, instructing, training, reviewing, managing, guiding, or providing students with work opportunities with regard to interactions related to sex or gender.

If adjunct faculty discovers a potential problem that is in opposition to the professional ethics mentioned above in the teacher-student relationship, he/she shall actively avoid the situation or report to the NYMU for handling.

Adjunct faculty shall respect one's own and others' autonomy of one's own body and sex, avoid unwelcome courtship and shall not handle conflicts related to sex or gender in forceful or violent ways.

X. If adjunct faculty believes that the NYMU measures of termination of contract, suspension of contract, pay, leave, and pension related to him/herself during the appointment are illegal or inappropriate and have damaged his/her rights, he/she may file a complaint to the NYMU Teacher Grievance Review Committee.

XI. Matters related to adjunct faculty, such as labor and health insurance, pension allocation and leave shall be conducted according to relevant laws and regulations.

XII. Any matters that are not addressed in the Guidelines shall be governed by the Regulations Governing Appointment of Adjunct Teacher at Institutions of Higher Education and other relevant laws and regulations.

XIII. The Guidelines shall become effective after approval by the NYMU FEC and the president. The same shall apply to all subsequent amendments.

G. Enforcement Rules of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines

Amended for the 29th time and approved on December 4, 2019 by the 1st meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2019 academic year
 Amended for the 30th time and approved on December 19, 2019 by the 4th meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2019 academic year
 Acknowledged and approved on December 25, 2019 by the 183th meeting of the NYMU FEC

I. Review of works:

<p>(I) Evaluation standard of works:</p>	<ol style="list-style-type: none"> 1. Main published works <ol style="list-style-type: none"> (1) Based on the research topic and purpose, research method and expressive abilities, research abilities and research outcome (the percentage of each item will vary depending on the level of the teacher, as shown in the attachment). (2) The number of works (interrelated) submitted for review shall meet the following requirements for the application to be accepted: <p>Professor: 5</p> <p>Associate professor: 4</p> <p>Assistant professor: 3</p> <p>Instructor: 2 (or only 1 where the P value $\leq 30\%$ or $IF \geq 3$, but equal contribution work shall not be allowed)</p> <p>The main published work in Point 1 (2) of the previous paragraph that satisfies one of the following conditions may count towards the number of main published work for promotion, but equal contribution work shall not be accepted. A maximum of 2 pieces of work shall be counted.</p> <p>Professor; Must be corresponding author; Associate professor and assistant professor; Shall be first writer or corresponding author.</p> <p>$IF \geq 8$ or $P \leq 5\%$: Count as 1 piece of work.</p> <p>$IF \geq 15$: Count as 2 pieces of work.</p> (3) When submitting for review of professor or associate professor levels, the applicant shall give an oral presentation of the main published works (either openly or only to the FEC). (4) Reviewer: <ol style="list-style-type: none"> a. The case shall be reviewed by level-one (or first) external review, with 5 reviewers. <p>Instructor: 5 external professors or associate professors.</p> <p>Assistant professor: 5 external professors or associate professors.</p> <p>Associate professor: 5 external professors</p> <p>Professor: 5 external professors</p> b. When the School conducts the secondary review, the specialized publications, works, proof of achievement or technical report review scores shall have a passing grade of 80 points (inclusive). A score below 80 shall be deemed failure to pass. The case is approved only if voted in favor by no less than 4 reviewers. (5) Basic fields: For the submission for review for the professor level, the applicant must have main published works as corresponding author or first author, with at least 3 pieces of works as corresponding author; For
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the submission for review for other levels, the applicant must have main published works as first author or corresponding author.

Public health: For the submission for review for the professor level, the applicant must have main published works as corresponding author or first author, with at least 3 pieces of works as corresponding author; For the submission for review for the associate professor level, the applicant must have main published works as corresponding author or first author, with at least two pieces of work as first author; For the submission for review for the assistant professor and instructor levels, the applicant must have main published works as first author.

Clinical fields: For the submission for review for the professor level, the applicant must have main published works as corresponding author or first author, with at least 3 pieces of works as corresponding author, and one of the main theses needs to rank top in the magazine category or have its P value (percentile) $\leq 10\%$ or $IF \geq 5$; **For the submission for review for the associate professor level, the applicant must have main published works as corresponding author or first author, with at least two pieces of work as first author**; For the submission for review for the assistant professor and instructor levels, the applicant must have main published works as first author.

- (6) The works where the applicant is listed as equal contribution alongside the first author or the corresponding author may be included as main published works. However, if the applicant is listed alongside the first author, he/she at least needs to be the second author. The total number of the first author and corresponding author of a main published work must be no more than 4.
- (7) Acceptance and scoring of works of equal contribution: For the instructor level, a maximum of 1 piece of work shall be accepted; For assistant professor, associate professor and professor levels, the maximum shall be 2. The works also need to be theses with a P value of $\leq 20\%$ in their respective fields and categories. (Main published works where the applicant is listed as equal contribution submitted on or after February 1, 2016 shall be regulated by the new regulations).
- (8) For the submission for review for the professor level, theses written while researching abroad may not be submitted.
- (9) If the applicant fails to pass the review of main published works, he/she needs to have at least one newly published main thesis for the next application in order for the application to be accepted.
- (10) **Main published works submitted for review shall be original works published in SCI/SSCI magazines**, works in the form of editorials, review articles, case reports, innovative technologies (Such as: How to do it) may not be submitted. Faculty in the "social sciences, humanities, and law" category in the field of public health shall be governed by point (11) below and shall not be restricted by the regulations under this point.
- (11) Faculty in the social sciences, humanities, and law category in the field of public health shall have main published works in outstanding and professional periodicals with a strict screening system (such as SCI, SSCI, AHCI, TSSCI, THCI or other periodicals under relevant indices) or have publicly published works that were approved in strict screening systems; The theses shall be accepted by periodicals with proof that the

	<p>works are to be published on specific dates prior to the promotion. The applicant shall actively provide explanation on the importance of the works that were published in periodicals or published publicly.</p> <p>(12) Instructors in the old system who apply for promotion to the associate professor level shall submit not only doctoral thesis but also outstanding works related to the degree thesis research as the first author or corresponding author.</p> <p>(13) Pursuant to Letter no. (86)-Shen-Zi No. 86079586 of the Ministry of Education, works submitted for review for faculty promotion shall not include the entirety or a part of a degree thesis (Master's Degree or Doctorate).</p> <p>2. Reference publications</p> <p>Maximum of reference publications to be accepted: Professor level: 7, Associate Professor level: 6, Assistant Professor level: 5, and Instructor level: 4.</p> <p>3. Works submitted for review (including main published works and reference publications)</p> <p>(1) In the submitted works, the applicant shall have a title at the NYMU (except for new appointment).</p> <p>(2) The category of the applicant shall be decided according to the review guidelines of the field where the applying unit belongs.</p> <p>The public health field is divided into the public health category and the social sciences, humanities and laws category. The applicant shall choose the appropriate category upon approval by the Institute-level FEC and follow the respective regulations for the submission.</p> <p>(3) Main published works need to be works published within 5 years prior to the submission. Reference publications need to be works published within 6 years prior to the submission. However, if the applicant was pregnant or gave birth in the aforementioned time limit, she may apply to extend the limit for 2 years.</p> <p>(4) The works published prior to the promotion to the previous level may not be submitted again (including those already submitted for review and those not submitted).</p>
<p>(II) Categorization and scoring</p> <p>※ P: Percentile of the magazine in the ranking in the SCIE and SSCI categories.</p>	<p>1. Magazine of publication</p> <p>Basic medical science:</p> <p>(1)</p> <p>a) SCIE system:</p> <p>IF\geq10 10</p> <p>IF\geq5 或 P\leq10% 8</p> <p>IF\geq2 或 P\leq25% 6</p> <p>25% <P\leq50% 4</p> <p>50% <P\leq75% 3</p> <p>P>75% 2</p> <p>b) Non-SCIE:</p> <p>Journal of Medical Education 2</p> <p>(2) SSCI(Social Science Citation Index) system:</p> <p>P<2% 8</p> <p>P<10% 7</p>

10% ≤ P < 30%	6
30% ≤ P < 50%	5
50% ≤ P < 70%	4
P ≥ 70%	3

The rest shall count as one point maximum, referring to the theses published in academic newspapers or books. Whether the points shall be counted shall be decided by the School-level FEC.

Clinical medicine:

(1)

(a) SCIE system:

IF ≥ 5	8
P ≤ 10%	6
10% < P ≤ 30%	5
30% < P ≤ 50%	4
50% < P ≤ 70%	3
P > 70%	2

(b) Non-SCIE: Peer-reviewed editing committee

Index Medicus	2
Non-Index Medicus	1
Journal of Medical Education	2

(2) SSCI (Social Science Citation Index) system:

P < 2%	8
P < 10%	7
10% ≤ P < 30%	6
30% ≤ P < 50%	5
50% ≤ P < 70%	4
P ≥ 70%	3

Public health field

(1)

(a) SCIE system:

IF ≥ 5	8
P ≤ 10%	7
10% < P ≤ 30%	6
30% < P ≤ 50%	5
50% < P ≤ 70%	4
P > 70%	3

(b) Non-SCIE: Peer-reviewed editing committee

Index Medicus	2
Non-Index Medicus	1
Journal of Medical Education	2

In order to cultivate domestic magazines as well as to encourage teachers to publish works, the following have been incorporated in the scoring of Index Medicus, for 2 points each: Taiwan Journal of Public Health, Journal of Healthcare Management, Journal of Management and Business Research, Journal of Occupational Safety and Health, Journal of the Chinese Institute of Industrial Engineers, The Journal of Taiwan Association for Medical Informatics, Taiwan: A Radical Quarterly in Social Studies, Social Work

	<p>Review, and Journal of the Chinese Statistical Association.</p> <p>(2) SSCI (Social Science Citation Index) system:</p> <p>P<2% 8</p> <p>P<10% 7</p> <p>10% ≤ P<30% 6</p> <p>30% ≤ P<50% 5</p> <p>50% ≤ P<70% 4</p> <p>P ≥ 70% 3</p> <p>2. Nature</p> <p>Original work 3</p> <p>Case analysis, research presentation, editorial, review article, innovative technology 2</p> <p>Case report, image 1</p> <p>Note 1. Technical report or DNA, RNA, and amino acid sequence registration shall not be calculated.</p> <p>Note 2. Master's degree theses, doctoral theses, theses, or research papers not published in academic periodicals, commentaries that are popular science in nature, commentaries on others' or one's own theses, or replies to the opinions or questions of other commenters instead of articles presenting one's own research outcome and data, summaries of annual meetings or seminars of academic associations, and books or chapters of a book shall not be deemed theses listed in the chart above.</p>
	<p>Note 3. Innovative technology, such as How to do it, etc.</p> <p>3. Author ranking</p> <p>First author 5</p> <p>Second author 3</p> <p>Third author 1</p> <p>Fourth author or more 0.5</p> <p>Corresponding author 5</p> <p>Equal contribution Works that are calculated as equal contribution shall be submitted along with a copy of the part of the thesis displaying "equal contribution."</p> <p>(1) In a case where there are 2 equal contributions, each shall have the score calculated as 90% weighting of the score of the ranking. If a thesis is published in a periodical with an IF ≥ 6, the weighting shall be 100%.</p> <p>(2) In a case where there are 3 to 4 equal contributions, each shall have the score calculated as 60% weighting of the score of the ranking. If a thesis is published in a periodical with an IF ≥ 10, the weighting shall be 100%.</p> <p>(3) In a case where there are 5 or more equal contributions, each shall have the score calculated as 30% weighting of the score of the ranking.</p> <p>(4) Each equal contribution shall be ranked the same as the first one in the category. The author after equal contribution shall be ranked based on the actual ranking among all of the authors and the weighting shall be calculated based on the actual ranking. Any scoring above that is less than 0.5 point shall be calculated as 0.5 point.</p> <p>4. Categorical scoring of lessons plans for a new course:</p> <p>a. Publication in magazine: Calculated in the same way as Journal of the Chinese Medical Association, 2 points.</p>

	<p>b. Nature: Calculated in the same way as case reports, 1 point.</p> <p>c. Author ranking: Single author: 6 points Multiple collaboration: (maximum 4 authors) First author: 5 points Second author: 3 points Third and fourth author: 1 point</p> <p>d. The creation of lesson plans may not be accepted as the main thesis for faculty appointment and promotion.</p> <p>e. Each teacher may submit no more than five lesson plans for review. The number of lesson plans exceeding five shall still be calculated as five.</p> <p>5. The categorical scoring shall reach the following scores for the application to be accepted:</p> <p>(1) Those who submit works for review shall reach the following categorical scoring for the application to be accepted. Professor: 500 Associate professor: 400 Assistant professor: 300</p> <p>Works under Point 5 (1) that satisfy the following conditions may be calculated towards the categorical scoring towards the required minimum for submission for review:</p> <p>Main published works with $IF \geq 8$ or P value $\leq 5\%$: Count as 75 points Main published works with $IF \geq 15$: Count as 150 points</p> <p>(2) Clinical pharmacology faculty who submit works for review shall reach the following categorical scoring for the application to be accepted. Professor: 450 Associate professor: 300 Assistant professor: 230</p> <p>(3) The above-mentioned standards shall not apply to faculty who submit works for review according to the guidelines for teaching-oriented teachers.</p> <p>(4) The above-mentioned standards shall not apply to faculty who submit works for review under the social sciences, humanities, and law category, who are also exempt from categorical scoring.</p>
(III)	

II. Teaching services review:

(I) Scoring percentile of the items	Teaching	Service	Guidance	Seniority
Basic medical science	70%	15%	5%	10%
Clinical	70%	20%	5%	5%
Public Health	60%	25%	5%	10%

<p>1. Teaching The teaching hours shall meet the requirements set forth by the Ministry of Education.</p>	<p>Teaching courses and other forms of teaching (clinic, emergency, hospital room, operating room)</p> <p>Basic medical science 50</p> <p>Clinical 50</p> <p>Public Health 35</p>	<p>1. Theses and research instruction</p> <p>2. Seminar</p> <p>20</p> <p>20</p> <p>25</p>
<p>2. Service</p>	<p>Intra-university service (as representative or host of administrative and academic activities within the unit)</p> <p>Basic medical science 10</p> <p>Clinical 10</p> <p>Public Health 15</p>	<p>External (as judge or other roles in academic association activities, works and plans)</p> <p>5</p> <p>10</p> <p>10</p>
<p>3. Seniority</p>	<p>Minimal basic seniority: 7 points and 1 point per year afterwards up to 10 points maximum.</p> <p>Clinical - minimal basic seniority: 3 points and 1 point per year afterwards up to 5 points maximum.</p>	
<p>4. Guidance</p>	<p>Serving as instructing teacher in basic medical science or clinical studies, or provide guidance in student extracurricular activities, internships, and academic lectures.</p>	
<p>(II) The total score in teaching service review shall be 70 points and above for approval in the preliminary review by a department, faculty, or institute. If the score is lower than 70 points, the application shall not be accepted.</p>		

Note: Applicants in the Faculty of Medicine shall be reviewed by the faculty teaching service guidelines of the Faculty.

III. Research outcome:

Applicants for promotion to the professor level shall be approved by the Ministry of Science and Technology, the National Health Research Institutes, or the Academia Sinica as project leader (principal investigator) for a subsidized research project that has been peer-reviewed within three years prior to the submission for review; Applicants for promotion to the associate professor level shall have an application record to the Ministry of Science and Technology, the National Health Research Institutes, or the Academia Sinica for approval as project leader (principal investigator) for a subsidized research project that has been peer-reviewed within five years prior to the submission for review; The application shall not be accepted if the conditions above are not met.

IV. If a case of new appointment satisfies the provisions under Article 10 of the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions, the regulations under the Enforcement Rules shall not apply. The qualifications review procedures for such cases are as follows:

- (I) The dean of the school shall select 5 members from the School-level FEC to form a review team for verifying the qualifications of a Nobel laureate, an academician of a national research institution, a fellow of an important international learned society, or

an outstanding achiever in an academic or professional field with qualifications equivalent to those of people specified in the preceding three Items as well as the flexible verification for oversea degree certificates. Only when the requirements are met shall the preliminary, second, and final review be conducted.

(II) The review for specialized publications may be waived but the applicant for professor and associate professor level shall still give an oral presentation.

V. Review results:

1. School-level FEC (second review): The School-level FEC shall convene with at least half of its members in attendance. The case is approved only if voted in favor by at least two-thirds of those present at the meeting. Abstention is not allowed. The members shall vote through secret ballot.
2. The review results shall be scored by the School-level FEC. An average of at least 80 points or above shall be deemed the passing grade.

VI. Fees for review of works: For submissions for review by adjunct and **project teachers**, the fees for the review of theses or publications shall be self-funded by the submitting unit or borne by the applicant. The fee standard for review shall be handled based on the standard for the fees for review of works of the School.

Amended on January 4, 1995 by the 1st meeting of the School-level FEC of the School of Medicine

Amended for the 2nd time on June 28, 1995 by the meeting of the School-level FEC of the School of Medicine in the 1st semester of the 1995 academic year

Amended for the 3rd time on July 6, 1995 by the resolution of the 63rd meeting of the NYMU FEC

Amended for the 4th time on May 8, 1997 by the meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 1996 academic year

Amended and approved on June 16, 1997 by the 74th meeting of the NYMU FEC

Amended for the 5th time on March 10, 1999 by the meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 1998 academic year

Amended and approved on May 27, 1999 by the 85th meeting of the NYMU FEC

Amended for the 6th time on March 15, 2002 by the 1st meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2001 academic year

Acknowledged on March 21, 2002 by the 94th meeting of the NYMU FEC

Amended for the 7th time on June 11, 2002 by the 4th meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2001 academic year

Approved on June 28, 2002 by the 97th meeting of the NYMU FEC

Amended for the 8th time on December 31, 2002 by the 2nd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2002 academic year

Acknowledged on January 8, 2003 by the 102nd meeting of the NYMU FEC

Amended for the 9th time on June 5, 2003 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2002 academic year

Amended for the 10th time on June 10, 2003 by the 3th meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2002 academic year

Amended for the 11th time on June 1, 2005 by the 1st meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2004 academic year

Amended for the 12th time on June 20, 2007 by the 4th meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2007 academic year

Amended for the 13th time on June 5, 2009 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2008 academic year

Acknowledged on June 16, 2009 by the 136th meeting of the NYMU FEC

Amended for the 14th time on May 28, 2010 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2009 academic year

Acknowledged on July 2, 2010 by the 140th meeting of the NYMU FEC

Amended for the 15th time and approved on November 26, 2010 by the 1st meeting and on December 14, 2010 by the 4th meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2010 academic year

Amended for the 16th time and approved on June 8, 2011 by the 2nd meeting and on June 15, 2011 by the 3rd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2010 academic year

Approved on June 22, 2011 by the 144th meeting of the NYMU FEC

Amended for the 17th time and approved on December 20, 2011 by the 4th meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2011 academic year

Amended for the 18th time and approved on June 4, 2012 by the 4th meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2011 academic year

Amended for the 19th time and approved on December 14, 2012 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2012 academic year

Acknowledged on January 16, 2013 by the 150th meeting of the NYMU FEC

Amended for the 20th time and approved on May 14, 2013 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2012 academic year
Acknowledged on June 19, 2013 by the 152nd meeting of the NYMU FEC
Amended for the 21st time and approved on December 17, 2013 by the 2nd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2013 academic year
Acknowledged on January 8, 2014 by the 154th meeting of the NYMU FEC
Amended for the 22nd time and approved on June 20, 2014 by the 3rd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2013 academic year
Acknowledged on June 25, 2014 by the 156th meeting of the NYMU FEC
Amended for the 23rd time and approved on December 19, 2014 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2014 academic year
Amended for the 24th time and approved on December 11, 2015 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2015 academic year
Acknowledged on December 23, 2015 by the 162nd meeting of the NYMU FEC
Amended for the 25th time and approved on June 3, 2016 by the 3rd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2015 academic year
Acknowledged on June 22, 2016 by the 164th meeting of the NYMU FEC
Amended for the 25th time and approved on December 9, 2016 by the 3rd meeting and on January 5, 2017 by the 4th meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2016 academic year
Acknowledged on January 11, 2017 by an extraordinary meeting of the NYMU FEC in the 1st semester of the 2016 academic year
Amended for the 26th time and approved on June 7, 2017 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2016 academic year
Acknowledged on June 21, 2017 by the 168th meeting of the NYMU FEC
Amended for the 27th time and approved on December 8, 2017 by the 1st meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2017 academic year
Acknowledged on December 20, 2017 by the 172nd meeting of the NYMU FEC
Amended for the 28th time and approved on June 5, 2018 by the 3rd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2017 academic year
Acknowledged on June 20, 2018 by the 175th meeting of the NYMU FEC
Amended for the 29th time and approved on December 20, 2018 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2018 academic year
Acknowledged on December 26, 2018 by the 178th meeting of the NYMU FEC

H. National Yang-Ming University School of Medicine Promotion Review Guidelines for Teaching-oriented Teachers

Approved on December 27, 2013 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2013 academic year

Acknowledged on January 8, 2014 by the 154th meeting of the NYMU FEC

Amended on December 9, 2016 by the 3rd meeting of the School-level FEC of the School of Medicine in the 1st semester of the 2016 academic year

Acknowledged on January 11, 2017 by an extraordinary meeting of the NYMU FEC in the 1st semester of the 2016 academic year

Amended on June 6, 2019 by the 2nd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2018 academic year

Acknowledged on June 26, 2019 by the 180th meeting of the NYMU FEC

- I. In order to encourage teachers who are outstanding in teaching and are responsible for important teaching missions, the Guidelines are formulated based on the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education. Any matters that are not addressed in the Guidelines shall be governed by the Enforcement Rules of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines.
- II. The review process shall consist of preliminary review, second review, and final review based on the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions.
- III. Only teachers who satisfy the following requirements may submit the application:
 - I. The total score in teaching service review shall be at least 90 points and above at the professor and associate professor levels, and at least 85 points and above at the assistant professor level for approval in the preliminary review by a department, faculty or institute. The application shall not be accepted if the score does not reach the standard for approval.
 - II. Teaching hours per week in three years: These shall be 1.2 times of the hours required for the corresponding level, and the teaching hours at the university shall reach at least 1/2 of the hours required for the level.
 1. Teaching hours for full-time faculty:
Professor: 9.6 hours per week
Associate professor: 10.8 hours per week
Assistant professor: 10.8 hours per week
 2. Teaching hours for adjunct faculty: 21.6 hours per semester
 3. Teaching hours for project teachers (not including flexible reduction): 129.6 hours per academic year
 - III. Teaching outcome shall meet the following regulations:
 1. Within the first three years after the promotion, the teaching evaluation score each year shall meet or exceed the overall average of the School.
 2. The applicant has won one of the following awards: (limited to the awards that the applicant has won since obtaining the teacher qualification at the previous level)

Professor and associate professor:
 1. Excellent or outstanding teacher of the NYMU.
 2. Recommended as excellent teacher by the respective unit three times in five years.
 3. Awarded the certificate of excellent teacher by the School of Medicine three times in a row in five years.
Assistant professor:
 1. Excellent or outstanding teacher of the NYMU.
 2. Awarded the certificate of excellent teacher by the School of Medicine two times in a row in five years.
 3. Applicants for promotion to the professor level shall be approved by the Ministry of Science and Technology, the Ministry of Education, the National Health Research Institutes, or the Academia Sinica for a reviewed and subsidized research project related to education within three years prior to the submission for review; the time limit for the associate professor level shall be five years. If the applicant does not meet the requirement, the application shall not be accepted.
- IV. Category for the submission for review:
 - (I) Teaching practice: Technical reports shall be submitted for review.

1. Teachers who conduct research on teaching practices with content on the environments and subjects of teaching in various stages of education and with the outcome demonstrating concrete R&D results in the innovation, improvement or derivative application of courses, materials, pedagogy, teaching aids, utilization of technology and media or evaluation tools as well as concrete contribution in enhancing the students' learning outcome or in the internal and external promotion may submit the technical reports for review.
 2. Submission of achievements for review
 1. For submission of achievements for review, the achievements shall be obtained within 5 years after the applicant obtains the teacher qualification at the previous level.
 2. A maximum of 8 teaching practice achievements shall be chosen by the applicant for submission for review and one of these shall be chosen as the representative achievement, while the remaining are listed as referential achievements. **In addition, publications of research on teaching practice may be submitted as technical reports.**

Professor: At least 5. **Among these, theses on teaching practice submitted for review shall be theses published in international periodicals such as SCI, SSCI or A&HCI or one monograph on education (with 3 or fewer authors). The applicant needs to be the first author or corresponding author of the above-mentioned publications.**

Associate professor: At least 4. **Among these, theses on teaching practice submitted for review shall be theses published in international periodicals such as SCI, SSCI or A&HCI or one monograph on education (with 5 or fewer authors). The applicant needs to be the first author or corresponding author of the above-mentioned publications.**

Assistant professor: At least 3. **Among these, theses on teaching practice submitted for review shall be theses published in international periodicals such as SCI, SSCI or A&HCI or one monograph (at least one chapter in the book) on education (with 5 or fewer authors). The applicant needs to be the first author or corresponding author of the above-mentioned publications.**
 3. If the representative achievement is a collaboration among multiple persons, only one person may submit the work for review; At the time of the submission of such work for review, the persons other than the applicant shall waive their rights to submit the same work as their representative achievement for review. The applicant shall explain his/her participation in the work in writing and the co-authors shall sign and stamp the document as proof.
 3. Materials for external review include the representative achievement and referential achievements. The review guidelines are listed in the appendix of the Guidelines.
- (II) Teaching research: Research publications on teaching practices shall be submitted as specialized publications for review.
1. Teachers research on teaching practices with topics on the exploration of the concepts on teaching practice research and research backgrounds. The research methods can test the appropriateness of the content of the materials and of the methods of analysis. The research outcome or teaching practice application shall be innovative and feasible, and provide benefits in promotion and application. The applicant may submit research publications on teaching practices as specialized publications for review.
 2. Submission of works for review (including main published works and referential publications):
 - (1) Original works related to education done by the applicant within 5 years after obtaining the teacher qualification at the previous level.
 - (2) A maximum of 8 works shall be chosen by the applicant for submission for review and one of these shall be chosen as the representative achievement with the remaining listed as referential achievements.

Professor: At least 4 works, among which at least 2 are theses published in international

periodicals such as SCI, SSCI or A&HCI or one monograph on education (with 3 **or fewer** authors), and at least one of which shall have $IF \geq 5$ (or ranking $\leq 10\%$). The applicant needs to be the first author or corresponding author for the above-mentioned works.

Associate professor: At least 3 works, among which at least 1 is a thesis published in international periodicals such as SCI, SSCI or A&HCI or one monograph on education (with 5 **or fewer** authors), and at least one of which shall have ranking $\leq 20\%$. The applicant needs to be the first author or corresponding author for the above-mentioned works.

Assistant professor: At least 2 works, among which at least 1 is a thesis published in international periodicals such as SCI, SSCI or A&HCI or one monograph (at least one chapter of the book) on education (with 5 **or fewer** authors). The applicant needs to be the first author or corresponding author for the above-mentioned works.

- V. **Any matters that are not addressed in the Guidelines shall be governed by the Enforcement Rules of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines and other relevant laws and regulations.**
- VI. The Guidelines shall become effective after approval by the School-level FEC and shall be submitted to the NYMU FEC for acknowledgment. The Guidelines shall be promulgated from the date of the announcement. The same shall apply to all subsequent amendments.

Appendix: Review Guidelines for Submissions of Teaching Practices

- I. Requirements for submissions of teaching practices for review for promotion: the achievements of teaching practices shall be obtained after the applicant was promoted to the previous level.
 - (1). Definition: pedagogy with evaluation methods for the learning outcome, innovative design of teaching material, or the development and utilization of media for teaching, the comparison and analysis of teaching material, reconstructed teaching practices, etc.
 - (2). Content:
 - Incorporation of concepts on teaching practices
 - Teaching performance
 - Course design and planning: The content, method, activities and evaluation of the course are appropriately designed based on the core abilities and students' learning needs.
 - Pedagogy: Diverse pedagogies are used to achieve the goals. In addition, the pedagogies are reviewed and improved upon to address the difficulties in students' learning process.
 - Preparation and utilization of teaching materials: Comparison and reconstruction of teaching materials, and development or utilization of various hardware and software that facilitate students' learning (such as textbooks, supplemental materials, materials designed by the applicant, and multimedia interactive resources).
 - Learning outcome evaluation: Objective, concrete, impartial, public and diverse evaluation methods are established to effectively present students' learning outcome as well as to provide students with feedback and learning recommendations in a timely manner while the teacher engages in self-reflection based on students' suggestions or learning outcome.
 - Teaching process and reflection: retrospect and reflection on the overall teaching process.
 - Contribution: The concrete contribution that the innovation and feasibility of the R&D results on teaching has on enhancing learning outcome and in teaching practices.
- II. Evaluation criteria:
 1. Professor: The applicant shall have original and continual teaching practice research or outcomes in his/her own field of teaching and have concrete social contribution in internal and external promotion.
 2. Associate professor: The applicant shall have continual teaching practice research or outcome in his/her own field of teaching and have concrete social contribution in internal promotion.
 3. Assistant professor: The applicant shall have satisfactory teaching practice research or outcome in his/her own field of teaching and have development potential in teaching.

I. National Yang-Ming University Appointment Guidelines for Distinguished Chair Professors, Chair Professors, and Distinguished Professors

Approved on June 15, 2005 by the 25th University Affairs Meeting of NYMU
Amended and approved on December 28, 2016 by the 48th University Affairs Meeting of NYMU
Amended and approved on December 26, 2018 by the 52nd University Affairs Meeting of NYMU
Amended and approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU

Article 1. National Yang-Ming University (hereinafter referred to as the NYMU) formulates the National Yang-Ming University Appointment Guidelines for Distinguished Chair Professors, Chair Professors and Distinguished Professors (hereinafter referred to as the Guidelines) in order to enhance the teaching and research level as well as to achieve the goal of developing the NYMU into a top-notch university internationally.

Article 2. The Guidelines apply to the following three levels of faculty and research personnel: Distinguished Chair Professors, Chair Professors and Distinguished Professors.

The selection criteria of Distinguished Chair Professors is focused primarily on outstanding academic achievement, and the candidate's academic expertise shall be able to assist in the establishment of teaching/research teams that are internationally competitive for NYMU. Distinguished Chair Professors shall be recommended by the president. After the University Affairs Advisory Committee of the NYMU reviews the candidate's academic expertise and the academic mission to be borne, the president shall appoint the candidate and notify the NYMU Faculty Evaluation Committee. However, if a teacher qualification certificate needs to be awarded and the candidate is to be appointed as full-time faculty, the case shall be handled based on the NYMU regulations and procedures related to teacher qualifications review.

Article 3. Distinguished Chair Professors' salary includes the salary for Ministry-assigned teachers and remuneration for Distinguished Chair Professors. However, if a different agreement exists, the pay shall be based on such agreement.

Remuneration for Distinguished Chair Professors includes the Distinguished Chair Professors' bonus and teaching and research budget, which shall be paid from the relevant funding of the NYMU. The amount and payment method of the remuneration for Distinguished Chair Professors shall be decided by the University Affairs Advisory Committee of the NYMU. The maximum of the Distinguished Chair Professors' bonus may be equivalent to the salary that the professor receives overseas, up to five times of the salary for Ministry-assigned teacher.

Article 4. The Distinguished Chair Professors may have priority in receiving dormitory, laboratory, research facilities and other privileges.

Article 5. The Distinguished Chair Professors may recommend one to three excellent Chair Professors to the NYMU based on the needs of development in the academic fields of the NYMU. After the University Affairs Advisory Committee reviews the recommendation and suggests the duration of appointment and salary, the president shall appoint the professors and notify the NYMU FEC. However, if a teacher qualification certificate needs to be awarded and the candidate is to be appointed as full-time faculty, the case shall be handled based on the NYMU regulations and procedures related to teacher qualifications review.

Chair Professors' salary includes the salary for Ministry-assigned teachers and bonus for living expenses. However, if a different agreement exists, the pay shall be based on such agreement.

The amount and payment method of Chair Professors' bonus for living expenses shall be decided by the University Affairs Advisory Committee of the NYMU. The maximum of the bonus may be up to two times of the salary for Ministry-assigned teachers.

Article 6. The President of the NYMU may recommend Chair Professors based on the development needs of the NYMU. The qualifications review, handling procedures, and salary shall be

handled based on Article 5 of the Guidelines.

Article 7. Full-time faculty of the NYMU who has demonstrated satisfactory performance in teaching, research, and service may be appointed as Distinguished Professors.

Distinguished Professors may not receive additional bonus.

School-level review committees shall be formed by each school for the recommendation of distinguished professors. The appointment shall be approved by the president. However, the dean of each school shall be appointed after review by the Academic Evaluation Committee and approval by the president.

Article 8. The duration of appointment of Distinguished Chair Professors and Chair Professors shall be limited to five years each time. One year before the completion of the employment, their outcome and performance may be submitted for review following the procedures, and the University Affairs Advisory Committee shall review the duration and salary of the new appointment.

The duration of appointment of Distinguished Professors shall be limited to two years each time. One year before the completion of the employment, the appointment may be renewed following the procedures.

If Distinguished Chair Professors or Chair Professors have resigned, are on unpaid leave of absence, are temporarily assigned to another unit, or have been dismissed, the subsidy shall be suspended after the resignation or for the duration during which the recruits are not fulfilling their duties or have their rights suspended. However, if the duration of appointment has not expired, a different agreement shall be reached within the original duration of appointment and original bonus amount based on the needs of the university affairs.

While Distinguished Chair Professors and Chair Professors are present at the NYMU, they may use the facilities in the same way as full-time faculty. They may also flexibly adjust their teaching method, content, and hours upon approval by the NYMU. Before the duration of appointment of Distinguished Chair Professors and Chair Professors expires, the NYMU may have priority to appoint them as full-time faculty.

Article 9. The quota of various distinguished faculty shall be handled based on the following regulations:

- I. Distinguished Chair Professor: No more than 5 in principle.
- II. Chair Professor: No more than 10% of the number of full-time faculty of the NYMU.
- III. Distinguished Professor: No more than 20% of the number of full-time faculty of each school, with the dean of each school not counted in the quota.

Article 10. The Guidelines shall become effective after approval by the University Affairs Meeting and the president. The same shall apply to all subsequent amendments.

J. Enforcement Rules of the National Yang-Ming University Appointment Guidelines for Distinguished Chair Professors, Chair Professors and Distinguished Professors

Approved on November 22, 2006 by the 3rd (expanded) Administrative Meeting of the NYMU of the 2006 academic year

Amended and approved on October 6, 2010 by the 2nd (expanded) Administrative Meeting of the NYMU of the 2010 academic year
Amended and approved on November 16, 2011 by the 3rd (expanded) Administrative Meeting of the NYMU of the 2011 academic year

Amended and approved on October 12, 2016 by the 2nd (expanded) Administrative Meeting of the NYMU of the 2016 academic year

Amended and approved on March 14, 2018 by the 5th (expanded) Administrative Meeting of the NYMU of the 2017 academic year

Amended and approved on March 20, 2019 by the 6th Administrative Meeting of the NYMU of the 2018 academic year

Article 1. National Yang-Ming University (hereinafter referred to as NYMU) formulates the Enforcement Rules of the National Yang-Ming University Appointment Guidelines for Distinguished Chair Professors, Chair Professors and Distinguished Professors based on the National Yang-Ming University Appointment Guidelines for Distinguished Chair Professors, Chair Professors and Distinguished Professors (hereinafter referred to as the Rules) in order to enhance the teaching and research level as well as to achieve the goal of developing the NYMU into a top-notch university internationally.

Article 2. Distinguished Chair Professors and Chair Professors may be appointed from the full-time faculty of the NYMU or from the scholars newly appointed to the NYMU for teaching or research who also fulfill one of the following requirements of academic honor or achievement and have performed outstandingly in the last five years:

I. Distinguished Chair Professor:

- (I) Nobel laureate
- (II) Academician of the Academia Sinica
- (III) Honorary life-time National Chair Professor of the Ministry of Education
- (IV) National Chair Professor of the Ministry of Education
- (V) Achiever of other equivalent academic honors and achievements

II. Chair Professor:

- (I) Winner of the Academic Award of the Ministry of Education (MOE)
- (II) Winner of the Ministry of Science and Technology Distinguished Researcher Award
- (III) Two-time winner of the Outstanding Research Award, Ministry of Science and Technology
- (IV) Three-time winner of the Distinguished Teaching Achievement Awards of the NYMU
- (V) Outstanding achiever in educational administration
- (VI) Achiever of other equivalent honors and achievements

Full-time faculty of the NYMU who has demonstrated satisfactory performance in teaching, research, and service may be appointed as Distinguished Professors. Qualifications shall be established by each school.

Article 3. The Distinguished Chair Professors' bonus is divided into four levels. The first-level bonus is decided by the salary that the professor receives from the original unit of service as well as by their academic achievements, up to five times of the salary for Ministry-assigned teacher. The second-level bonus is NT\$210,000 per month. The third-level bonus is NT\$170,000 per month. The fourth-level bonus is NT\$130,000 per month. The teaching and research budget for Distinguished Chair Professors shall be decided by the president based on the financial status of the NYMU.

Chair Professors' bonus for living expenses is divided into five levels. The first-level bonus is 125 points per month; The second-level bonus is 115 points per month; The third-level bonus is 100 points per month; The fourth-level bonus is 75 points per month; The fifth-level bonus is 65 points per month;

The incentive and points calculation (amount) of the bonus may be adjusted based on the MOST Subsidies for Schools of Higher Education to Award Distinguished Scholars as well

as the financial status of the NYMU. The amount corresponding to each point shall be no more than NT\$1,000 as a principle.

Article 4. The salary for Distinguished Chair Professors and Chair Professors may be adjusted based on the financial status of the NYMU.

Article 5. Any matters not addressed in the Rules shall be governed by relevant regulations.

Article 6. The Rules shall become effective after approval by the Administrative Meeting and the president. The same shall apply to all subsequent amendments.

K. National Yang-Ming University Honorary Doctorate Degree Conferral Guidelines

Approved on January 14, 1998 by the 9th University Affairs Meeting of NYMU
Amended and approved on June 15, 2005 by the 25th University Affairs Meeting of NYMU
Amended and approved on January 7, 2009 by the 32nd University Affairs Meeting of NYMU
Amended and approved on January 7, 2015 by the 44th University Affairs Meeting of NYMU
Amended and approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU
(Original title: National Yang-Ming University Honorable Doctorate Degree Conferral Guidelines)

- Article 1 The conferral of the honorary doctorate of the NYMU shall be handled based on the Guidelines
- Article 2 Those who satisfy one of the following may become candidates for the honorary doctorate.
- I. One has special achievements or contributions, academically or professionally, that benefit mankind.
 - II. One has important contributions to the international cultural or academic exchange.
 - III. One has especially significant contributions to the development of the NYMU.
- Article 3 The honorary doctorate candidate shall be recommended by each school, approved by the president and then submitted to the NYMU Honorary Doctorate Review Committee for review. Upon approval, the doctorate shall be conferred.
- Article 4 The NYMU Honorary Doctorate Review Committee shall be chaired by the president. The members include the Vice President, Dean of Academic Affairs, Dean of Research and Development, deans of various Colleges, heads of departments and institutes, and 5 to 7 professors selected by the president.
- Article 5 The Guidelines shall become effective after approval by the University Affairs Meeting. The same shall apply to all subsequent amendments.

Chapter 3. Joint Appointment Guidelines

A. National Yang-Ming University Faculty Joint Appointment Guidelines

Approved on June 17, 2015 by the 45th University Affairs Meeting of NYMU
Amended and approved on February 17, 2016 by an extraordinary University Affairs Meeting of NYMU in the 2nd semester of the 2015 academic year
Amended and approved on June 15, 2016 by the 3rd extraordinary University Affairs Meeting of NYMU in the 2nd semester of the 2015 academic year

Chapter 1 General Provisions

Article 1 National Yang-Ming University (hereinafter referred to as the NYMU) formulates the National Yang-Ming University Faculty Joint Appointment Guidelines (hereinafter referred to as the Guidelines) in order to flexibly manage the teaching and research manpower, promote cross-institute academic research and collaboration, recruit outstanding teaching and research talents, and enhance the teaching and research level of the NYMU.

Article 2 "Joint appointment" in the Guidelines is divided into the following:

- I. Intra-university joint appointment: This refers to the appointment by a department, institute, or center of a full-time teacher from another unit within NYMU as jointly-appointed teacher for the needs of teaching and research. The unit where the teacher originally serves is the main appointing unit, and the other party is the secondary appointing unit.
- II. External joint appointment: This refers to the joint appointment between NYMU and the universities or institutions that have collaboration guidelines or an academic collaboration agreement established with NYMU (hereinafter referred to as External Institutions). If the teacher receives salary from the NYMU, NYMU is the main appointing unit. If the teacher receives salary from the External Institution, NYMU is the secondary appointing unit.

Article 3 The duration of the joint appointment shall be limited to one year each time. The appointment may be renewed. For intra-university joint appointment, a letter of appointment shall be given. For external joint appointment, a contract shall be given.

Chapter 2 Intra-university Joint Appointment

Article 4 The secondary appointing unit shall obtain approval from the main appointing unit for the joint appointment. The Department-level and School-level Faculty Evaluation Committees of the secondary appointing unit shall review the appointment. Upon approval, the appointment shall be handled following administrative procedures.

For the renewal of a joint appointment, the secondary appointing unit shall file an application and obtain approval from the main appointing unit. The application shall then go through administrative procedures for approval.

If the main appointing unit and the secondary appointing unit are two parts of the same unit where a department or subject and an institute are merged, the faculty of either unit may be jointly-appointed in the other unit without the necessity of going through the procedures listed in the two preceding paragraphs.

Article 5 Jointly-appointed faculty shall teach courses or instruct students' theses in the secondary appointing unit. They may also have the rights and obligations to participate in the teaching and administrative work (including participation in decision-making) in the secondary appointing unit. However, the promotion, quota, space, and budget required for research and teaching for jointly-appointed faculty shall be handled by the main appointing unit.

Article 6 Each school shall formulate its own guidelines on the regulations on the units of joint appointment and the quota.

Chapter 3 External Joint Appointment

Article 7 External joint appointment shall be conducted after obtaining approval by both parties of the joint appointment. The appointment procedures are as follows:

- I. The NYMU is the main appointing unit and the collaborative party is the secondary appointing unit: The unit where the teacher belongs shall call a meeting for discussion. Upon approval, the appointment shall go through administrative procedures to obtain approval.

II. The NYMU is the secondary appointing unit:

1. The jointly-appointed teacher already has the teacher qualification certificate at the corresponding level: The appointment shall be reviewed by the Department (Institute or Center)-level Faculty Evaluation Committee and go through administrative procedures to obtain approval.
2. The jointly-appointed teacher does not have the teacher qualification certificate at the corresponding level: The appointment shall be reviewed and approved by all three levels of the Faculty Evaluation Committee. When the School-level FEC conducts the review, a concrete works review shall be conducted.
3. For the renewal of the appointment, the department, institute or center shall obtain approval via administrative procedures.

If an adjunct teacher is appointed as jointly-appointed teacher at the same time, the appointment shall still be handled based on the joint appointment procedures. The adjunct teacher contract and jointly-appointed teacher contract shall be awarded separately.

Article 8 The rights, obligations and the allocation of the benefits derived from the R&D outcome in the collaboration of the joint appointment between the NYMU and the External Institution shall be handled based on the collaboration guidelines or academic collaboration agreement established between the two parties.

The jointly-appointed teachers shall have their identity as such noted in their research papers and theses published during the joint appointment.

Chapter 4 Miscellaneous

Article 9 For matters such as the appointment procedures, rights and obligations of clinical joint appointment, separate guidelines shall be formulated.

Article 10 The Guidelines shall become effective after approval by the University Affairs Meeting and the president. The same shall apply to all subsequent amendments.

B. National Yang-Ming University School of Medicine Intra-university Joint Appointment Guidelines

Approved by the School Affairs Meeting of the School of Medicine in the 1st semester of the 2002 academic year
Approved by the president on November 13, 2002

- Article 1. In order to promote the close cooperation in teaching, research and collaboration among the various units of the NYMU and to facilitate the sound development in teaching in the School of Medicine, the School may appoint full-time faculty (or researchers) of the NYMU as jointly-appointed faculty of the School in addition to the quota of the organization of the School.
- Article 2. Each department, institute and subject shall decide the number of jointly-appointed faculty (not exceeding 1.5 times the number of full-time faculty of the unit) and the candidates, based on the actual teaching needs in each academic year. The decisions shall go through preliminary and secondary review by the Department (Institute)-level FEC and School-level FEC respectively and be submitted to the NYMU FEC for review. Upon approval, the NYMU shall send a letter of joint appointment to the appointed teachers. Each appointment is limited to one year.
- Article 3. The jointly-appointed teacher shall teach or research in the units of the joint appointment and shall teach at least nine hours each semester (observation and internship courses shall be calculated in proportion) as well as take charge of guiding students' learning and general behavior.
- Article 4. In addition to the quota, space, and budget allocated to them, jointly-appointed teachers may also participate in relevant academic and administrative activities of the School and the unit of the joint appointment (considered as full-time faculty).
- Article 5. The promotion of jointly-appointed teachers shall be handled by the original unit of service as full-time faculty based on the promotion guidelines of the university.
- Article 6. The jointly-appointed teachers may be renewed based on the actual needs of teaching or instructing students' theses. The renewal shall be approved by the original unit of service, and the application shall be filed by the unit of joint appointment along with a schedule of teaching needs.
- Article 7. The unit of joint appointment may submit application to the dean of the School and the president to obtain approval to have the faculty of intra-university joint appointment temporarily serve as academic supervisor for no more than a year when necessary. The appointment shall be conducted based on the regulations of the university.
- Article 8. The Guidelines shall become effective after approval by the School Affairs Meeting and the president. The same shall apply to all subsequent amendments.

C. National Yang-Ming University Clinical Joint Appointment Guidelines

Approved on November 15, 1995 by the 5th University Affairs Meeting of NYMU
Amended for the 1st time on January 15, 1997 by the 7th University Affairs Meeting of NYMU
Amended for the 2nd time on June 25, 1997 by the 8th University Affairs Meeting of NYMU
Amended for the 3rd time on June 12, 2002 by the 19th University Affairs Meeting of NYMU

Amended on March 4, 2009 by an extraordinary University Affairs Meeting of NYMU in the 2nd semester of the 2008 academic year

- I. In order to promote the close cooperation in teaching, research and collaboration between the collaborative hospitals and the NYMU and to facilitate the sound development in medical teaching, the NYMU may appoint the medical professionals and researchers currently working in the collaborative hospitals who are also qualified adjunct faculty of the NYMU as jointly-appointed clinical faculty of the NYMU in addition to the quota of the organization of the NYMU.
- II. Each academic year, each department and institute shall decide the number and the candidates of jointly-appointed clinical faculty based on the actual teaching needs while referencing the ratio of clinical faculty to basic faculty at other national universities. The decisions shall go through the preliminary and secondary review by the Department (Institute)-level FEC and School-level FEC respectively and be submitted to the NYMU FEC for review. Upon approval, the NYMU shall send a letter of joint appointment to the appointed teachers. Each appointment is limited to one year.
- III. The jointly-appointed clinical faculty shall support the teaching, research and promotional service tasks of the NYMU as well as take charge of guiding students' learning and general behavior.
- IV. Jointly-appointed clinical faculty shall be treated the same as full-time faculty and may participate in the relevant academic and administrative activities of the NYMU. When publishing research papers and theses, the jointly-appointed clinical faculty shall list the name of NYMU in the publication.
- V. The requirements for promotion for jointly-appointed clinical faculty shall be the same as for adjunct faculty.
- VI. The Guidelines shall become effective after approval by the University Affairs Meeting and the president. The same shall apply to all subsequent amendments.

Chapter 4. Guidelines for Employment of Professional Technicians for Teaching Purposes

A. Articles of the Employment Regulations for Professional Technicians Teaching at Universities

Approved in Letter No. Tai-85-Ren-Zheng-Qi-Zi No. 11722 of the Executive Yuan dated May 6, 1996

All thirteen articles promulgated in Order No. Tai-(85)-Can-Zi No. 85504411 of the Ministry of Education dated June 5, 1996

Articles 8 and 9 amended and promulgated in Order No. Tai-Can-Zi No. 0930002931 A of the Ministry of Education dated January 12, 2004

Amended in Order No. Tai-Can-Zi No. 0960005757C dated January 18, 2007

- Article 1. The Regulations are enacted in accordance with Paragraph 4 of Article 17 of the University Act.
- Article 2. The term "professional technicians" mentioned in the Regulations refers to the persons whose special professional practices, attainments, or achievements qualify them as teachers.
- Article 3. Professional technicians shall be classified into four levels in accordance with the teacher ranks: Professor Level, Associate Professor Level, Assistant Professor Level, and Lecturer Level.
- Article 4. Professional technicians of Professor Level shall possess one of the following qualifications:
- I. Have held the position of professional technician of Associate Professor Level for over three years with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 15 years with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 5. Professional technicians of Associate Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Assistant Professor Level for over three years with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 12 years with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 6. Professional technicians of Assistant Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Lecturer Level for over three years with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 9 years with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 7. Professional technicians of Lecturer Level shall have engaged in the specialized professions related to the nature of the appointed subjects for over 6 years with special attainments or achievements. However, for those who have been bestowed any of the international awards, or have been recognized as an indispensable talent for teaching, the year limitations may be reduced.
- Article 7-1 The seniority of all levels of professional technicians and specialized work mentioned in the Regulations refer to the full-time seniority;
part-time seniority shall be reduced by half.
- Article 8. (deleted)
- Article 9. Matters concerning the professional technicians' screening of qualifications, appointment, terms, promotion, the recognition of the substantial deeds, special attainments or achievements, the distinguishment of international awards, the recognition of an indispensable talent for teaching and the reduction of the year limitations shall be handled by the Faculty Review Committee; the regulations shall be enacted by the respective schools.

The recognition cases of the substantial deeds, special attainments, or achievements mentioned in the preceding paragraph shall be submitted to over two scholars or experts outside of school (college, institute or department) for screening.

Article 10. The dismissal, suspension, and denial of renewed employment of professional technicians, and the related reporting, collection of information, inquiries, and appeal matters, shall be handled in accordance with the provisions applicable to teachers.

Article 11. The weekly teaching hours, research leave, and educational training of the full-time professional technicians shall be enacted by the respective schools in accordance with the nature of the professions.

Article 12. Matters concerning the professional technicians' benefits, welfare, retirement, bereavement payment, severance pay, and annual increment shall abide by the provisions for teachers in accordance with the appointment levels; part-time technicians shall be paid in accordance with the hourly wage of teachers of equivalent level.

Article 13. The Regulations shall come into force as the day of the promulgation.

B. National Yang-Ming University Professional Technicians Appointment and Promotion Review Guidelines

Approved on May 29, 2004 by the 23rd University Affairs Meeting
Approved on June 15, 2005 by the 25th University Affairs Meeting
Approved on June 11, 2008 by the 31st University Affairs Meeting
Amended and approved on June 17, 2009 by the 33rd University Affairs Meeting

- Article 1. The Guidelines are enacted in accordance with Article 9, Paragraph 1 of the Employment Regulations for Professional Technicians Teaching at Universities.
- Article 2. The term "professional technicians" mentioned in the Regulations refers to the persons whose special professional practices, attainments, or achievements qualify them as teachers.
- Article 3. Professional technicians shall be classified into four levels in accordance with the teacher ranks: Professor Level, Associate Professor Level, Assistant Professor Level, and Lecturer Level.
- Article 4. Professional technicians of Professor Level shall possess one of the following qualifications:
- I. Have held the position as full-time professional technician of Associate Professor Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in specialized professions related to the nature of the appointed subjects for over 15 years (30 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 5. Professional technicians of Associate Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Assistant Professor Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 12 years (24 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 6. Professional technicians of Assistant Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Lecturer Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 9 years (18 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 7. Professional technicians of Lecturer Level shall have engaged in the specialized professions related to the nature of the appointed subjects for over 6 years (12 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, or have been recognized as an indispensable talent for teaching, the year limitations may be reduced.
- Article 8. The reduction for the year limitations for applicants who have been bestowed any of the international awards, or have been recognized as an indispensable talent for teaching mentioned in the proviso in Article 4, Article 5, Article 6, Paragraph 1, Subparagraph 2 and the proviso of the preceding Article shall be limited to no more than half of the required seniority in the respective clauses.
- Article 9. The seniority of all levels of professional technicians and specialized work mentioned in the Regulations refer to the full-time seniority;

Article 10. part-time seniority shall be reduced by half.

Matters such as the criteria for substantial deeds, special attainments or achievements, international awards, recognition as an indispensable talent for teaching, and the reduction of year limitations of professional technicians shall be stipulated by each school regarding the respective professional field. The schools may stipulate even stricter rules regarding the qualifications and substantial deeds.

Article 11. In principle, professional technicians shall be appointed as part-time. When necessary, they may be appointed as full-time. The duration of appointment shall correspond to the academic year with a maximum of one academic year. The appointment may be renewed upon completion of the employment.

Article 12. The new appointment and promotion of professional technicians shall be conducted once per semester, in principle.

The qualifications review of the professional technicians shall be conducted in three stages: preliminary review, second review, and final review.

I. Preliminary review:

- (I) The preliminary review shall be conducted by the Department (Institute or Subject)-level Faculty Evaluation Committee (hereinafter referred to as the Department-level FEC).
- (II) The Department-level FEC shall convene with at least half of its members in attendance. The members shall verify and exchange opinions on the substantial deeds, special attainments, or achievements and international awards of the professional technicians to be appointed or promoted. The case is approved only if voted in favor by at least two-thirds of those present at the meeting. The applicant shall be allowed to give written or oral explanation before the decision is made.
- (III) If a case is approved in the preliminary review, the Convener shall fill out a "recommendation letter for new appointment of professional technicians for teaching" or a "recommendation letter for promotion of professional technicians," which shall be submitted along with the meeting minutes of the preliminary review and the applicant's documents to the School-level Faculty Evaluation Committee (hereinafter referred to as the School-level FEC) for the second review.
- (IV) If an application for promotion is not approved in the preliminary review, the Department-level FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file an appeal with concrete reasons in writing to the School-level FEC within 7 days of the second day of receiving the notice. If the School-level FEC considers the appeal to be valid, the Department-level FEC shall review the case again. Each case is allowed 1 chance of appeal.

The criteria for deciding whether an appeal is valid or not shall be established in the professional technicians appointment and promotion review guidelines of each school.

If an appeal is considered invalid and the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

II. Second review:

- (I) The second review shall be conducted by the School-level FEC.
- (II) The School-level FEC shall first submit the substantial deeds, special attainments, or achievements and international awards to over two scholars or experts outside of the university for screening.

The applicant may suggest a list of one to two people who should be excluded with concrete reasons in writing to the School-level FEC.

The external review commentary form shall be formulated separately.

- (III) The School-level FEC shall convene with at least half of its members in attendance. The members shall verify and exchange opinions on the meeting minutes of the preliminary review, the substantial deeds, special attainments, or achievements and international awards. The case is approved only if voted in favor by at least two-thirds of those present at the meeting. The applicant may be allowed to give written or oral explanation before the decision is made.
- (IV) If a case is approved in the second review, the School-level FEC shall fill out the recommendation form with the review results and submit it to the NYMU Faculty Evaluation Committee (hereinafter referred to as the NYMU FEC) for final review.
- (V) If an application for promotion is not approved in the second review, the School-level FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file an appeal with concrete reasons in writing to the NYMU FEC within 7 days of the *second* day of receiving the notice. Whether an appeal is considered valid or not shall be decided pursuant to the provisions under Article 4 of the National Yang-Ming University Faculty Evaluation Committee Appointment Policy. If an appeal is considered valid, the case shall be reviewed again by the School-level FEC. The School-level FEC may submit the applicant's substantial deeds, special attainments, or achievements, and international awards for a second external review. Each case is allowed 1 chance of appeal.

If an appeal is considered invalid and the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

III. Final review:

- (I) The final review shall be conducted by the NYMU FEC. The NYMU FEC shall convene with at least two-thirds of its members in attendance. The members shall comprehensively discuss the records of the second review and vote based on the appointment and promotion review guidelines of each school. The case is approved only if voted in favor by at least half of those present at the meeting. If the case is not voted in favor by at least half of those present at the meeting, the NYMU FEC shall explain the reasons to the applicant in writing. The applicant shall be allowed to give written or oral explanation before the second voting. However, if a flaw is discovered in the documents submitted for review or in the operating procedures, the case shall be returned to the School-level FEC for a new review.
- (II) If an application for promotion is not approved in the final review, the NYMU FEC shall explain the concrete reasons to the applicant in writing. If the applicant disagrees, he/she may file a complaint with concrete reasons in writing to the NYMU Teacher Grievance Review Committee within 30 days of the second day of receiving the notice.

Article 13. The teaching hours of full-time professional technicians shall be regulated in accordance with the provisions applicable to teachers.

Article 14. The application for the renewal of appointment of full-time professional technicians shall be submitted by the department, subject, or institute to all three levels of FEC. Upon approval, the Personnel Office shall handle the appointment. The application for the renewal of appointment of part-time professional technicians shall be submitted by the department, subject, or institute based on teaching needs to all three levels of FEC along with the list of technicians to be renewed and the course schedules. Upon approval, the Personnel Office shall handle the appointment.

Article 15. The dismissal, suspension, and denial of renewed employment of full-time professional technicians shall be handled in accordance with the provisions applicable to teachers.

- Article 16. Matters concerning the full-time professional technicians' benefits, welfare, research leave, further education, retirement, bereavement payment, severance pay, and annual increment shall abide by the provisions for teachers in accordance with the appointment levels; Part-time technicians shall be paid in accordance with the hourly wage of teachers of the equivalent levels.
- Article 17. Each school may stipulate its own professional technician appointment and promotion guidelines and submit them to the NYMU FEC for approval.
- Article 18. The Framework shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

C. Supplemental Rules of the Employment Regulations for Professional Technicians Teaching at Universities

Formulated on June 16, 1997 by the 74th meeting of the NYMU FEC
Article 5 added on December 24, 1997 by the 78th meeting of the NYMU FEC

- I. The appointment requirements of the professional technicians at the NYMU shall be handled pursuant to the provisions in the Employment Regulations for Professional Technicians Teaching at Universities. However, if a department (subject), institute, or school has stricter rules, such rules shall take precedence.
- II. The first appointment of professional technicians shall have a duration of one year. The university shall issue the appointment, and the Ministry of Education will not issue the Teacher's Certificate. Upon completion of the employment, the appointment may be renewed. Each renewal shall be applied for by the department, subject, or institute to the Personnel Office for the handling of the appointment.
- III. The appointment and promotion review of professional technicians shall be conducted by all three levels of Faculty Evaluation Committee.
- IV. The teaching hours of professional technicians per semester shall be regulated by each school.
- V. Clinical faculty who were appointed and registered before August 1, 1997 and who meet the provisions related to seniority of service at each rank in Articles 4, 5, 6 and 7 of the Articles of the Employment Regulations for Professional Technicians Teaching at Universities promulgated by the Ministry of Education on June 5, 1996 may be renewed at the same level of appointment.

However, for application for promotion, the new appointment regulations for clinical or professional technician faculty of each school shall apply. The seniority shall begin to accrue from the 1997 academic year.

D. National Yang-Ming University School of Medicine Employment Regulations for Professional Technicians for Teaching Purposes

Approved on May 8, 1997 by the School-level FEC of the School of Medicine
Amended on July 15, 1997 by the School-level FEC of the School of Medicine
Amended and approved on July 25, 1997 by the 76th meeting of the NYMU FEC
Amended and approved on January 6, 1999 by the School-level FEC of the School of Medicine
Approved on January 11, 1999 by the 84th meeting of the NYMU FEC
Acknowledged on July 7, 2000 by the 89-2nd meeting of the NYMU FEC
Amended and approved on Tuesday, December 19, 2006 by the School-level FEC of the School of Medicine
Acknowledged on December 26, 2006 by the 126th meeting of the NYMU FEC
Approved on June 5, 2018 by the 3rd meeting of the School-level FEC of the School of Medicine in the 2nd semester of the 2017 academic year
Acknowledged on June 20, 2018 by the 175th meeting of the NYMU FEC

- Article 1. The School of Medicine, NYMU formulates the Regulations in order to appoint **professional technicians** as clinical faculty.
- Article 2. The term **professional technicians** mentioned in the Regulations refers to the persons whose special professional practices, attainments, or achievements qualify them as teachers.
- Article 3. **Professional technicians** shall be classified into four levels in accordance with the teacher ranks: Professor Level, Associate Professor Level, Assistant Professor Level, and Lecturer Level.
- Article 4. **Professional technicians** of Professor Level shall possess one of the following qualifications:
- I. Have held the position as full-time professional technician of Associate Professor Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in specialized professions related to the nature of the appointed subjects for over 15 years (30 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 5. **Professional technicians** of Associate Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Assistant Professor Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 12 years (24 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 6. **Professional technicians** of Assistant Professor Level shall possess one of the following qualifications:
- I. Have held the position as professional technicians of Lecturer Level for over three years (six years for part-time) with outstanding performance and substantial deeds.
 - II. Have engaged in the specialized professions related to the nature of the appointed subjects for over 9 years (18 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, the year limitations may be reduced.
- Article 7. **Professional technicians** of Lecturer Level shall have engaged in the specialized professions related to the nature of the appointed subjects for over 6 years (12 years for part-time) with special attainments or achievements. However, for those who have been bestowed any of the international awards, or have been recognized as an indispensable talent for teaching, the year limitations may be reduced.
- Article 8. **Professional technicians** shall be appointed as part-time teachers, in principle. Those who are appointed **professional technicians** based on the Regulations may not be appointed as adjunct

faculty or jointly-appointed faculty of the NYMU at the same time.

- Article 9. The seniority of specialized work mentioned in the Regulations refer to the full-time seniority; the part-time seniority shall be reduced by half.
- Article 10. Matters related to the qualifications review, appointment, duration of appointment and promotion of **professional technicians** shall be conducted by all three levels of Faculty Evaluation Committee.
- Article 11. Matters such as the criteria for substantial deeds, special attainments, or achievements and international awards, and the standard for the reduction of year limitation shall be established by the School-level FEC. The School-level FEC shall submit the above information to over two scholars or experts outside of the university for screening.
- Article 12. The dismissal, suspension, denial of renewed employment and complaints concerning **professional technicians** shall be handled in accordance with the provisions applicable to teachers.
- Article 13. **Professional technicians'** teaching hours shall at least reach 18 hours per academic year.
- Article 14. The Framework shall become effective after approval by the NYMU FEC. The same shall apply to all subsequent amendments.

Chapter 5. Faculty Evaluation

A. National Yang-Ming University Faculty Evaluation Guidelines

Approved on May 29, 2019 by the 53rd University Affairs Meeting of NYMU

Article 1 National Yang-Ming University (hereinafter referred to as the NYMU) formulates the Guidelines based on Article 21 of the University Act in order to serve as the basis for faculty evaluation at various levels so as to improve teachers' quality in teaching, research, and service (including guidance).

Article 2 Full-time faculty within the organization of the NYMU (Lecturer level and above) shall receive the first faculty evaluation upon completing 3 years of service at the NYMU and once every 5 years afterwards unless otherwise regulated in Article 3 of the Guidelines. Those who are not due for evaluation may also choose to receive evaluation ahead of time. The calculation of the years towards the evaluation does not include the time when one is on unpaid leave of absence. Teachers who have been approved for promotion shall accrue the years towards the evaluation from the academic year when one receives the promoted title.

Teachers who have reported for duty prior to the enactment of the Guidelines and have completed 3 years of service as of December 31, 2019 shall receive evaluation in year 2020, and once every 5 years afterwards.

Article 3 A full-time faculty member who satisfies one of the following conditions may be exempt from evaluation:

I. Requirements for permanent exemption from evaluation:

- (I) Selected as Academician of the Academia Sinica.
- (II) Awarded the Academic Award of the Ministry of Education (MOE) or National Chair Professor.
- (III) Awarded the Outstanding Research Award, Ministry of Science and Technology (National Science Council) two times or more.
- (IV) Conferred Grade A Research Awards of the National Science Council or elected as the host of project (maximum once per year) of the Ministry of Science and Technology (National Science Council) and the National Health Research Institutes for 15 times (years) or more. (1 Outstanding Research Award counts as 3 Grade A Research Awards).
- (V) Awarded the Distinguished Teaching Achievement Awards of the NYMU three times.
- (VI) Awarded internationally renowned academic awards recognized by the School-level FEC.
- (VII) Being 60 years or older at the time of the evaluation and having passed at least 1 evaluation or having qualified for other requirements for exemption in this Article.

II. Requirements for one-time exemption:

- (I) Having served as top-level supervisor as stipulated in the Organization Rules of the NYMU (including the NYMU Hospital) or other Teaching Hospitals for 1 year or more within the last 5 years.
- (II) Having served as second-level or lower supervisor as stipulated in the Organization Rules of the NYMU (including the NYMU Hospital) or other Teaching Hospitals for 1 year or more within the last 3 years.
- (III) Being an incumbent Chair Professor of the NYMU or other top-level domestic and international universities.
- (IV) Awarded the Outstanding Research Award, Ministry of Science and Technology (National Science Council) 1 time or more within the last 5 years.
- (V) Satisfying the minimum standard of performance in teaching in a school and having

been elected as the host of project of the Ministry of Science and Technology (National Science Council) for 4 years or more. Having outstanding academic contribution within the last 5 years and having been recognized by the School-level FEC.

(VI) Awarded the Distinguished Teaching Achievement Awards of the NYMU within the last 5 years.

(VII) Approved for exemption by the School-level Evaluation Committee (hereinafter referred to as the School-level FEC) and the NYMU Faculty Evaluation Committee (hereinafter referred to as the NYMU FEC) by submitting documents of proof of concrete and outstanding achievements in other types of teaching, research (including exhibitions and performances), and service (including guidance).

Article 4 Faculty evaluation shall be conducted by the School-level FECs. The Department (Institute)-level FEC shall first review, organize, and verify the evaluated teacher's information and then submit the information to the School-level FEC for second review. The School-level FECs shall submit the evaluation results, meeting minutes, and the list of teachers exempt from evaluation to the NYMU FEC before the end of May of each year for approval.

Article 5 The schools shall formulate their faculty evaluation guidelines based on the Guidelines, and shall include evaluation items (including teaching, research, service, and guidance) and standards and procedures therein. The guidelines shall become effective after approval by the NYMU FEC. However, the teaching standard established by the schools may not be lower than: Within the last 5 academic years, the average actual classroom teaching hours per week shall be 2 hours (actual classroom teaching hours and clinical teaching hours in the undergraduate programs and graduate institutes, excluding panel discussions). The minimal teaching hours for Clinical Faculty shall be established separately by the schools. The evaluation standard for newly appointed teachers shall be established separately by the schools, which shall not be governed by the above-mentioned regulations.

Article 6 The teachers to be evaluated for the academic year shall submit relevant materials for review. However, those on unpaid leave of absence or retention with pay (including research leave, temporary assignment to another unit, studying or researching abroad, etc.) who are therefore unable to submit the materials shall do so within one year of returning to the NYMU.

Article 7 Teachers who fail to pass the evaluation shall not be granted raise, promotion, sabbatical leave, secondment, teaching or working outside of the NYMU, retention with pay for teaching, researching, or studying abroad, application for extension of service, or serving as the member of the various levels of FEC of the NYMU or as administrative or academic supervisors, starting from the next academic year until they pass the second evaluation.

The teaching outside of the NYMU and secondment mentioned in the previous paragraph does not include the clinical teaching performed by adjunct clinical faculty in the NYMU Hospital, affiliated hospitals, teaching hospitals, or collaborative hospitals.

Those who fail to pass an evaluation shall apply for a second evaluation within 2 years. The NYMU shall coordinate with the department or institute to provide proper guidance and assistance. If the teacher fails the second evaluation, the case shall be submitted to all three levels of FEC to decide whether the appointment shall be renewed.

Article 8 Newly appointed and newly promoted instructors and assistant professors who are appointed after June 12, 2002 need to be approved for promotion within 6 years of reporting for duty. Those who fail to obtain approval for promotion within 8 years of reporting for duty shall not be renewed in the 9th year.

Faculty who have been pregnant or have given birth may extend the year limitation for promotion by 2 years upon approval by the respective school and the NYMU.

Faculty who have suffered from severe losses or have their spouses give birth may extend the year limitation for promotion by 2 years by submitting proof and obtaining special approval

from all three levels of FEC.

The teachers mentioned in the two preceding paragraphs who fail to obtain approval for promotion within 10 years of reporting for duty shall not be renewed in the 11th year.

- Article 9 Faculty may postpone the evaluation due to pregnancy, giving birth, unpaid leave of absence, sabbatical or other major matters by obtaining approval from the dean of the respective school by submitting proof of such matters prior to the evaluation.
- Article 10 If a member of any FEC is the teacher to be evaluated, he/she shall recuse him/herself from the discussion and decision related to his/her evaluation.
- Article 11 The School-level FEC shall explain the reason of disapproval to the teachers who fail to pass the evaluation. If a teacher disagrees with the evaluation results, he/she may file an appeal with concrete proof in writing to the NYMU FEC within 20 days of receiving the notice. Each case is allowed 1 chance of appeal. Those who disagree with the appeal results may file a complaint to the NYMU Teacher Grievance Review Committee based on the provisions of the NYMU Teacher Grievance Review Committee Organization and Review Guidelines.
- Article 12 Any matters not addressed in the Guidelines shall be governed by relevant laws and regulations.
- Article 13 The Guidelines shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

C. National Yang-Ming University Guidelines for Granting Salary Increases for Full-time Faculty

Approved on April 20, 2016 by the 163rd meeting of the NYMU FEC
Approved on January 23, 2018 by the 173rd meeting of the NYMU FEC

- Article 1 The Guidelines are formulated according to Article 12 of the Teacher Remuneration Act and Article 9 of the related Enforcement Rules in order to conduct the annual granting of raises for the NYMU faculty.
- Article 2 Full-time faculty within the NYMU organization (including teaching assistants under the old system, hereinafter referred to as Faculty) who have served for one academic year may have their teaching, research, guidance, and service outcome evaluated by the Department (Institute)-level, School-level and NYMU FEC; Those who obtain excellent performance shall be granted one level of raise starting from the next academic year, up to the maximal associated seniority salary for the corresponding rank.
- The one year of service mentioned in the preceding paragraph starts from the beginning of teaching service in August each year until July of the next year.
- The criteria for excellent performance shall be established by the departments (institutes).
- Article 3 If any of the following conditions applies to a teacher, he/she may not be granted a raise in the next academic year:
- (I) One is already paid the maximal associated seniority salary for the rank.
 - (II) One is registered for being paid a higher salary for having been re-appointed, promoted or having the seniority accrued prior to reporting for duty accepted.
 - (III) One is re-appointed for obtaining higher education and the duration from the effective date of the re-appointment to the end of the academic year is less than one academic year.
 - (IV) One has served for less than one academic year at the NYMU. However, during the academic year, full-time faculty transferred from other public schools or private schools that have established a salary system that is consistent with public schools at the same level who does not have their service interrupted between the date of reporting for duty and the resignation date may have their seniority of excellent teaching performance in the two institutions combined for the application for raise.
 - (V) One has been on paid leave for personal affair, sick leave, or extended sick leave for 30 days or more.
 - (VI) One has been on unpaid leave of absence for one month or more. However, one who has been on unpaid leave of absence due to temporary assignment to another unit and has returned to the original unit may have their seniority of excellent teaching performance before, during and after the secondment combined to conduct the application for raise for the academic year up to the maximal associated seniority salary for the appointed rank.
 - (VII) One fails to pass the evaluation based on the faculty evaluation regulations of the NYMU.
 - (VIII) One violates the contract of appointment or relevant laws and regulations, or commits other major faults and has been disapproved by all three levels of FEC for raise.
- Article 4 The granting of raise of project faculty and researchers appointed based on the NYMU guidelines of appointment of project faculty, researcher and staff shall be handled by the provisions of the Guidelines unless otherwise regulated by law or funded by a separate agreement.
- Article 5 For the granting of raise for the researchers within the organization of the NYMU and the teaching assistants appointed under the new system after March 21, 1997 shall be handled by the provisions of the Guidelines.
- Article 6 Any matters not addressed in the Guidelines shall be governed by relevant laws and regulations.

Article 7 The Guidelines shall become effective after approval by the NYMU Faculty Evaluation Committee and the president. The same shall apply to all subsequent amendments.

Chapter 6. Teaching Performance Review

A. National Yang-Ming University Faculty Evaluation Committee Faculty Teaching Performance Review Guidelines

Approved on August 14, 1998 by the 83rd meeting of the NYMU FEC
Amended and approved on October 24, 2005 by the 121st meeting of the NYMU FEC

- I. All levels of FEC shall review the teaching and service performance of the applying teachers when conducting the appointment and promotion of teachers. When handling other matters related to teachers' extension of services, domestic and oversea further education or sabbatical, etc., the teacher's teaching and service performance may also be reviewed.
- II. The teaching and service performance together shall take up 30% to 50% of the total score of the review for appointment and promotion. The respective percentage of teaching and service shall be decided by the schools.
- III. The applying teacher shall fill out a "self-evaluation form on teaching," which includes the following items, and submit the documents of proof to the Department-level or Institute-level FEC.
 - (I) Course schedule and teaching hours over the years, number of students, and number of classes.
 - (II) Teaching files, including handouts, teaching aids, and test questions.
 - (III) Documents on the participation in activities for improvements in teaching, including the planning, implementation, or evaluation of course improvement or pedagogy.
 - (IV) Receiving training or other teacher growth activities conducted by the Faculty Development Center.
- IV. Applicants for review shall first fill out the "self-evaluation form on service" and detail all of the service work over the years while explaining each item on the following aspects, then submit the form along with the documents of proof to the Department-level or Institute-level FEC.
 - (I) Nature of service, including the work unit, job description, start and end dates, etc.
 - (II) Time and resources spent in the service. If external resources were given, they shall be specified.
 - (III) Concrete results of the service.
 - (IV) Contribution of the service to the NYMU.
- V. The department or institute where the teacher serves shall provide, summarize, and submit materials such as the "student evaluation," "peer review" or "administrative cooperation review" (including administrative supervisors, administrative personnel and other personnel related to teaching services) related to the teacher's teaching service to the Department-level or Institute-level FEC. Among which, student evaluation is a required item for the review of promotion of full-time and adjunct faculty.
- VI. Methods and participants of student evaluation, peer review, and administrative cooperation review shall be decided by the schools.
- VII. The Department-level or Institute-level FEC shall review the "self-evaluation form on teaching," "self-evaluation form on service," and other review materials separately and assess the teaching performance and service performance based on the review results.
- VIII. The weighting of the various items under teaching and service shall be decided by the schools.
- IX. Separate teaching and service performance criteria shall be determined by the schools for adjunct and newly-appointed faculty. Newly-appointed faculty's information on teaching service outside of the NYMU shall be reviewed and not be exempt.
- X. The School-level FEC and the NYMU FEC shall conduct the second review and final review, respectively on the aforementioned teaching and service information.
- XI. The School-level FEC shall decide the teaching and service performance review guidelines of the respective school and submit them to the NYMU FEC for approval.

XII. The Guidelines were tested in the 1st semester of the 1998 academic year and became effective in the 2nd semester of the same academic year. The parts amended on October 24, 2005 became effective in the 1st semester of the 2006 academic year.

B. National Yang-Ming University School of Medicine Faculty of Medicine Faculty Evaluation Committee Faculty Teaching Performance Review Guidelines

Approved on January 6, 1999 by the School-level FEC

Approved on January 11, 1999 by the NYMU FEC

Approved on January 8, 2003 by the NYMU FEC

Approved on June 14, 2005 by the School-level FEC

Approved on November 19, 2008 by the School-level FEC

Approved on April 7, 2009 by the Department-level FEC

Approved on June 2, 2009 by the School-level FEC

Approved on September 30, 2009 by the Department-level FEC

Approved on December 23, 2009 by the School-level FEC

Approved on March 31, 2010 by the Department-level FEC

Approved on May 28, 2010 by the School-level FEC

Approved on August 06, 2010 by the Department-level FEC

Approved on June 08, 2011 by the School-level FEC

Approved on March 30, 2018 by the Department-level FEC

- I. The Department-level FEC shall review the teaching and service performance of the applying teacher when conducting the appointment and promotion of teachers. When handling other matters related to teachers' extension of services, domestic and oversea further education or sabbatical, etc., the teacher's teaching and service performance may also be reviewed. The teacher applying for promotion shall have the certificate of small-group teaching training and have taught small or big groups in official credit courses in three years.* Excluding the class teacher courses, the teacher's teaching hours shall reach at least 6 hours and his/her teaching service performance shall be satisfactory for the application for promotion; A newly-appointed teacher shall have the certificate of small-group teaching training within one year after the appointment. Excluding the class teacher courses, the teacher's teaching hours in small or big groups in official credit courses* shall reach at least 2 hours.
- II. The teaching and service performance together shall take up 30% of the total score of the review for appointment and promotion.

Percentage of performances in each field:

- (I) **Clinical fields: Teaching performance: 70%, service performance: 20%, seniority: 5 %, guidance: 5%.**
 - (II) **Basic fields: Teaching performance: 70%, service performance: 15%, seniority: 10 %, guidance: 5%.**
 - (III) **Public health: Teaching performance: 60%, service performance: 25%, seniority: 10 %, guidance: 5%.**
- III. The applying teacher shall fill out a "self-evaluation form on teaching," which includes the following items, and submit the documents of proof to the Department-level FEC.
 - (I) Course schedule and teaching hours in the last two years, number of students, and number of classes.
 - (II) Teaching files, including handouts, teaching aids, and test questions.
 - (III) Documents on the participation in activities for improvements in teaching, including the planning, implementation or evaluation of course improvement or pedagogy.
 - (IV) Records of receiving training in teaching.
 - IV. Applicants for review shall first fill out the "self-evaluation form on service" and detail all of the service work over the years while explaining each item on the following aspects, then submit the form along with the documents of proof to the Department-level FEC.
 - (I) Nature of service, including the work unit, job description, start and end dates, etc.
 - (II) Time and resources spent in the service. If external resources were given, they shall be specified.
 - (III) Concrete results of the service.
 - (IV) Contribution of the service to the NYMU.
 - V. The subject where the teacher serves shall provide, summarize, and submit materials such as the "student evaluation," "peer review" or "administrative cooperation review" (including administrative

supervisors, administrative personnel and other personnel related to teaching services) related to the teacher's teaching service to the Department-level FEC. Among which, student evaluation is a required item for the review of promotion of full-time and adjunct faculty.

- VI. Methods and participants of student evaluation, peer review and administrative cooperation review shall be established separately.
- VII. The Department-level FEC shall review the "self-evaluation form on teaching," "self-evaluation form on service," and other review materials separately and assess the teaching performance and service performance based on the review results.
- VIII. The guidelines on the indices and weighting of the various items of teaching and service shall be established separately.
- IX. The Guidelines shall become effective after approval by the Department-level FEC and the dean. The same shall apply to all subsequent amendments.
- X. The Guidelines was tested in the second semester of the 1998 academic year.

*Side resolution:

"Teaching small or big groups in official credit courses" refers not only to the courses established for the students of the Department but also courses established to students of other departments. However, if other departments established the courses and then invited the teacher to teach the courses, it shall not be included.

C. Teaching and Service Review Guidelines for National Yang-Ming University Faculty of Medicine Faculty Promotion and Appointment

Approved on September 30, 2008 by the Department-level FEC

Approved on November 19, 2008 by the School-level FEC

Approved on April 7, 2009 by the Department-level FEC

Approved on June 2, 2009 by the School-level FEC

Approved on August 6, 2010 by the Department-level FEC

Approved on June 8, 2011 by the School-level FEC

Approved on March 30, 2018 by the Department-level FEC

- I. The Guidelines are established based on Article 8 of the National Yang-Ming University School of Medicine Faculty of Medicine Faculty Evaluation Committee Faculty Teaching Performance Review Guidelines.
- II. Review content
 - (I) Clinical fields
 1. Teaching evaluation (maximum grade: 70 points)
 2. Intra-university service (maximum grade: 10 points)
 3. Extra-university service (maximum grade: 10 points)
 4. Seniority (maximum grade: 5 points)
 5. Guidance (maximum grade: 5 points)
 - (II) Basic Medical Sciences field:
 1. Teaching evaluation (maximum grade: 70 points)
 2. Intra-university service (maximum grade: 10 points)
 3. Extra-university service (maximum grade: 5 points)
 4. Seniority (maximum grade: 10 points)
 5. Guidance (maximum grade: 5 points)
 - (III) Public Health field
 1. Teaching evaluation (maximum grade: 60 points)
 2. Intra-university service (maximum grade: 15 points)
 3. Extra-university service (maximum grade: 10 points)
 4. Seniority (maximum grade: 10 points)
 5. Guidance (maximum grade: 5 points)
- III. Teaching evaluation review standard
 - (I) Teaching evaluation (relevant documents within 2 years shall be accepted)
Clinical and Basic Medical Sciences fields: maximum grade: 70 points
Public Health field: maximum grade: 60 points
 - (II) Teaching courses (relevant documents within 1 year shall be accepted)
 - (III) Participation in activities on improvement on teaching (relevant documents within 2 year shall be accepted)
 - (IV) Student evaluation (Evaluation scores within 3 years shall be accepted, and the best score shall be selected)
 - (V) Review by teaching hospitals (relevant documents within 2 year shall be accepted) (only applicable to Clinical Faculty)
 - (VI) Review by the person responsible for the course (relevant documents within 2 year shall be accepted)
- IV. Intra-university service review standard (relevant documents within 2 year shall be accepted)
 - (I) Clinical fields
 1. Basic soring: Full-time faculty: 8 points; adjunct faculty: the performance appraisal score in the most recent year shall be adopted, Grade A: 8 points; Grade B: 6 points
 2. Extra points shall be given for the following conditions. Each item has its score listed behind. The same item may not be used repeatedly for extra points.

- (1) Having served as administrative supervisor at the subject-, department-, school- or university-level, including directors of the divisions in teaching hospitals: 5 points
- (2) Having served as member or representative in committees at the subject, department, school or university level: 5 points
- (3) Having served as administrative supervisor in teaching hospitals, including director for teaching and director for hospital rooms: 5 points
- (4) Having participated in committees in teaching hospitals, including serving as committee member in teaching in a division: 3 points
- (5) Having participated in tasks related to examinations, including recruitment committee member, OSCE, or oral presentation for Master's and doctoral candidates: 3 points

(II) Basic Medical Sciences field:

1. Full-time faculty: 8 points; adjunct faculty: the performance appraisal score in the most recent year shall be adopted, Grade A: 8 points; Grade B: 6 points
2. Extra points shall be given for the following conditions. Each item gives 5 points. The same item may not be used repeatedly for extra points.
 - (1) Having served as second-level administrative supervisor or deputy supervisor at the university level
 - (2) Having served as academic supervisor or deputy supervisor in a subject or institute
 - (3) Having served as the chairperson or responsible person for committees at the university or school level.
 - (4) Having served as the teaching committee member in a subject in a teaching hospital
3. Extra points shall be given for the following conditions. Each item gives 3 points. The same item may not be used repeatedly for extra points.
 - (1) Having served as the instructor for student clubs
 - (2) Having served as member or representative in committees at the subject, department, institute, or school level
 - (3) Having participated in tasks related to examinations, including recruitment committee member, OSCE or oral presentation for Master's and doctoral candidates
 - (4) Other matters

(III) Public Health field

1. Full-time faculty: 8 points; adjunct faculty: the performance appraisal score in the most recent year shall be adopted, Grade A: 8 points; Grade B: 6 points)
2. Extra points shall be given for the following conditions. Each item gives 3 points. The same item may not be used repeatedly for extra points.
 - (1) Having served as second-level administrative supervisor or deputy supervisor at the university level
 - (2) Having served as academic supervisor or deputy supervisor in a subject or institute
 - (3) Having served as the chairperson or responsible person for committees at the university or school level.
 - (4) Having served as the teaching committee member in a subject in a teaching hospital
 - (5) Having participated in tasks related to examinations, including recruitment committee member, OSCE or oral presentation for Master's and doctoral candidates
3. Extra points shall be given for the following conditions. Each item gives 5 points. The same item may not be used repeatedly for extra points.
 - (1) Having served as the instructor for student clubs
 - (2) Having served as member or representative in committees at the subject, department, institute, school, or university level
 - (3) Other (subject or institute-related operations) (The score shall be given by the Subject-level or Institute-level FEC. The maximum grade is 5 points.)

V. Extra-university service review standard (relevant documents within 2 year shall be accepted)

(I) Clinical fields

1. Having served as member in a committee related to medicine or in administrative positions: 5 points
2. Having participated in groups related to medical education and hosted activities: 2 points
3. Having served as editor-in-chief for medical magazines: 5 points
4. Having served as editor or in administrative positions for medical magazines: 3 points
5. Having served as judge for articles in medical magazines: 2 points
6. Having served in the review of new cases in the Institutional Review Board: 0.5 point for each case, up to a maximum of 5 points

(Submission of this item shall include proof of the number of cases reviewed and the dates from the IRB as supporting evidence)

(II) Basic Medical Sciences field:

Extra points shall be given for the following conditions. Each item has its score listed behind. The same item may not be used repeatedly for extra points.

1. Having served as responsible person for committees related to medicine in governmental agencies: 5 points
2. Having served as responsible person in academic groups of relevant teaching and research: 5 points
3. Having served as editor-in-chief for magazines related to medical research: 5 points
4. Having served as secretary-general of groups aimed at relevant teaching and research: 3 points
5. Having served as member of committees related to medicine in governmental agencies: 3 points
6. Having served as editor or in administrative positions for medical magazines: 2 points
7. Having served as judge for articles in medical magazines: 2 points
8. Having served as member in committees in groups related to relevant teaching and research: 2 points
9. Other matters: 2 points

(III) Public Health field

Extra points shall be given for the following conditions. Each item has its score listed behind. The same item may not be used repeatedly for extra points.

1. Having served as responsible person of committees related to medicine and health in governmental agencies or medical research institutes: 5 points
2. Having served as responsible person of academic groups in relevant teaching and research: 5 points
3. Having served as editor-in-chief for magazines related to medical and health research: 5 points
4. Having served as secretary-general for groups aimed at relevant teaching and research: 3 points
5. Having served as member in committees related to medicine and health in governmental agencies or medical research institutes: 3 points
6. Having served as editor or in administrative positions for magazines related to medicine and health: 2 points
7. Having served as judge for articles in magazines related to medicine and health: 2 points
8. Having served as member in committees in groups related to relevant teaching and research: 2 points
9. Having served as responsible person or CEO/secretary-general for privately-run groups related to medical and health welfare: 2 points
10. Other (concrete deeds of extra-university service related to one's own profession): (The score shall be given by the Subject-level or Institute-level FEC. The maximum grade is 5 points.)

VI. Seniority (5 points maximum) shall be accrued from the year, month, and day of the commencement of the appointment at the current teaching position. Seniority less than 6 months shall not be calculated.

(I) Clinical fields

1. Minimal basic seniority: 3 points
2. 1 extra point for 1 extra year afterwards, up to 5 points
(the calculation of seniority shall be based on the qualifications verified by the Personnel Office)

of the NYMU)

(II) Basic Medical Sciences and Public Health fields

1. Minimal basic seniority: 7 points
2. 1 extra point for 1 extra year afterwards, up to 10 points

VII. Guidance (5 points maximum): any of the following conditions gives 5 points; the subjects shall be NYMU students

(I) Clinical and Basic Medical Sciences fields: having served as class teacher (years 1 to 4) or clinical class teacher (years 5 to 7)

(II) Public health:

1. Having served as class teacher (years 1 to 4) or clinical class teacher (years 5 to 7)
2. Guided students in their life, career, extracurricular activities, or mental health

Chapter 7. Miscellaneous

A. National Yang-Ming University Guidelines for Faculty Teaching, Researching, or Studying Overseas

Approved on January 14, 1998 by the 9th University Affairs Meeting of NYMU

Amended and approved on January 7, 1999 by the 12th University Affairs Meeting of NYMU

Amended and approved on January 5, 2000 by the 14th University Affairs Meeting of NYMU

Amended and approved on June 14, 2006 by the 27th University Affairs Meeting of NYMU

Amended and approved on August 24, 2007 by an extraordinary University Affairs Meeting of NYMU in the 1st semester of the 2007 academic year

Amended and approved on January 2, 2013 by the 40th University Affairs Meeting of NYMU

Article 1. The Guidelines were formulated to encourage teachers to learn new knowledge to improve the academic research standard of the NYMU and to benefit the teaching and research tasks.

Article 2. The application is divided into:

- I. Selection or recommendation: Received subsidies from other units after being recommended by the university, or selected or recommended by the university to teach, research, and study abroad based on the teaching and research needs.
- II. Apply on one's own: The teacher applied to teach, research, and study abroad with relevance to teaching and research.

Article 3. Those who go abroad to teach, research, and study are required to have served full-time at the NYMU for two years or more, and have not engaged in teaching, researching, and studying abroad, or domestic secondment in other institutions for three months or more within the last two years (excluding the secondment to the NYMU teaching hospitals), if teachers have engaged in the above-mentioned situations, they may apply again after returning to the NYMU and serving for another two years or more. Among which, teachers who are going to teach abroad shall have verified qualifications as assistant professor or above; Teachers who are going to research or study abroad shall have verified qualifications as instructor or above (teaching assistants in the Faculty of Medicine or the Department of Dentistry appointed before January 15, 1997 whose appointment has not been interrupted shall not be restricted by the rules); Teachers who are going to research or study abroad shall be qualified in their proficiency in the language prescribed by the school or research institution to which they plan to go.

The personnel mentioned in the preceding paragraph shall handle their service obligations required by other laws and regulations based on such relevant regulations.

Article 4. The procedures for application to teach, research and study abroad are as follows:

- I. The duration of being abroad is three months or more: The department (institution) supervisor shall note opinions on the recommended or applying teacher on the project content, work abilities and corresponding measures, and the Department (Institute)-level and School-level FEC shall reach a resolution and submit the case to the NYMU FEC for review. The case shall then be submitted to the president for approval.
- II. The duration of being abroad is less than three months: The case shall be handled via administrative procedures to obtain the president's approval.

For the applications in the preceding paragraph, visits, the duration of field trips and observations related to the matter applied for shall be included and not deducted.

Article 5. For applications for teaching, researching, and studying abroad, teaching plans, research plans or study plans along with the acceptance letter or letter of appointment from oversea schools or institutions shall be submitted.

Article 6. Teaching, researching, and studying abroad shall be limited to within one year. However, if an extension is necessary for researching or studying, the extension may be applied for. However, the extension may not exceed the following year limitations:

- I. No more than one year for research.
- II. No more than two years for studying or no more than three years for obtaining a degree.

Those who apply for extension based on the preceding paragraph shall list the facts as to why

the project could not be completed on time four months before the completion of the term. In addition, researchers shall submit the letter of proof by the instructing professor, and for those studying abroad, documents of proof such as academic transcripts and recommendation letters from professors shall be submitted to the FECs for review and afterwards to the president for approval.

Article 7. If those who go abroad to teach, research and study have served as full-time faculty at the NYMU for more than two years consecutively but less than three years, they shall be on unpaid leave of absence; Those who have served as full-time faculty at the NYMU for more than three year consecutively may be on retention with pay for a maximum of one year. However, during the extended period, they shall be on unpaid leave of absence.

Article 8. Those who have been approved for teaching, researching, and studying abroad, or domestic secondment in other institutions (excluding secondment to NYMU teaching hospitals) shall have their seniority re-calculated upon applying again for teaching, researching, and studying abroad after returning to and serving at the NYMU. The matter shall be handled based on the provisions in Article 7.

Article 9. The time frame for teaching, researching, and studying abroad shall be consistent with the semesters so that it will not affect teaching, in principle. Departments, subjects, and institutes may not request addition of more faculty or temporary personnel for this reason.

If the aforementioned personnel concurrently serves administrative positions at the NYMU and will be teaching, researching, and studying abroad for six months or more, they shall be removed from the administrative positions. If the duration is less than six months, appropriate acting personnel shall be appointed and approved by the president.

Article 10. The total number of teachers applying for teaching, researching, and studying abroad in a department, subject, or institute based on the Guidelines may not exceed 5% (decimals less than one shall be counted as one; the teachers on secondment are counted, but those on sabbatical leaves are not) of the total number of full-time faculty at the instructor level and above, in principle.

Applications for teaching, researching, and studying abroad for less than three months are exempt from the quota percentage restrictions in the preceding paragraph.

Article 11. Those recommended by the president in order to respond to the research and teaching development needs of the NYMU are exempt from the restrictions in the preceding paragraph unless otherwise regulated by the laws and regulations of the supervisory authority.

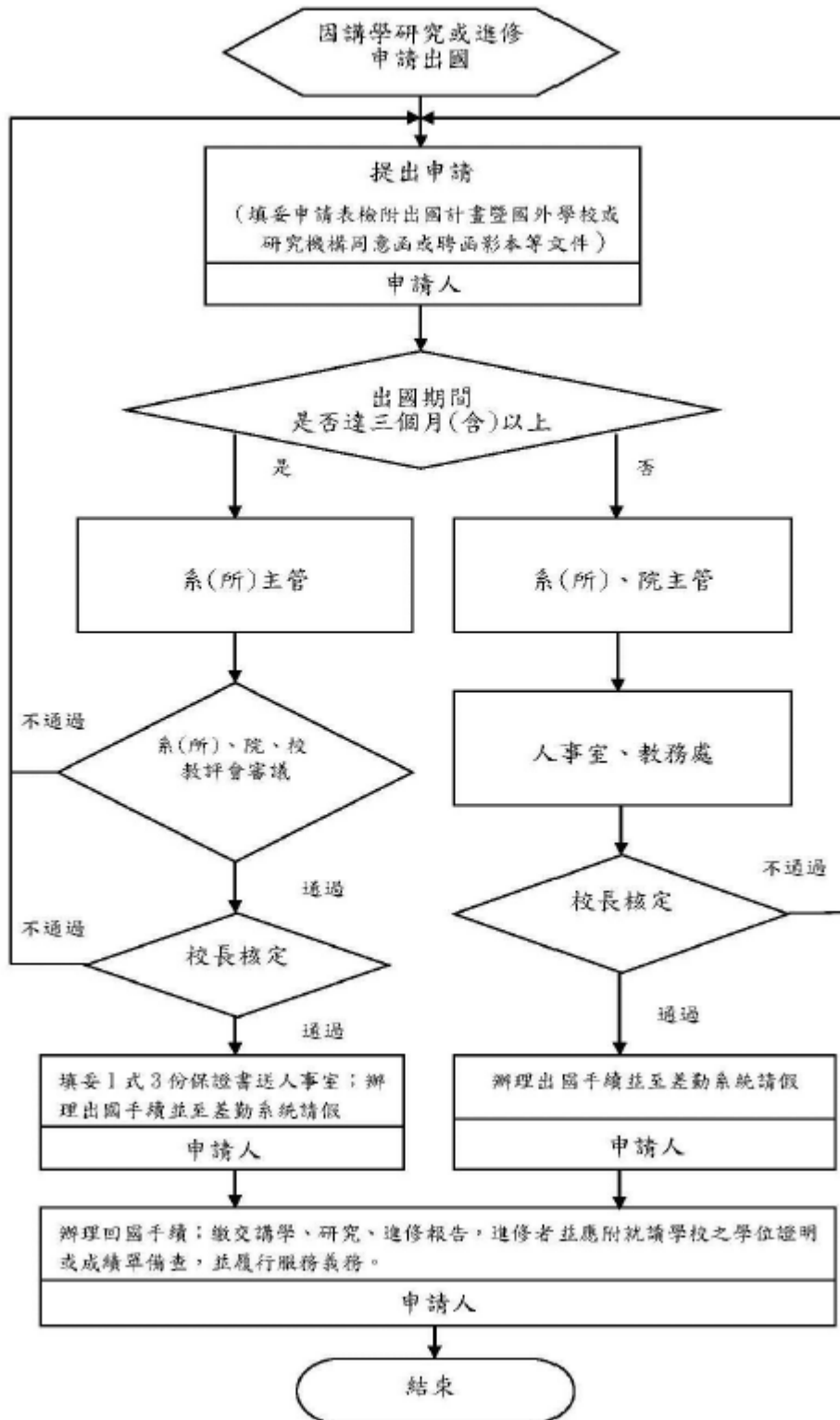
Article 12. Those who have been teaching, researching, and studying abroad shall submit a teaching, researching, and studying report within three months after the completion of the project. Those who have been studying abroad shall also submit the degree certificates or academic transcripts of the school where they studied for review. Upon completion, teachers shall immediately return to the NYMU for service. The duration of service shall be twice that of retention with pay or the same as the unpaid leave of absence; Otherwise, the subsidies and salaries they received while abroad shall be recovered in proportion to the duration of failure to fulfill their obligations.

Article 13. In order to ensure that teachers who go abroad for teaching, researching, or studying fulfill their service obligations, those who go abroad for three months or more shall sign a contract with the NYMU and have a guarantee in place.

Article 14. Those who have not fulfilled their service obligations may not resign, be transferred, or apply for teaching, researching, or studying abroad again.

Article 15. The Guidelines shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

國立陽明大學作業流程圖
教師出國講學研究或進修案件審核



國立陽明大學作業流程圖
教師出國講學研究或進修案件審核

National Yang-Ming University Operations Flow Chart
Review of applications for teaching, researching, or studying abroad

因講學研究或進修申請出國

Application to go abroad for teaching, researching,

	or studying
提出申請 (填妥申請表檢附出國計畫暨國外學校或研究機構同意函或聘函影本等文件)	Filing of application (filling out the application form and submitting copies of documents such as plans of going abroad, acceptance letters or letters of appointment from oversea schools or institutions)
申請人	Applicant
出國期間是否達三個月(含)以上	The duration abroad is three months or more
是	Yes
系(所)主管	Department (institute) supervisor
系(所)、院、校教評會審議	Review by Department (Institute)-level, School-level and NYMU FEC
不通過	Disapproval
通過	Approval
校長核定	Approval by the president
不通過	Disapproval
通過	Approval
填妥 1 式 3 份保證書送人事室；辦理出國手續並至差勤系統請假	Fill out a letter of guarantee in triplicate and submit it to the Personnel Office Conduct the process for going abroad and register the leave in the attendance system
申請人	Applicant
否	No
系(所)、院主管	Department (institute) and School supervisors
人事室、教務處	The Personnel Office, the Office of Academic Affairs
校長核定	Approval by the president
不通過	Disapproval
通過	Approval
辦理出國手續並至差勤系統請假	Conduct the process for going abroad and register the leave in the attendance system
申請人	Applicant
辦理回國手續；繳交講學、研究、進修報告，進修者並應附就讀學校之學位證明或成績單備查，並履行服務義務。	Conduct the process for returning Submit a teaching, researching, or studying report. Those who have been studying abroad shall additionally submit the degree certificates or academic transcripts of the school where they studied for review and shall fulfill their service obligations.
申請人	Applicant
結束	Finish

B. National Yang-Ming University Faculty Sabbatical Guidelines

Approved on June 25, 1997 by the 8th University Affairs Meeting of NYMU
Amended and approved on January 3, 2004 by the 22nd University Affairs Meeting of NYMU
Amended and approved on June 20, 2007 by the 29th University Affairs Meeting of NYMU
Amended and approved on June 11, 2008 by the 31st University Affairs Meeting of NYMU
Amended and approved on June 9, 2010 by the 35th University Affairs Meeting of NYMU
Amended and approved on June 17, 2015 by the 45th University Affairs Meeting of NYMU
Amended and approved on May 23, 2018 by the 51st University Affairs Meeting of NYMU

- Article 1 National Yang-Ming University (hereinafter referred to as the NYMU) formulates the Guidelines to encourage full-time professors to learn new knowledge.
- Article 2 The term "professor" mentioned in the Guidelines refer to the full-time professors reviewed and qualified by the Ministry of Education.
- Article 3 Full-time faculty of the NYMU who have served consecutively as full-time professor for 7 semesters or more in domestic or international universities as well as 2 consecutive years at the NYMU may apply for sabbatical leave for 1 semester; Those who have served as full-time professors for 7 years or more as well as 4 consecutive years at the NYMU may apply for sabbatical leave for 1 academic year. If approved, the time frame of the sabbatical shall be consistent with the semesters to facilitate the arrangement of courses.
- If the seniority of those who apply for sabbatical exceeds the required seniority for the application for the leave, the excess may be reserved and used towards the calculation for the application for the next sabbatical. However, each application for sabbatical shall have a maximum of 1 academic year.
- If the sabbatical may not be completed due to serving in administrative positions at the NYMU, upon obtaining special approval by the president, the sabbatical may be postponed until the semester after finishing the term of service in administrative positions (if the term of service is finished during a semester, the leave shall start from the following semester). The matter shall be submitted to the Department (Institute)-level, School-level and NYMU FEC for future reference.
- Article 4 Those who have been approved for secondment in other agencies (institutions) for no more than 4 semesters or 4 years within 7 semesters or 7 years prior to the application for sabbatical and have returned to the NYMU for teaching as regulated without being paid an hourly wage may have the years of service accepted for calculation. Those who have been on secondment for more than 4 semesters or 4 years shall have the excess deducted before acceptance for calculation.
- Article 5 Those who have been approved by the NYMU or other agencies (institutions) for retention while studying, observing, teaching or researching domestically or overseas within 7 semesters or 7 years prior to the application for sabbatical shall have the duration calculated as sabbatical and deducted upon approval of sabbatical by the NYMU. Those who were approved by the NYMU to go abroad on business trips shall not have the duration deducted from the sabbatical.
- Article 6 Professors who have reached the retiring age and are on extended service may not apply for sabbatical during the extension.
- Article 7 The total number of teachers applying for sabbatical for the current semester in a department, subject, or institute may not exceed 20%. Numbers less than one shall be counted as one; numbers more than one shall be rounded off; cases where institute, department, and subject are merged into one unit shall have the number of applications calculated together. The courses originally taught by teachers on sabbatical shall be divided among the related faculty of the institute, department, or subject and shall not be the reason for request for additional staff.
- Article 8 **Professor who apply for sabbatical shall submit the sabbatical plan for the following academic year or the following semester before the end of March or the end of September each year**, submit the application form for sabbatical and obtain approval in the review by the Department (Institute)-level, School-level and NYMU FEC based on academic needs to be

approved for the sabbatical.

If a sabbatical is to be changed or canceled after approval, the teacher shall submit the matter to the Department (Institute)-level FEC for review and obtain the president's approval via administrative procedures prior to the start of the sabbatical.

Those who apply to use their sabbatical in one session shall finish it within 1 academic year of the semester in which the sabbatical is approved. Those who qualify to use their sabbatical of 1 academic year in various sessions shall obtain approval by the Department (Institute)-level FEC for the start of the 2nd session and shall finish the sabbatical within 2 academic years of the semester in which the sabbatical is approved. Any sabbatical time not used within the time frame shall be deemed as waived.

Article 9 Teachers on sabbatical leave shall be paid their full salary. Teachers who still teach at the NYMU during the sabbatical may not be paid an hourly wage. However, the restrictions do not apply to the teaching of continuing education credit courses.

Article 10 During the sabbatical, teachers shall dedicate themselves to the approved academic research and may not work in other full-time paid positions. Teachers who wish to engage in work other than their research plans shall first obtain approval from the respective Department or Institute (Subject)-level FEC.

While concurrently serving as administrative supervisor, a teacher may not have their sabbatical leave.

Article 11 In principle, teachers who finish their sabbatical shall return to NYMU and serve for a duration equal to that approved for their sabbatical before resigning or retiring. Within 3 months of returning, they shall submit a report in writing to the Department, Subject (Institute), School or University-level FEC on the research they conducted as well as give a public presentation at the school level.

Article 12 Those who have been approved for a sabbatical shall serve consecutively for 7 semesters or 7 years after returning to service after the sabbatical or fulfill the 7 semesters or 7 years with the reserved seniority under Article 3 before being allowed to apply for sabbatical again.

Article 13 The Guidelines shall become effective after approval at the University Affairs Meeting. The same shall apply to all subsequent amendments.

C. Faculty Secondment Handling Principles

Formulated on April 20, 1989

Amended in Letter No. Tai-(88)-Ren-(1)-Zi No. 88023308 dated March 31, 1999

Amended in Order No. Tai-Ren-(1)-Zi No. 0950120905C dated August 24, 2006

Article 2 amended in Order No. Tai-Ren-(1)-Zi No. 0960020209C dated March 13, 2007

Amended on October 30, 2015

- I. The Ministry of Education stipulates the Principles to regulate the secondment of full-time faculty within the organization of educational institutions at various levels.
- II. Faculty secondment shall be related to the teacher's expertise, courses taught or based on special operational needs, and shall be conducted upon approval by the school.

Each secondment is limited to four years; If the position for the secondment has a fixed term of more than four years, the duration of the secondment shall be conducted based on the term for the position. A teacher who is reinstated after completing a secondment term may be temporarily assigned to another unit again.

The secondment duration in the preceding paragraph may not exceed eight years in total.

A teacher shall be put on unpaid leave of absence during the secondment.

- III. Teachers who are temporarily assigned to a position regulated by the organizational regulations of an institute shall have the required qualifications for the position.
- IV. Full-time faculty at junior colleges and institutions of higher education who do not serve administrative positions concurrently may be temporarily assigned to profit-seeking enterprises to serve in full-time positions related to their teaching or research expertise for industry-academia collaboration.

If teachers are temporarily assigned to profit-seeking enterprises according to the preceding regulation, the school shall sign a collaboration contract with the profit-seeking enterprises prior to the assignment and reach an agreement that the school shall collect a certain amount of academic remuneration for incorporation into the university affairs funds or as business budget; The collection regulations of the certain amount of academic remuneration shall be decided by the schools.

- V. The secondment of other appointed personnel of the school may be handled according to the provisions of the Principles.
- VI. If competent authorities and educational institutions at all levels have established stricter rules than the Principles, such rules shall be followed.

D. National Yang-Ming University Faculty Secondment Handling Guidelines

Approved on February 7, 2007 by the 10th Administrative Meeting in the 2006 academic year

Approved on March 28, 2007 by the 13th Administrative Meeting in the 2006 academic year

Approved on May 28, 2008 by the 15th Administrative Meeting in the 2007 academic year

- I. The Guidelines are formulated based on the Faculty Secondment Handling Principles of the Ministry of Education and relevant regulations in order to conduct the secondment of the NYMU faculty.
- II. The term secondment in the Guidelines refer to requests by governmental agencies, public and private schools, public research institutions, public and privately-run enterprises and institutions, foundations or juridical associations and organizations organized according to the Civil Associations Act to appointment the NYMU faculty to serve in specific positions or tasks at the agency (institution).

Privately-run institutions refer to private schools, privately-run profit-seeking enterprises or foundations or juridical associations registered by the competent authority and organizations organized according to the Civil Associations Act.

- III. Faculty may only apply for temporary assignment related to his/her expertise or courses taught. Secondment to foundations or juridical associations and organizations organized according to the Civil Associations Act, and privately-run enterprises shall be beneficial to the overall development of NYMU and be with the close partners of NYMU.

The faculty for the secondment in the preceding paragraph shall have served consecutively for 3 years or more at NYMU. However, the secondment to NYMU teaching hospitals shall not be restricted by the provision of having served consecutively for 3 years or more at NYMU.

- IV. If an institution needs to request secondment of the NYMU faculty based on special business needs, a letter shall be sent to the NYMU for consent beforehand. A case of secondment shall be approved in the meetings of the subject, department or institute where the faculty of the secondment belongs or other relevant meetings, then submitted to the dean of the school and the president for approval in order to proceed. When a secondment is established, the faculty of the secondment shall fill out a "faculty secondment rights and obligations form" for future reference.

If the secondment in the preceding paragraph is to public or privately-run profit-seeking enterprises, the school shall establish an agreement with the enterprise to collect an academic remuneration. The annual amount of the academic remuneration shall be no less than 30% of the teacher's original annual salary at NYMU, in principle. Matters related to the academic remuneration shall be negotiated with the enterprise on a case-by-case basis. After approval by the school, the Research and Development Division, the Personnel Office and the president, the Research and Development Division shall sign the contract with the enterprise and handle the secondment based on the procedures in the preceding paragraph.

- V. The quota of the faculty of secondment shall not exceed 20% of the faculty of a department or institute (excluding teaching assistants), in principle. However, for temporary assignment to governmental agencies and the NYMU teaching hospitals, the restriction of 20% shall not apply.
- VI. Each faculty secondment is limited to 4 years. If the position for the secondment has a fixed term of more than four years, the duration of the secondment shall be conducted based on the term for the position. A teacher who is reinstated after completing a secondment term may be temporarily assigned to another unit again after serving for 2 years or more. The restrictions do not apply to secondment to governmental agencies based on business needs; However, the total number of years of secondment shall not exceed 8 years. Only one second request for secondment is allowed.
- VII. Whether a teacher may participate in NYMU intra-university businesses and activities or not during a secondment shall be decided by the organizer of the business or activity. However, if the teacher was a member of any of the three levels of FEC, the title shall be automatically removed.
- VIII. During a secondment, a teacher shall be put on unpaid leave of absence. For a teacher of secondment, the obligatory teaching hours at the NYMU shall be decided by the respective unit and noted in the "faculty secondment rights and obligations form." However, the average weekly teaching hour each year shall be no less than 1 hour.

- IX. After a teacher of secondment is reinstated, his/her seniority during the secondment shall be calculated based on the relevant laws and regulations when conducting matters related to promoting rank, promotion, insurance, retirement and sabbatical.
- X. The secondment of the NYMU researchers shall be handled based on the Guidelines.
- XI. Any matters not addressed in the Guidelines shall be governed by relevant laws and regulations.
- XII. The Guidelines shall become effective after approval at the Administrative Meeting. The same shall apply to all subsequent amendments.

E. Guidelines for the Extension of Service of Presidents, Professors, and Associate Professors of Public Schools at the Junior College and Higher Levels

Formulated in Letter No. Tai-Jiao-Ren-(4)-Zi No. 1070064231B dated May 15, 2018

Article 1. The Guidelines are formulated based on Article 20, Paragraph 5 of the Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools (hereinafter referred to as the Act).

Article 2. If the presidents of public junior colleges and institutions of higher education reach 65 years old during their appointment after being appointed via relevant procedures and approved by the competent authority, they may continue serving until the completion of their term; If they are renewed after completing their term, they may continue serving until the completion of their term but may not exceed the age of seventy years old.

If the presidents of schools continue serving until the completion of their term and are then appointed as professors or associate professors at their original school based on relevant regulations, an extension of service may be applied for based on the Guidelines.

Article 3. A school may conduct an extension of service after the University-level Faculty Evaluation Committee (hereinafter referred to as the FEC) deems a professor or associate professor qualified in one of the following requirements and obtains the teacher's consent to continue serving after he/she reaches 65 years of age:

- I. Served as Academician of the Academia Sinica.
- II. Served as host for the National Chair Professorship or host of seminars at domestic or international universities.
- III. Awarded the National Award for Distinguished Contribution to Industry-Academia Cooperation.
- IV. Awarded the Academic Award of the Ministry of Education (MOE), The Distinguished Award for General Education Teachers, or the National Excellent Teacher Award.
- V. Awarded the Outstanding Research Award, Ministry of Science and Technology two times or more.
- VI. Within five years before the month that the teacher reaches the retiring age or before the date of the completion of a term of extension of service, the teacher has published one personal work or three or more important academic papers related to the courses that the teacher teaches in renowned domestic or international academic publications, which have concrete academic contribution.
- VII. Teachers of art subjects have three or more creations, exhibitions, or performances or technical instruction and is internationally renowned within five years before the month that the teacher reaches the retiring age or before the date of the completion of a term of extension of service.
- VIII. The successor candidate for the courses that the teacher teaches is deemed difficult to recruit within a short time period.
- IX. The teacher conducted industry-academia collaboration excellently and has made concrete contribution to the academic world and the industry.

Each school may stipulate its own regulations that are stricter than the provisions in the preceding paragraphs to facilitate the development of school affairs.

Article 4. Professors and associate professors may not request to extend their service.

Article 5. The duration for the extension of service of Professors and Associate Professors shall be handled based on the following regulations and shall end in the semester in which the teacher reaches 70 years old:

- I. For an extension of service that is conducted based on the regulations in Article 3,

Paragraph 1, Subparagraphs 1 to 5, the duration of each extension of service shall be decided by the school.

- II. For an extension of service that is conducted based on the regulations in Article 3, Paragraph 1, Subparagraphs 6 to 9, the duration of the first extension shall start on the date that the teacher reaches 65 years old and end in the semester in which the teacher reaches 66 years old; Starting from the second term of extension of service, the duration may not exceed one year each time.

Article 6. A school shall handle cases of extension of service of professors and associate professors by submitting the case to the FEC for review and approval before the teachers reach 65 years old or before the completion of the term of each extension of service.

Article 7. Professors and associate professors may not apply for unpaid leave of absence or sabbatical leave during an extension of service.

Article 8. After cases of extension of service of president, professors, and associate professors are approved, the school shall register the list of president, professors, and professors on extension of service on the national integrative platform of retirement and bereavement of government employees and teachers.

Article 9. If a school president applies for retirement during the term of service, the effective date for the retirement shall be as follows:

- I. If the president has completed his/her term, the effective date shall be the next day of the completion of the term.
- II. If the president resigns during the term of service and has been approved for the resignation, the effective date for the retirement shall be the effective date for the resignation.

Article 10. If a professor or associate professor no longer has the willingness to teach during the extension of service, ceases to meet the requirements for extension of service under Article 3, Paragraph 1 or the requirements for extension of service stipulated by the school pursuant to Paragraph 2 of the same Article, or if the school ceases to have teaching needs, the school may terminate the extension of service and report to the competent authority for the handling of the retirement, which shall be effective on the date the school terminates the extension of service.

Article 11. The extension of service of professional technicians appointed at the professor or associate professor level based on the Employment Regulations for Professional Technicians Teaching at Universities and the full-time professional and technical teachers appointed at the professor or associate professor level based on the Selection and Appointment Guidelines for Professional and Technical Teachers at Junior Colleges may be handled based on the Guidelines.

Article 12. The Guidelines shall become effective on July 1, 2018.

F. National Yang-Ming University Operating Guidelines for Extension of Service of Professors and Associate Professors

Reviewed and approved on December 23, 2015 by the 162nd meeting of the NYMU FEC
Approved on February 24, 2016 by the 5th (expanded) Administrative Meeting of the NYMU in the 2015 academic year

Reviewed and approved on December 20, 2017 by the 172nd meeting of the NYMU FEC

Reviewed and approved on April 17, 2019 by the 179th meeting of the NYMU FEC

- I. If professors and associate professors of various teaching units reach 65 years old, have outstanding performance in teaching and research, are academically renowned and wish to continue serving, the teaching units may take the initiative to conduct the extension of service based on the Guidelines of Extension of Service of Presidents, Professors and Associate Professors of Public Schools at the Junior College and Higher Levels stipulated by the Ministry of Education.
- II. The teaching units shall fill out the "recommendation letter for extension of service" and submit it along with the relevant materials to the Personnel Office to confirm the duration and the qualifications of extension of service. Then the case shall be submitted to the Department (Institute)-level and School-level FEC for review and approval and then to the Personnel Office for submission to the NYMU FEC for review.
- III. If any of the following applies to a professor, the teaching unit may extend his/her service directly until the semester in which the professor reaches 70 years old, based on the teaching needs:
 - (I) Served as Academician of the Academia Sinica.
 - (II) Served as host for the National Chair Professorship or host of seminars at domestic or international universities.
 - (III) Awarded the Academic Award of the Ministry of Education (MOE), The Distinguished Award for General Education Teachers, or the National Excellent Teacher Award.
 - (IV) Awarded the Outstanding Research Award, Ministry of Science and Technology two times or more.
 - (V) Awarded the National Award for Distinguished Contribution to Industry-Academia Cooperation.
- IV. Based on the month in which a professor or an associate professor reaches 65 years old or the month in which the term of the extension of service is completed, the submission of the case to the Personnel Office for the submission to the NYMU FEC shall be as follows:
 - (I) If the month is between August of the current year and January of the following year, the submission shall be made before the end of May of the current year.
 - (II) If the month is between February and July of the following year, the submission shall be made before the end of November of the current year.
- V. The Guidelines shall become effective after approval by the NYMU FEC and the president. The same shall apply to all subsequent amendments.

G. National Yang-Ming University Guidelines for the Establishment of the Academic Integrity Committee and the Review of Violations of Academic Ethics

Approved on May 24, 2017 by the 49th University Affairs Meeting of NYMU
Amended and approved on January 3, 2018 by the 50th University Affairs Meeting of NYMU

Article 1 National Yang-Ming University (hereinafter referred to as the NYMU) formulates the National Yang-Ming University Guidelines for the Establishment of the Academic Integrity Committee and the Review of Violations of Academic Ethics (hereinafter referred to as the Guidelines) in order to actively protect academic ethics and establish objective and impartial review procedures in order to protect the reputation of the NYMU as well as the involved parties' rights.

Article 2 The Guidelines apply to all types of personnel and students within the NYMU organization (hereinafter referred to as the NYMU Personnel).

Article 3 The NYMU Academic Integrity Committee (hereinafter referred to as the Committee) has the following missions:

- I. Establish regulations related to academic ethics.
- II. Assist in the organization of training courses on academic ethics.
- III. Accept and review cases of violation of academic ethics.
- IV. Handle other matters related to academic ethics.

Article 4 The Committee shall consist of seven to nine members. The Convener shall be the NYMU Vice President. The ex-officio members include the Convener and the executive secretary. The remaining members shall consist of four to six scholars and experts in related fields within and outside of the NYMU and one legal expert, all of whom shall be recruited by the president. Among which, at least two members shall be scholars or experts outside of the NYMU. The director of the Personnel Office shall serve as the executive secretary.

The members of the Committee shall serve a term of two years and may be re-elected at the end of the term. The member position is unpaid. Members outside of the NYMU may be paid for their attendance and transportation based on the regulations.

If a vacancy occurs during the term of appointment of the members, the vacancy shall be filled based on the regulations in the preceding paragraph; The successor shall serve until the date of completion of the term of the original member.

If the Convener may not fulfill his/her duties due to recusal or other reasons, a deputy shall be elected from amongst the remaining members.

Article 5 The Committee shall convene with at least two-thirds of its members in attendance, and resolutions are made only if voted in favor by at least two-thirds of those present at the meeting. The Convener may invite the related persons to attend the meetings when necessary.

If any of the circumstances under Article 7 exists in the review of a case, the related members shall recuse themselves and shall not be counted towards the number of members in attendance in the preceding paragraph.

Article 6 If a case of violation of academic ethics has been discovered by or reported to the various units of the NYMU, the case shall be submitted to the Committee for review via administrative procedures. To report a case, evidence shall be submitted along with the informant's real names, addresses, and other information that could be used to identify the informant. The report shall be submitted to the Committee in writing. If the identification information provided by the informant is false, the report will be regarded as an anonymous report. If the informant uses an alias, remains anonymous, or does not provide concrete evidence, the Committee may decide to not to accept the case.

After the Committee receives a report, the Convener shall appoint three or more members to decide whether or not to accept the case. The decision shall be submitted to the president. If the decision is not to accept the case, it shall be notified to the informant in writing.

Article 7 In order to maintain the objectivity and the impartiality of the review, members, investigators of the investigation panel, reviewers, and scholars and experts within and outside of the NYMU shall recuse themselves from the case in question if they have any of the following relationships with the accused person:

- I. An advisor-student relationship involving a doctoral or master's degree thesis.
- II. Researcher or co-author involved in collaboration within the last 3 years on the presentation of a paper or research results.
- III. An on-going joint research project during the investigation of said case.
- IV. Is a current or previous agent ad litem or assistant for the accused.
- V. A current or **previous relationship as a spouse or blood relative within the fourth degree of kinship; or relative by marriage within the third degree of kinship.**
- VI. Coworker in the same department or institute.
- VII. Related stakeholder.
- VIII. Situations where recusal is required by other laws and regulations.

In any of the following circumstances, the accused may apply for a Committee member to recuse him or herself:

- I. Where the Committee member fails to recuse him or herself in spite of the existence of any of the circumstances specified in the **preceding** Paragraph.
- II. Where there are concrete facts to sufficiently support the belief that the member is likely to be biased in the exercise of his or her duties.

Where a Committee member entails any of the circumstances specified in Paragraph 1 but fails to recuse himself or herself, or where the Committee member is likely to be biased in the exercise of his or her duties, the Committee shall then invoke the authority of position to demand that the Committee member recuse him or herself.

Related persons may apply to recuse themselves.

Article 8 The violation of academic ethics mentioned in Article 6 refers to the NYMU Personnel's involvement in one of the following:

- I. Fabrication: Creating non-existent information in an application, research data, or research results.
- II. Falsification: Untruthfully changing the information in an application, research data, or research results.
- III. Plagiarism: Using, without proper citation, the information of others in an application, research data, or research results. Improper citation, when deemed serious, will be considered plagiarism.
- IV. **Presenting work that has been written by someone other than the person him or herself.**
- V. Duplicating and **releasing a publication** without noting it as a duplication.
- VI. Substantial citations of one's own publications in a research project or thesis without proper citation thereof.
- VII. Publishing a translation as an original publication without noting it as a translation.
- VIII. False information was purposely stated in the **Teacher Qualification Resume; the affidavits of co-authorship, co-authored representative work was not clearly stated as such; an affidavit of co-authorship was not provided.**
- IX. If an applicant **him/herself**, or making a canvass through others, has lobbied illegally, resorted to enticing and threatening, or interfered in any way with any reviewers or screening procedures to a serious extent, or **the applicant has used illegal or improper means to influence the paper's review.**

X. Other conduct in violation of academic ethics.

Article 9 The NYMU Personnel may only be listed as author in a published work where the NYMU Personnel has made concrete contribution. **If a part or the entirety of a student's degree thesis is published in another way, the student shall be listed as the author.**

All of the authors **shall verify the content** of their published thesis and **be responsible for it**. If a work or degree thesis is confirmed to have violated academic ethics, the responsible persons shall be held responsible in the following ways:

- I. Listed authors shall take full responsibility for the parts they contributed.
- II. Listed authors whose **listing does not qualify** the domestic and international standards **shall** take the corresponding responsibility for benefiting from the listing in a **publication** even though they are not involved or deemed in violation of academic ethics.
- III. Important authors who concurrently serve as academic administrative supervisors and important authors who currently serve as project hosts shall be held responsible for negligence in supervision. The same shall apply to instructing professor for the instructed student's degree thesis.

Article 10 If reported cases are accepted by the Committee, except for when the cases are under Article 8, Paragraph 9, the Convener of the Committee shall select three to five relevant scholars and experts to form an investigation team, among whom at least one person shall be from outside of NYMU. The investigation team shall take the initiative to understand its members and reviewers, and the relationship between the informant and the accused prior to the review. If circumstances under Article 7 apply, the person may not serve as a member of the investigation team.

Cases involving the circumstances in Article 8, Subparagraph 9 shall be handled according to the provisions of the Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education.

Article 11 The investigation team shall notify the accused to provide the necessary materials, objects, or written defense **within a certain time period** based on the needs in investigating the truth and evidence. The accused will be deemed to have waived the right to defend if no defense is presented within the due date. **When necessary, related persons shall be notified to provide relevant materials.**

If a case involving matters stipulated in Article 8 is a case of violation of regulations of submissions for teacher qualifications, **the Committee** shall handle the case based on the provisions of the Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education.

Article 12 Article 12 The investigation team shall finish the investigation within three months of its formation. The duration may be extended when necessary. The investigation procedures of the investigation team shall not be made public.

Article 13 After the investigation of the reported case, the investigation team shall submit an investigation report to the Committee for review. The Committee may notify the accused to be present for an oral defense during the review.

Article 14 The Committee shall finish the review within one month after receiving the investigation report. The duration may be extended for one month when necessary.

If whether the conduct of the accused is in violation of academic ethics is difficult to determine even after the review by the Committee, the matters to be clarified may be listed and submitted to the investigation team to continue the investigation or submitted to impartial scholars and experts for review.

Article 15 If the Committee finds the accused guilty of violation of academic ethics, the following suggestions for disciplinary action shall be made based on the severity of the offense and be submitted to the competent authority that governs the accused for subsequent handling. The informant and the accused shall be notified of the review results in writing:

- I. Written warning.
- II. The approved subsidies shall be canceled or terminated, and a part or the entirety of the paid budget may be recovered.
- III. Denial of application for promotion or application for various research subsidies for a duration between one and five years.
- IV. Suspension, dismissal and non-renewal of appointment.
- V. Prohibition from applying for sabbatical leaves for research, prohibition from concurrently holding positions or teaching courses outside the NYMU or transferring, and prohibition from applying for retention with pay for teaching, researching, or studying overseas.
- VI. Prohibition from **being recommended for extension of service** or serving as member of the various levels of FEC and academic or administrative supervisor of the NYMU.
- VII. The flexible salary incentive shall be suspended. The paid flexible salary for the current duration of appointment may be recovered.
- VIII. Denial of raise in the following year.
- IX. Warnings, demerits, major demerits, fixed-duration academic probation, fixed-duration suspension, withdrawing from school, expulsion, and revoking of degree and cancellation of degree certificate.
- X. Termination of contract.
- XI. Other disciplinary measures stipulated in various human resources regulations.

In cases involving submissions for teacher qualifications review, if the Committee determines that a violation of academic ethics did occur, in addition to the suggestions for disciplinary actions in the preceding paragraph, the Committee shall suggest that the competent authority revoke the qualification of the teacher submitting for review according to the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and relevant regulations. Furthermore, the teacher's applications for qualifications review shall not be accepted for a certain period of time.

The competent authority governing the accused shall notify the Committee, the informant, the accused and the respective unit of the accused of the handling result in writing and report to the relevant units based on the regulations. In cases of severe offenses, the cases shall be reported to the judiciary for investigation.

The competent authority governing the accused shall submit a supervisory plan for teachers and students who have been confirmed to have violated academic ethics to strengthen their academic ethic education and control of research materials.

Article 16 After a reported case is accepted and reviewed, and no concrete evidence was found to confirm that the accused violated academic ethics, the results shall be reported to the president as well as notified to the informant and the accused.

If the original informant or a third party reports the case again, a consent form to the matters stated in Article 18, Paragraph 2 shall be attached in order for submission to the Committee for review. If no new concrete evidence is provided, the Committee may directly reply to the informant with the same resolution from the previous review; If new concrete evidence is provided, the case shall be handled again according to the Guidelines.

Article 17 **The review process, reviewers, assessments and views and other related information shall be kept confidential;** The personnel who accepts the reporting, participates in the investigation or the review process shall keep the information that they come in contact with confidential.

During the review process, the Committee shall adopt necessary measures to keep the informant's real names, addresses, and other information that could be used to identify the informant confidential.

Article 18 Teachers, staff members or students of the NYMU who abuse the reporting system may be referred by the Committee to their respective units for disciplinary actions, depending on the

severity of the violation. Persons outside of the NYMU who abuse the reporting system may be referred by the Committee to their respective units for handling.

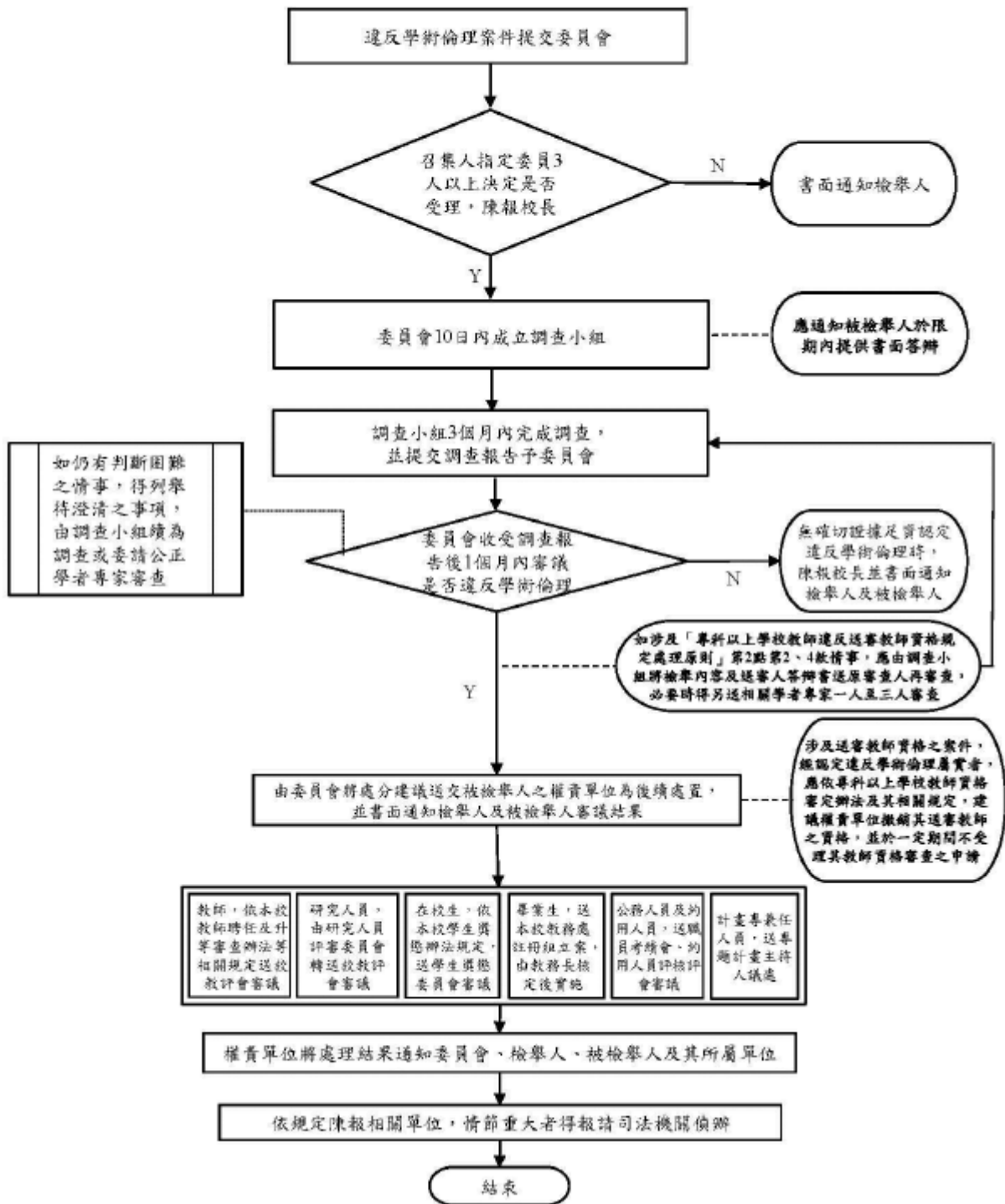
Individuals who severely abuse the reporting system will have their names published, under which circumstances the restrictions in the preceding Article shall not apply.

Article 19 Administrative matters shall be appointed for collaboration by the Committee based on the relevance.

Article 20 Any matters not addressed in the Guidelines shall be governed by the relevant laws and regulations of the Ministry of Education and the Ministry of Science and Technology.

Article 21 The Guidelines shall become effective after approval at the University Affairs Meeting and the president. The same shall apply to all subsequent amendments.

國立陽明大學違反學術倫理案件標準作業流程



國立陽明大學違反學術倫理案件標準作業流程	National Yang-Ming University Standard Operating Procedures of Cases of Violation of Academic Ethics
違反學術倫理案件提交委員會	A case of violation of academic ethics shall be submitted to the Committee.
召集人指定委員 3 人以上決定是否受理，陳報校長	The Convener shall appoint 3 or more members to decide whether or not to accept the case and shall report to the president.
書面通知檢舉人	The informant shall be notified in writing.

委員會 10 日內成立調查小組	The Committee shall form a investigation team within 10 days.
應通知被檢舉人於限期內提供書面答辯	The accused shall be notified to provide written defense within a certain period of time.
調查小組 3 個月內完成調查，並提交調查報告予委員會	The investigation team shall finish the investigation within 3 months and submit the investigation report to the Committee.
委員會收受調查報告後 1 個月內審議是否違反學術倫理	The Committee shall review and decide whether a violation of academic ethics did occur within 1 month of receiving the investigation report.
如仍有判斷困難之情事，得列舉待澄清之事項，由調查小組續為調查或委請公正學者專家審查	If whether the conduct of the accused is in violation of academic ethics is difficult to determine even after the review by the Committee, the matters to be clarified may be listed and submitted to the investigation team to continue the investigation or submitted to impartial scholars and experts for review.
無確切證據足資認定違反學術倫理時，陳報校長並書面通知檢舉人及被檢舉人	If no concrete evidence was found to confirm that the accused violated academic ethics, the results shall be reported to the president as well as notified to the informant and the accused.
如涉及「專科以上學校教師違反送審教師資格規定處理原則」第 2 點第 2、4 款情事，應由調查小組將檢舉內容及送審人答辯書送原審查人再審查，必要時得另送相關學者專家一人至三人審查	The investigation team shall submit the content of the report and the defense of the accused of cases involving matters in Article 2, Paragraphs 2 and 4 of the Principles for Handling Violations of Regulations of Submissions for Teacher Qualifications Review at Institutions of Higher Education to the original reviews for a second review. The case may also be submitted to one to three relevant scholars and experts for review when necessary.
由委員會將處分建議送交被檢舉人之權責單位為後續處置，並書面通知檢舉人及被檢舉人審議結果	The Committee shall submit the recommendations for disciplinary actions to the competent authority governing the accused for subsequent handling as well as notify the informant and the accused of the review results.
涉及送審教師資格之案件，經認定違反學術倫理屬實者，應依專科以上學校教師資格審定辦法及其相關規定，建議權責單位撤銷其送審教師之資格，並於一定期間不受理其教師資格審查之申請	In cases involving submissions for teacher qualifications review, if the Committee determines that a violation of academic ethics did occur, in addition to the suggestions for disciplinary actions in the preceding paragraph, the Committee shall suggest that the competent authority revoke the qualification of the teacher submitting for review according to the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education and relevant regulations. Furthermore, the teacher's applications for qualifications review shall not be accepted for a certain period of time.
教師，依本校教師聘任及升等審查辦法等相關規定送校教評會審議	Teachers: the case shall be submitted to the NYMU FEC for review based on the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions and other relevant regulations.
研究人員，由研究人員評審委員會轉送校教評會審議	Researchers: the case shall be submitted by the Researcher Evaluation Committee to the NYMU FEC for review.
在校生，依本校學生獎懲辦法規定，送學生獎懲委員會審議	Current students: the case shall be submitted to the Student Rewards and Disciplinary Committee based on the NYMU Student Rewards and Disciplinary

	Actions Guidelines.
畢業生，送本校教務處註冊組立案，由教務長核定後實施	Graduates: the case shall be registered with the Registration Section of the Office of Academic Affairs and handled upon approval by the Dean of Academic Affairs.
公務人員及約用人員，送職員考績會、約用人員評核評會審議	Administrative personnel and contract employees: the case shall be submitted to the Staff Appraisal Committee and the Contract Employee Review Committee.
計畫專兼任人員，送專題計畫主持人議處	Project and adjunct personnel: the case shall be submitted to the project host for disciplinary actions.
權責單位將處理結果通知委員會、檢舉人、被檢舉人及其所屬單位	The competent authority shall notify the Committee, the informant, the accused and the respective unit of the accused of the handling results.
依規定陳報相關單位，情節重大者得報請司法機關偵辦	The competent authority shall report to the relevant units based on the regulations. In cases of severe offenses, the cases shall be reported to the judiciary for investigation.
結束	Finish

Chapter 8. Regulatory Basis

A. Act Governing the Appointment of Educators

Article 31 amended in President's Order No. Hua-Zong-Yi-Yi-Zi No. 10300008941 dated January 22, 2014

Chapter 1 General Provisions

Article 1

The appointment of educators shall be enforced in accordance with the Act. Matters not provided herein shall be handled pursuant to the provisions of other related laws.

Article 2

The term "educators" mentioned in the Act refers to the principals, teachers, staff and athletic coaches of all levels of public schools, the professionals of social education institutions, and the researchers of the academic research institutions subordinate to all levels of the government agencies in charge of education administration (hereinafter referred to as the "academic research institutions").

Chapter 2 Qualifications for the Appointment

Article 3

The appointment of educators should be based on educators' morals and loyalty to the country. Educational background, experience, capability and physique thereof should meet the type and nature of the function that the educator prepares to perform. The emphasis should be placed on leadership for the appointment of principals/presidents at all levels of school as well as directors for education institutions and academic research institutions.

Article 4

Principals of elementary schools should hold a Teacher's Certificate for elementary schools and meet one of the following qualifications:

- I. Have held the position of elementary school teacher for at least five years and have served as a director of first level administrative units of schools for at least three years per regulations governing schools of all levels.
- II. Have held the position of elementary school teacher or junior high school teacher for at least three years, or a total of four years in both, and have the recommended appointment rank of 8th grade or above, or its equivalent, in the field of education administration for no less than two years.
- III. Have held the position of teacher at schools of all levels for at least seven years, cumulative, among which at least three years as an elementary school teacher and no less than two years as a director of a first-level administrative unit of an elementary school.

For the principal of an elementary school affiliated to a teachers' college, the years serving as a director of a school's first-level administrative unit as referred to in the University Act shall be included in the required seniority of a director of a first-level administrative unit of an elementary school as specified in Subparagraph 3 of the preceding paragraph.

Article 5

Principals of junior high schools should hold a Teacher's Certificate for secondary schools and meet one of the following requirements:

- I. Have held the position of junior high school teacher for at least five years and have served as a director of a school's first-level administrative unit for at least three years per regulations governing schools of all levels.
- II. Have held the position of elementary school teacher or junior high school teacher for at least three years or totaled four years in both, and have the recommended appointment rank of 8th grade or above, or its equivalent, in the field of education administration for no less than two years.
- III. Have held the position of teacher at schools of all levels for at least seven years, accumulative, among which at least three years as a junior high school teacher and no less than two years as a director of a first-level administrative unit of a junior high school.

The eligibility for the principal of a junior high school affiliated to a teachers' college shall include a minimum of three years as a full-time lecturer at a college or department of education and another three years as a teacher at a secondary school besides the requirements mentioned in the individual items of the preceding paragraph. A Teacher's Certificate for secondary schools is also required; the years serving as a director of a school's first-level administrative unit as referred to in the University Act shall be included in the required seniority of a director of a first-level administrative unit of a junior high school as specified in Subparagraph 3 of the preceding paragraph.

Teachers at a junior high school affiliated to a senior high school who hold a Certificate of Successful Completion of Reserve Training for Directors of Junior High Schools shall have their seniority as director counted as part of the seniority as the director of a first-level administrative unit of a junior high school as specified in Subparagraph 3 of Paragraph 1.

Article 6

Principals of senior high schools should hold a Teacher's Certificate for secondary schools and meet one of the following requirements:

- I. Have held the position of senior high school teacher for at least five years and have served as a director of a first-level administrative unit of a school for no less than three years per regulations governing schools of all levels.
- II. Have held the position of secondary school teacher for at least three years and have the recommended appointment rank of 9th grade or above, or its equivalent, in the field of education administration for no less than two years.
- III. Have held the position of teacher at schools of all levels for at least seven years, accumulative, among which three years as senior high school teacher and no less than two years as a director of a first-level administrative unit of a senior high school.

The eligibility for the principal of a senior high school affiliated to a teachers' college shall include two years as a full-time associate professor at a college or department of education, or have held/will hold the position of full-time associate professor of relevant disciplines at a vocational school, and teacher at a high school for another two years at least, besides all other requirements mentioned in the individual items of the preceding paragraph. At least one year of service as a director of a first-level administrative unit of a school per regulations governing schools of all levels. A Teacher's Certificate for secondary schools is required; the years serving as a director of a school's first-level administrative unit as referred to in the University Act shall be included in the required seniority of a director of a first-level administrative unit of a senior high school as specified in Subparagraph 3 of the preceding paragraph.

Principals of vocational schools in the field of national art shall have held a teaching position in theatre, arts, or in graduate schools/departments/programs of relevant fields of senior high schools, junior colleges and above for at least two years. No less than two years of serving as a director with the recommended appointment rank of 9th grade or above, or its equivalent, in the field of education or cultural administration for no less than two years per regulations governing schools of all levels.

Article 6-1

Principals of special education schools should hold a Teacher's Certificate for the highest level of education available at schools, expertise and knowledge of special education, and meet one of the following requirements:

- I. Have held the position of special education school (class) teacher for at least five years and have served as a director of a first-level administrative unit of a school per regulations governing schools of all levels for no less than three years.
- II. Have held the position of special education school (class) teacher for at least three years and have the recommended appointment rank of 9th grade or above, or its equivalent, in the field of education administration for no less than two years.
- III. Have held the position of teacher at schools of all levels for at least seven years, accumulative, among which three years as a special education school (class) teacher and no less than two years as a director of a first-level administrative unit of a senior high school or lower-level schools.

Article 7

(deleted)

Article 8

Presidents of junior colleges should meet one of the requirements in Item 1 and Item 2 below:

- I. Eligibility (meet any of the following qualifications):
 - (I) Academician of the Academia Sinica
 - (II) Professor
 - (III) Prior teaching and academic research experience equivalent to that required of a professor
 - (IV) At least three years of experience as associate professor
 - (V) Prior teaching and academic research equivalent to that required of a associate professor for no less than three years
- II. At least three years of experience, accumulative, as a director in schools, government agencies, or in other state-owned or private business entities

Article 9

(deleted)

Article 10

Presidents of universities should meet one of the requirements in Item 1 and Item 2 below:

- I. Eligibility (meet any of the following qualifications):
 - (I) Academician of the Academia Sinica
 - (II) Professor
 - (III) Prior teaching and academic research experience equivalent to that required of a professor
- II. At least three years of experience, accumulative, as a director in schools, government agencies, or in other state-owned or private business entities

Other than the requirements mentioned in the individual items of the preceding paragraph, college presidents shall hold a doctoral degree and have worked in the professional field of which the nature relates to that of the intended college, or the selected appointment rank of 12th grade or above, or its equivalent, in the field of education administration for at least six years, cumulative.

Presidents of universities and colleges should meet the requirements in the preceding two paragraphs. Individual universities and colleges may establish additional eligibility requirements, according to their needs, and specify these requirements in Articles of Organization.

Article 10-1

Individuals who have previously held or currently hold the position of principal at a school of any level or are principal candidates for junior high schools or elementary schools who have gone through public screening and reserve training or have met the qualifications of a principal or president of senior high schools and higher-level academic institutions are eligible to serve as a principal at schools of the same level. This criterion shall also apply to those having been qualified through principal reserve training organized by the designated education authority per pre-amended Articles 4 and 5 prior to enforcement of the Act amendment dated November 15, 2011.

When a specialized school is reformed to a college of technology with a specialized division, the president may continue his/her tenure until it expires.

When the designated education authority, school, or board of directors has begun principal or president screening per qualifications described in Article 4 to the preceding article of the pre-amended Statute before implementation of the Statute amendment dated November 15, 2011, the qualifications of the principal or president shall follow the pre-amended Statute.

Article 11

The presidents of normal universities, normal colleges, normal junior colleges shall meet the requirements

specified in each related article of the Act, and, in principle, shall specialize in education.

Article 12

Elementary school teachers shall possess one of the following qualifications:

- I. Graduate from normal junior colleges.
- II. Graduate from each department of the normal universities and normal colleges, or graduate from education departments or colleges.
- III. Have acquired certificates of the elementary school teachers before the Act is enforced, and the certificates are still within the term of validity.

Article 13

High school teachers shall possess one of the following qualifications:

- I. Graduate from department or graduate school of normal university or normal college.
- II. Graduate from department or graduate school of education college, or graduate from education department or graduate school of a university.
- III. Graduate from a department or graduate school of university or independent college, and has taken education course and thus acquired the required education credits.
- IV. Have acquired certificates of the high school teachers before the Act is enforced, and the certificates are still within the term of validity.

Article 14

Teachers of universities, independent colleges and junior colleges refer to professors, associate professors, assistant professors and lecturers. Teachers of universities, independent colleges and junior colleges shall have specialized publications published in prestigious academic or professional journals in Taiwan or abroad, or accepted and proven as published regularly, or issued in public, and shall have been certified the qualification by the Ministry of Education. Teachers may get promoted under the circumstances of the aforementioned qualifications. When necessary, Ministry of Education may authorize schools to handle the screening.

Technical teachers in the fields of physical education, arts and applied technology of universities, independent colleges and junior colleges may apply for the appointment or promotion with their works, proof of achievements, or technical reports to replace the specialized publications for screening.

Teachers of universities, independent colleges and junior colleges shall arrange for the qualification screening when applying for the appointment or promotion; regulations concerning the screening shall be prescribed by the Ministry of Education.

Article 15

Universities, independent colleges and junior colleges may appoint assistants to assist in teaching and research.

Assistants shall possess one of the following qualifications:

- I. Graduate from a university or independent college with excellent grades.
- II. Graduate from a three-year junior college, has engaged in research work, specialized professions or functions related to learned subjects for over two years; or graduate from two-year or five-year junior college and has engaged in research work, specialized professions or functions for over three years with excellent grades.

Article 16

Lecturers shall possess one of the following qualifications:

- I. Research in the graduate schools or institutes, hold master's degrees or the equivalent, and have outstanding grades.
- II. Graduate from a university or independent college, has held position as assistant in teaching or

researching for over four years with excellent performance, and has published specialized publications.

- III. Graduate from a university or independent college, has engaged in research work, specialized professions or functions related to the majored subjects for over six years with outstanding performance, and have published specialized publications.

Article 16-1

Assistant professors shall possess one of the following qualifications:

- I. Hold doctoral degrees or the equivalent degree certificates with outstanding performance and have published specialized publications.
- II. Hold Master's degrees or the equivalent degree certificates, have engaged in research work, specialized professions or functions related to the majored subjects for over four years with excellent performance, and have published specialized publications.
- III. Graduate from departments of Medicine, Chinese Medicine, or Dentistry of universities or independent colleges, have practiced clinically for over nine years, during which they acted as doctors in charge in the medical center for four years with excellent performance, and have published specialized publications.
- IV. Have held the position as lecturers for over three years with outstanding performance, and have published specialized publications.

Article 17

Associate professors shall possess one of the following qualifications:

- I. Hold doctoral degrees or the equivalent degree certificates, have engaged in the research work, specialized professions or functions related to the majored subjects for over four years, and have published specialized publications.
- II. Have held the position as assistant professors for over three years with outstanding performance, and have published specialized publications.

Article 18

Professors shall possess one of the following qualifications:

- I. The candidate holds doctoral degrees or the equivalent degree certificates, has engaged in research work, specialized professions, or functions related to the majors for eight or more years with productions or inventions, and has great academic contributions or important specialized publications.
- II. Have held the position as associate professor for over three years with outstanding performance and have published specialized publications.

Article 19

A person who has made an outstanding academic contribution may be appointed as a teacher in a university, independent college, or junior college, provided that this appointment has been approved by at least three quarters of the members present at a meeting of the Council of Academic Review and Evaluation of the Ministry of Education that was attended by at least half of all Council members. And this appointment is not subject to the restrictions stipulated in the previous four articles.

Article 20

The qualifications of principals and teachers of schools in the remote or special areas and qualifications of teachers teaching specialized subjects, technical subjects and special subjects and rare technicians shall be enacted by the Ministry of Education.

For those accepted by the Department of Early Childhood Education of the normal colleges before February 7, 1994 and those accepted by the Extension Division of Department of Early Childhood Education of normal colleges before November 16, 1995 but have not completed the education, when they take the selection exams of elementary school teachers in remote areas, the recognition of education subjects and

credits thereof shall be handled by the teacher training institutions he or she originally attended in accordance with the principle of substantial recognition.

Cases of those individuals who have passed the selection exams of elementary school teachers in remote areas in the academic year 2000 but have not been appointed, if conforming to the provisions of the preceding paragraph, shall be handled in compliance with the preceding paragraph.

Article 21

The appointment of school staff shall be handled in accordance with the provisions of Act Governing the Appointment of Civil Servants or Statute Governing the Appointment of Technicians pursuant to the function classification thereof and be subjected to the appointment confirmation process.

For the incumbent staff incorporated within the school organization, if selected and appointed before the enforcement of the Act, the appointment qualifications thereof shall apply to the provisions of the former related laws and the staff may be transferred among schools.

The incumbent staff incorporated within the school organization, if possessing the statutory appointment qualifications for the civil servants or technicians before the enforcement of the amended Statute, shall be reassigned and the pay rate thereof shall be switched pursuant to the incumbent positions. The regulations governing the reassignment and the switch of pay rate shall be enacted by the Examination Yuan along with the Executive Yuan.

The appointment of the human resources staff and the budgeting, accounting, and statistics staff in schools shall be handled in accordance with the provisions of the respective related laws. The rules governing the promotion exams of public school staff shall be enacted by the Examination Yuan.

Article 22

The appointment qualifications for professionals in social education institutions and researchers in academic research institutions may, in accordance with the function classification thereof, apply *mutatis mutandis* to the respective school's provisions.

The appointment qualifications for the general administrative staff of the institutions specified in the preceding paragraph shall abide by the provisions of the related civil servant laws.

Article 22-1

The qualifications for the full-time athletic coaches of all levels of schools shall be enacted by the central government agencies in charge of physical fitness and sports; the procedures and terms of the appointment shall be enacted by the central government agencies.

Chapter 3 Procedures for the Appointment

Article 23 (deleted)

Article 24 (deleted)

Article 25 (deleted)

Article 26

The appointment of teachers of all levels of school shall be handled in accordance with the principles of fairness, justness and openness. The procedures are as follows:

- I. Teachers of the senior high schools and lower levels may be allocated in accordance with the decrees. Otherwise, the principals thereof may report the publicly selected qualified candidates to the Teachers Review Committee for screening. The teachers shall be appointed after the consent of the Committee.
- II. For the appointment of junior college teachers, the department directors shall report the candidates to the Teachers Review Committee for screening after the departmental meetings and, after the consent of the Committee, the candidates shall be reported to the principals for the appointment.
- III. For the appointment of teachers of each department and graduate school of universities and

independent colleges, schools shall put want ads on the media or academic journals and the chairpersons of the departments or graduate schools shall propose the applicants to the Teachers Review Committees of the department, college and school for the ratification. After the consent of the Committees, the candidates shall be reported to the principals for the appointment.

The regulations concerning the establishment of Teachers Review Committee specified in the preceding paragraph shall be enacted by the Ministry of Education; however, those of the junior colleges and higher levels shall be prescribed in accordance with the regulations governing the school organization.

Article 27

Junior high and elementary school principals shall be selected openly from the qualified candidates, except those who hold current positions in accordance with the decrees. The same shall be applied to high school teachers, except the allocated ones.

Article 28

The school staff shall be appointed by the principals from the qualified candidates and reported to the government agencies in charge of education administration for a later check. However, the appointment of the budgeting, accounting, and statistics staff and the human resources staff shall be handled in accordance with the respective related laws.

Article 29

The professionals in social education institutions and researchers in academic research institutions shall be nominated by the respective chairperson and reported to the government agencies for the ratification and appointment.

Article 30

School teachers shall apply for screening of qualifications after the appointment in accordance with the following procedures:

- I. The screening cases of the junior high and elementary school teachers shall be submitted to the schools they serve and later reported to the county (city) governments so as to forward to the education division of the provincial government for screening.
- II. The screening cases of the senior high school teachers shall be submitted to the schools they serve and later forwarded to the education division of the provincial government for screening.
- III. The screening cases of the public and private high school and elementary school teachers under the jurisdiction of the municipality shall be submitted to the schools they serve and later forwarded to the municipal education bureaus for screening.
- IV. The screening cases of the high school and elementary school teachers subordinate to normal universities, normal colleges and education departments or colleges of universities and public high school teachers shall be submitted to the schools they serve and later forwarded to the provincial education division (city education bureaus) under whose jurisdiction the school belongs for screening.
- V. The screening cases of the teachers of junior colleges and higher levels shall be submitted to the schools they serve and later transferred to the Ministry of Education for screening. The regulations governing the screening of teacher qualifications and registration shall be enacted by the Ministry of Education.

Article 30-1

The screening cases of the incumbent staff who have received certificates of lecturers or assistant professors before the enforcement of the amended Act and have continued teaching without suspension shall be directly submitted for screening in accordance with the former promotion regulations without the constraints of Article 29 of the University Act. The same may be applied to the professionals in social education institutions and researchers of the academic research institutions who have been appointed in accordance with the Act.

Chapter 4 Restrictions on the Appointment

Article 31

A person to whom any one of the following situations pertains may not be employed as an educator; if such a person has already been appointed, the matter shall be reported to the competent education administrative authority, and if it ratifies the decision, the person shall be dismissed or discharged from their post:

- I. Having been convicted of a crime threatening civil security domestically or from abroad, or a warrant having been issued for their arrest for such a crime with the case still pending.
- II. Having been found guilty and convicted or currently subject to an arrest warrant for a case that is still pending for corruption or negligence while employed in civil service.
- III. Having been found guilty and convicted of a breach of Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act.
- IV. Having been dismissed from employment in accordance with the law, or currently still undergoing a period of suspension from employment as a disciplinary measure, or having been suspended from employment because of some incident, with the case not yet resolved.
- V. Having been deprived of civil rights and their rights having not yet been reinstated.
- VI. Having been made subject to a guardianship or assistance order which has not yet been revoked.
- VII. Having been certified by a qualified physician as having a mental disorder and having not yet recovered from it.
- VIII. Having had the Gender Equity Education Committee of the educational institution or another appropriate committee set up in accordance with the law investigate and verify their having committed a sexual assault.
- IX. Having had the Gender Equity Education Committee of the educational institution or another appropriate committee set up in accordance with the law investigate and verify their having committed sexual harassment or sexual bullying of a serious nature.
- X. Upon becoming aware of a suspected sexual assault incident on the campus where the educator is employed, failing to report the matter in accordance with the provisions of the Gender Equity Education Act, thereby leading to a subsequent sexual assault on campus; or forging, altering, destroying, or concealing evidence of any such assault committed by any other person, where any such failure to report or forging, altering, destroying, or concealing of evidence has been investigated and verified by the authorities concerned.
- XI. Forging, altering, or destroying evidence of any other person committing any criminal offense involving narcotics or hazardous drug on campus, where the matter has been investigated and verified by the authorities concerned.
- XII. Inflicting corporal punishment on or bullying one or more students, causing severe physical or mental injury.
- XIII. Having behaved in breach of any law, where the matter has been investigated and verified by the authorities concerned.

With the exception of any case where the circumstances constitute a serious offense and a teacher shall be dealt with in accordance with the provisions of Article 14 of the Teachers Act, if an educator is in the situation stipulated in Subparagraph 13, they shall be dismissed or suspended for a period of between one to four years based on taking into consideration the nature of the offense; during that time that person may not be re-employed as an educator. The decision shall be reported to the competent education administrative authority to ratify.

When the educator referred to in Paragraph 1 is a university or college president or a school principal, the competent education administrative authority shall dismiss the person. When the educator has been involved in the conduct outlined in Subparagraph 8 or 9, the matter shall be investigated by the Committee for Gender Equity Education of the competent authority or by another appropriate committee set up in accordance with the law.

When an educator is charged with a sexual assault, during the course of the investigation or court

proceedings, the competent education administrative authority or the educational institution may make a formal request of the judicial authorities to provide it with information about the case and to be notified of the court's decision, unless doing so would obstruct the secrecy of an investigation, undermine investigation of a separate case, violate statutory duties of confidentiality, or compromise the right of the defendant to defend themselves.

To avoid appointing educators to whom any of the situations specified in Subparagraphs 1 to 12 of Paragraph 1 or in the last part of Paragraph 2 pertain, competent authorities and educational institutions at all levels shall undertake reporting, information collection, and inquiries in accordance with regulations. The regulations governing the reporting, information collection, inquiries, and other matters of obligatory compliance shall be prescribed by the Ministry of Education.

With the exception of any person who has committed a sexual assault; or sexual harassment or sexual bullying which constitutes a severe breach of the law; or who has caused severe physical or mental injury to one or more students as a result of corporal punishment or bullying, any educator who was investigated and verified by the authorities concerned to have impaired their professional dignity and status as an educator by behaving improperly and was therefore dismissed or did not have their appointment renewed before the Amendment to the Act of Governing the Appointment of Educators took effect on January 3, 2014, may be re-employed as an educator after at least four years from the date of effect of their dismissal or the non-renewal of their contract.

Article 32

All levels of school principals may not appoint their spouses, blood relatives within the third degree of relationship, or relatives by affinity as the schools' staff; neither shall they appoint the teachers with kinship to serve concurrently the administrative positions. But those who have held the positions before the principal's succession, if taking charge of fiscal positions, shall be adjusted from their incumbent positions or work; if the positions they hold are fixed-termed, they may continue working until the completion of the term.

Article 33

Those who fail to work due to chronic illness or have served civil service but fail to hand over the duties thereof may not be appointed as educators. Those who reach the retirement age may not be appointed as full-time educators.

Article 34

Full-time educators may not work part-time outside of the schools or hold concurrent jobs except there shall be provisions of other laws.

Article 34-1

Unless specified otherwise in the laws, full-time educators shall have their position retained without pay for taking care of their newborns, parents, advanced studies, temporary transfer, or others as long as application is approved by the school, institution, or designated education authority.

Reasons, approval process, duration, frequency, reinstatement, and other requirements concerning the application for retention of position without pay as mentioned in the preceding paragraph are to be established by the Ministry of Education.

Article 35

The provisions in Article 32 shall apply *mutatis mutandis* to the head of social education institutions and academic research institutions.

Chapter 5 The Term of Office

Article 36

Principals of schools at all levels work by terms. The regulations concerning the terms shall be enacted by the Ministry of Education.

When the principals who have held a Teacher's Certificate have served their terms, they shall be exempt from deliberations by the Teacher Evaluation Committee for resuming the position of teacher according to the following:

- I. Presidents of junior colleges and above shall resume their teaching positions at the original institutions.
- II. Principals of senior high schools and lower-level schools shall follow respective laws/regulations governing the schools.

Article 37

The first and second term of teachers of junior colleges and higher levels shall be one year, but the later renewed terms shall be two years.

The first term of high school teachers shall be one year, but the later renewed terms shall be two years.

Article 38

Schools may not dismiss teachers whose terms of appointment are still within the validity on the condition that the teachers thereof have not violated the contract of appointment or have not been approved dismissed by the government agencies in charge of education administration due to any serious incidents.

Teachers may not resign when the term of appointment thereof is still within validity unless due to legitimate reasons.

Article 39 (deleted)

Chapter 6 Miscellaneous

Article 40

The table of job rankings of school principals, teachers and athletic coaches shall be formulated by the Ministry of Education; the official levels, position levels and function levels of school staff shall apply to the provisions of the Act Governing the Appointment of Civil Servants.

The former salary list adopted by the staff appointed before the enforcement of the Act shall be adjusted in accordance with the equivalent levels of functions.

Article 41

The appointment qualifications and reviewing procedures for private school principals and teachers shall apply mutatis mutandis to the provisions of the Statute. Principals of academies of religious studies shall be university graduates with at least 10 years of experience in teaching religious studies and no less than six years of serving as a director at a religious institution.

Article 41-1

The qualifications, selection, appointment and transfer of the nursery teachers teaching military training or nursing courses in senior high schools and higher levels shall be enacted by the central government agencies.

Article 42

The enforcement rules of the Act shall be enacted by the Ministry of Education.

Article 43

The Act shall come into force as of the day of promulgation.

The articles of this act amended on the 23rd of October, 2009 took effect on the 23rd of November, 2009.

B. Enforcement Rules of Act Governing the Appointment of Educators

Amended on December 28, 2015

Article 1

The Enforcement Rules are enacted in accordance with Article 42 of the Act of Governing the Appointment of Educators (hereinafter referred to as the Act).

Article 2

The term "all levels of schools" mentioned in the Act refers to the universities, independent colleges, junior colleges, senior high schools, vocational schools, junior high schools, elementary schools, all levels of cram schools and all levels of special education schools.

Article 3

The term "senior high schools" mentioned in the Act refers to senior high schools and vocational schools; the term "high schools" refer to senior high schools, vocational schools and junior high schools; the term "high and elementary schools" refer to senior high schools, vocational schools, junior high schools and elementary schools.

The levels of cram schools and special education schools shall be classified in accordance with the provisions of the respective related laws.

Article 4

The term "professionals of social education institutions" mentioned in the Act refers to the personnel staff with listed titles of positions and the job rankings marked as appointed in the organization laws of the social education institutions established in accordance with Articles 4 and 5 of the original Social Education Act and Articles 8, Paragraph 1 and 3 of the Lifelong Learning Act. However, the administrative staff is not included.

The job rankings of the professionals mentioned in the preceding paragraph shall be enacted in accordance with the provisions of the Table of Job Rankings of the Professionals of Social Education Institutions and Teachers of all Levels of Schools. (See Appendix 1)

The selection, appointment and screening of the professionals of social education institutions shall abide by the provisions made by the Ministry of Education.

Article 5

The term "researchers of academic research institutions" mentioned in the Act refers to the staff with listed title of positions and their job rankings marked as appointed in the organization laws of academic research institutions subordinate to all levels of government agencies in charge of education administration. However, the administrative staff is not included.

For the job rankings of the researchers mentioned in the preceding paragraph, the researchers shall be equivalent to professors, the associate researchers shall be equivalent to associate professors, the assistant researchers shall be equivalent to assistant professors, and the research assistants shall be equivalent to lecturers.

The selection, appointment and screening of the researchers of academic research institutions shall abide by the provisions made by the Ministry of Education.

Article 6

The incumbent assistant researchers, research assistants and other professionals of equivalent levels of the social education institutions and academic research institutions appointed before the enforcement of the Act amended on March 21, 1997 shall apply for the promotion in accordance with the former job rankings if not having acquired the qualifications prescribed in the Act amended on March 21, 1997.

Article 7

(deleted)

Article 8

(deleted)

Article 9

(deleted)

Article 10

The "national arts senior high schools" referred to in Article 6 Paragraph 3 of the Act shall be designated by the Ministry of Education.

Article 11

In this Act the seniority of teachers in educational institution at all levels in principle refers to the seniority of full-time teachers; the seniority of part-time teachers shall be calculated as fifty percent of that of a full-time teacher.

A university or tertiary college may use the same seniority considerations it uses for its full-time teachers when reviewing the teacher qualifications of full-time medical professionals working at a hospital affiliated with its college of medicine who are also working concurrently as teachers of clinical subjects in its college of medicine, if the Ministry of Education has reviewed and given approval to: its handling of their appointment; the standards and procedures used for their promotion assessment; their course-loads; and teacher performance evaluation of their clinical studies teaching work in the same way as it does for full-time teachers; to this having been incorporated into its institutional rules; and to these clinical subjects teachers not being remunerated for any part-time teaching.

Apart from the medical professionals referred to in the previous paragraph, when the teacher qualifications of teachers of clinical subjects in the college of medicine at a university or tertiary college that collaborates with a hospital legally accredited as a medical center at which they work as full-time medical professionals are being reviewed, the collaborating university or tertiary college may use the same seniority considerations it uses for its full-time teachers, if the criteria set out in the provisions of the following items are met and if these matters have been reviewed and given approval by the Ministry of Education:

- I. The collaborating university or college handles their appointment; the standards and procedures used for their promotion assessment; their course-loads; and their teacher performance evaluation in the same way as it does for its full-time teachers; and this has been incorporated into its institutional rules;
- II. The medical professional is not remunerated for any part-time teaching; and
- III. In any one year, the maximum number of reviews of the medical professionals concurrently working there that the collaborating university or tertiary college submits does not exceed ten percent of the total number of full-time teachers at the college of medicine in the previous academic year.

Article 12

The specialized professions mentioned in the Act refer to the specialized or technical professions whose practicing certificates are bestowed in accordance with provisions of the examination laws and occupation laws and whose natures meet the aspired positions; the specialized positions mentioned in the Act refer to the specialized or technical positions of the government agencies, schools or public or private organizations whose natures and levels are equivalent to those of the taught subjects and the majored subjects.

Article 13

The "experience in a supervisory position in a school, government agency, or other state-owned or private enterprise or institution" referred to in Articles 8 and 10 of the Act refers to meeting one of the following criteria:

- I. Having held a supervisory position of a unit at the first administrative level or higher in an educational institution of at least junior college level, as stipulated in the rules and regulations governing that educational institution's organization.
- II. Having been in a supervisory position at the Academia Sinica of a unit at the first administrative level or higher as stipulated in the rules and regulations governing Academia Sinica's organization.

- III. Having been in a supervisory position at the recommended appointment rank of grade 9 or above or its equivalent at a government agency or state-owned enterprise or institution.
- IV. Having been in a supervisory position at a privately run enterprise or institution that meets one of the following criteria:
 - (I) Being registered with the competent authority and having paid-in capital of NTD 80 million or more, and the supervisory position being of a unit at the first administrative level or above.
 - (II) Being a hospital that is registered with the competent authority and that meets the Establishment Guidelines for General Hospitals prescribed by the competent health authority, and the supervisory position held being at the first administrative level or above.

Article 14

The term "specialize in education" mentioned in Article 11 of the Act refers to having graduated from universities or colleges and completed the required education courses.

Article 15

The "graduates of normal junior colleges" referred to in Article 12, Subparagraph 1 of the Act does not include graduates of early childhood teacher education programs.

Article 15-1

The 'have graduated from a graduate school, university, independent academy, or junior college' referred to in Articles 12, 13, 15, 16, and 16-1 of the Act refers to graduating from a public or a registered private graduate school, university, independent academy, or junior college, or any such institution overseas, or in the Mainland area, Hong Kong, or Macau meeting the requirements for recognition by the Ministry of Education.

Article 16

The term "graduate from each department of the normal universities, normal colleges, education colleges, universities or independent colleges" mentioned in Article 13 of the Act refers to the persons who teach the subjects the same as or similar to the majors thereof, or the persons who teach subjects other than the majors thereof but the same to the required specialized subjects of those departments.

Article 17

The persons who have met the screening qualifications of lecturers of the universities, independent colleges and junior college before the enforcement of the Act and still hold the positions may apply for screening of the qualifications in accordance with Article 30 of the Act.

Article 18

The equivalent degrees of the doctoral and master's degrees mentioned in Articles 16, 16-1, 17 and 18 of the Act shall be recognized by the Ministry of Education in accordance with the admission levels, study periods and academic achievements.

Article 19

All levels of schools shall refer to the qualified screening levels or verified subjects when appointing teachers.

The teachers of senior high schools and lower levels, when appointed for the first time, shall present the eligible teacher certificates unless there are provisions of other laws.

The teachers of junior colleges and higher levels, when appointed for the first time, shall apply for screening of the qualifications thereof within three months after taking the positions. If failing to submit the screening cases before the due time, the teachers shall not be employed after the term is completed unless the matters are unattributable to the teachers. If failing to pass the screening, the teachers shall be revoked the employment thereof at once.

Article 20

If teachers plan to reject further employment offers after the term is completed, they shall send a written

notice to the schools they serve one month before the completion of the employment. If planning to resign during the term of the employment, the teachers may be able to leave the jobs after the consent of the schools.

Article 21

The term "school staff" mentioned in the Act refers to the full-time staff who handles the schools' administration and ordinary technical jobs incorporated into the organization of all levels of school.

However, teaching, research and rare technicians shall be excluded.

The regulations governing the selection and appointment of the rare technicians in the preceding paragraph shall be enacted by the Ministry of Education.

Article 22

The term "provisions of the former related laws" mentioned in Paragraph 2 of Article 21 of the Act refers to the provisions governing appointment, promotion and organizational regulations ratified or enacted by the government agencies in charge of education administration and schools before the enforcement of the Act promulgated on May 3, 1985.

Article 23

The incumbent staff of all levels of schools selected and appointed before the enforcement of the Act, if possessing one of the following qualifications, shall be qualified the appointment in accordance with the law:

- I. Pass any of the exams for the civil servants held in accordance with the examination laws.
- II. Have been confirmed the appointment in accordance with any of the appointment laws for the civil servants.
- III. Have registered for eligibility and acquired the certificates granted by the Ministry of Civil Service.

For staff and rare technicians who do not possess the qualifications as stated in the preceding paragraph, the Civil Servant Performance Rating Measures Act as well as its related provisions may apply mutatis mutandis to their performance evaluation.

Article 24

The qualifications and procedures for the selection and appointment of teachers of all levels of cram schools and special schools shall apply mutatis mutandis to the provisions of the Act, which regulate the principals and school teachers of the equivalent levels and categories.

Article 24-1

The 'religious body or organization' referred to in Article 41 of the Act refers to one in one of the following categories:

- I. A religious foundation or incorporated charitable association established with the approval of the Ministry of the Interior, or of a special municipality, county, or city government, and which has been registered with the court as a legal entity.
- II. An organization, or institution, or a legal entity or institution established through donations, which is affiliated with the legal entity referred to in the preceding subparagraph.
- III. A registered or approved temple

The 'supervisory position' referred to in Article 41 of the Act refers to one of the following staff positions at a religious body or organization in one of the categories listed in the preceding paragraph:

- I. Person in charge.
- II. A supervisory position at the first administrative level as written into its set of regulations or within its internal organizational structure.
- III. Any other staff position which the Ministry of Education deems to be a supervisory position.

Article 25

The military training instructors and nursing teachers of the senior high schools and higher levels shall be selected and appointed in accordance with the related provisions of the Ministry of Education and the Ministry of National Defense.

Article 26

The selection and appointment of the researchers of all levels of marine schools or marine staff of the ships for the practical training shall be enacted by the Ministry of Education and the related government agencies.

Article 27

The Enforcement Rules shall come into force as the day of promulgation.

C. Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education

Amended on Wednesday, May 25, 2016

Chapter 1 Requisites for Submission of Qualifications

Article 1 This Guidelines are stipulated in accordance with the provisions of Article 14, Paragraph 4 specified in the Act of Governing the Appointment of Educators (hereinafter referred to as the "Act") and the provisions of Article 10 specified in the Teachers' Act.

Article 2 Where any of the following conditions applies, a teacher may apply for qualifications screening.

- I. The applicant is appointed and actually teaching in the school. But, if a school is approved and its students of the first academic year have not yet enrolled, the applicant who has been appointed by the school and actually reported for duty may apply for screening in advance.
- II. The applicant is a part-time teacher, has a letter of appointment, and has an official teaching load of one semester credit hour. An in-person instructing teacher who is working part-time has an official teaching load of two semester credit hours at a national and/or special municipal open university, specialized subject department affiliated to an open university, open college, or open junior college.
- III. A teacher receiving his/her school's approval for leave with pay or without pay is returning to the school to teach voluntarily and his/her teaching load is in conformity to the semester credit hour(s) specified in the preceding Subparagraph.

In an application specified in the preceding Paragraph, the teacher should conduct the application through the school he/she is serving full time and may be approved by a Teacher Evaluation Committee at the school level (hereinafter referred to as the "TEC") of the original school for deployment on assignment to another school. If he/her does not work for full time at any schools, then he/she may conduct the application through the school he/she is working part-time.

A teacher who is undertaking full-time advanced studies, researches, or lecturing abroad should not submit the application for screening if he/she did not give lessons in the semester when he/she applies for screening to the lowest-level TEC of the school.

Article 3 The determination of seniority accrued and calculations of a teacher's teaching jobs specified in the provisions from Article 16 to Article 18 of the Guidelines is as follows:

- I. If a teacher has accrued seniority for a certain employment grade, the seniority of the teacher should be counted starting from the date specified in his/her Teacher's Certificate of the employment grade. But, if the starting date for counting seniority specified in the teacher's rank certification is later than that of Teacher's Certificate, the teacher's seniority should be counted starting from the date specified in the teacher's rank certification.
- II. When a full-time teacher applies for promotion, the teacher's seniority during the period of undertaking full-time advanced studies, researches, or scholarly exchange should be counted for a maximum of one year. When a teacher is approved for deployment on assignment and has returned to the original school to teach voluntarily during the period of the deployment on assignment, the teacher's seniority during the period should be counted for a maximum of two years.

If a teacher whose condition is specified in the Subparagraph 1 of the preceding Paragraph and his/her seniority for a full-time teacher at a foreign school may be duly taken into account in the calculations of seniority when submitting for qualifications screening, the foreign school should meet one of the following requirements:

- I. The school should be one of the school listed in the Reference List of Foreign Universities (hereinafter referred to as the "Reference List") published by the Ministry of Education (hereinafter referred to as the "Ministry"). If the school is not listed in the Reference List,

it should be approved by the Ministry.

- II. The school should be one of the school listed in the Approved List of Mainland, Hong Kong, and Macao Universities (hereinafter referred to as the "Approved List").

The seniority of research works, professional jobs or positions specified in the provisions from Article 16 to Article 18 of the Guidelines should be calculated starting from the date specified in the official Service Certificate issued by the agency (institution) of service, while the school should determine the teacher's eligibility in accordance with relevant provisions prescribed in the Enforcement Rules of the Guidelines.

Article 4 The incumbent civil servants who have obtained the Teaching Assistant Certificate or Lecturer Certificate issued by the Ministry before the amendments to the Guidelines having taken effect on March 21, 1997, and have continued to teach without being interrupted may apply for qualifications screening for teaching at higher employment grade in accordance with the provisions before the amendments to the original guidelines for promotions having taken effect. But the procedure of screening should still follow the provisions of the Guidelines.

Article 5 The teaching continuity prescribed in the preceding Article should comply with one of the provisions specified in the following Subparagraphs:

- I. Full-time teachers: The teachers should have an actual official teaching load for each semester. But, if a teacher receiving the school's approval for leave with pay or without pay; therefore, he/she is not actually teaching, the teacher is not subject to the conditions.
- II. Part-time teachers: The teachers should continue to obtain a letter of appointment each semester, and has an official teaching load of at least one semester credit hour for each semester.
- III. In-person instructing teachers who are working part-time at a national and/or special municipal open university, specialized subject department affiliated to an open university, open college, or open junior college, should have an official teaching load of at least two semester credit hours for each semester.
- IV. Full-time teaching assistants: The assistants should obtain a letter of appointment each academic year and should assist in teaching and research.

Chapter 2 Submission of Relevant Documents

Article 6 Applicants who apply for the qualifications screening for Lecturer according to the provisions of Article 16 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 16, Subparagraph 1 of the Guidelines: Master's or the equivalent degree certificate and transcripts.
- II. Applicants who apply for the qualifications screening according to the provisions of Article 16, Subparagraph 2 or Subparagraph 3 of the Guidelines: Bachelor's degree certificate, relevant seniority of service, transcripts, and academic works.

Article 7 Applicants who apply for the qualifications screening for Lecturer according to the provisions of Article 30-1 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 16, Subparagraph 1 of the Guidelines before the amendments to the Guidelines having taken effect on March 21, 1997: Master's or the equivalent degree certificate, Teaching Assistant Certificate, relevant seniority of service, and transcripts.
- II. Applicants who apply for the qualifications screening according to the provisions of Article 16, Subparagraph 2 of the Guidelines before the amendments to the Guidelines having taken effect on March 21, 1997: Bachelor's degree certificate, Teaching Assistant

Certificate, relevant seniority of service, transcripts, and academic works.

Article 8 Applicants who apply for the qualifications screening for Assistant Professor according to the provisions of Article 16-1 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 16-1, Subparagraph 1 of the Guidelines: Doctoral or the equivalent degree certificate, transcripts, and academic works.
- II. Applicants who apply for the qualifications screening according to the provisions of Article 16-1, Subparagraph 2 of the Guidelines: Master's or the equivalent degree certificate, relevant seniority of service, transcripts, and academic works.
- III. Applicants who apply for the qualifications screening according to the provisions of Article 16-1, Subparagraph 3 of the Guidelines: Bachelor's degree certificate, relevant seniority of service, transcripts, and academic works.
- IV. Applicants who apply for the qualifications screening according to the provisions of Article 16-1, Subparagraph 4 of the Guidelines: Lecturer's Certificate, relevant seniority of service, transcripts, and academic works.

Article 9 Applicants who apply for the qualifications screening for Associate Professor according to the provisions of Article 17 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 17, Subparagraph 1 of the Guidelines: Doctoral or the equivalent degree certificate, relevant seniority of service, and academic works.
- II. Applicants who apply for the qualifications screening according to the provisions of Article 17, Subparagraph 2 of the Guidelines: Assistant Professor Certificate, relevant seniority of service, transcripts, and academic works.

Article 10 Applicants who apply for the qualifications screening for Associate Professor according to the provisions of Article 30-1 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 17, Subparagraph 1 of the Guidelines before the amendments to the Guidelines having taken effect on March 21, 1997: Doctoral or the equivalent degree certificate, Teaching Assistant Certificate, relevant seniority of service, and academic works.
- II. Applicants who apply for the qualifications screening according to the provisions of Article 17, Subparagraph 2 of the Guidelines before the amendments to the Guidelines having taken effect on March 21, 1997: Master's degree certificate, Teaching Assistant Certificate, relevant seniority of service, transcripts, and academic works.
- III. Applicants who apply for the qualifications screening according to the provisions of Article 17, Subparagraph 3 of the Guidelines before the amendments to the Guidelines having taken effect on March 21, 1997: Lecturer Certificate, relevant seniority of service, transcripts, and academic works.

Article 11 Applicants who apply for the qualifications screening for Professor according to the provisions of Article 18 of the Guidelines should fill out a Teacher Qualification Resume and hand in the following documents:

- I. Applicants who apply for the qualifications screening according to the provisions of Article 18, Subparagraph 1 of the Guidelines: Doctoral or the equivalent degree certificate, relevant seniority of service, proofs of creative works and/or invention that have important academic contributions, or important academic works.
- II. Applicants who apply for the qualifications screening according to the provisions of

Article 18, Subparagraph 2 of the Guidelines: Associate Professor Certificate, relevant seniority of service, transcripts, and important academic works.

Article 12 The superior academic performance specified in the provisions from Article 16 to Article 18 of the Guidelines, in addition to transcripts, may also be replaced or supplemented by other personal relevant supporting documentation about academic, professional achievements or materials.

Chapter 3 Category of Submission

Article 13 A teacher may apply for qualifications screening by submitting, according to his/her areas of expertise, academic works, creative works, proofs of merit, technical reports, etc., specified in the provisions of Article 14, Paragraph 2, and Paragraph 3 of the Guidelines to demonstrate his/her research or research and development achievements in contributions to theories or practices (including teaching) in a specialized field.

Article 14 A teacher may submit his/her academic works for qualifications screening if the teacher's research achievements have specific contributions to any academic fields.

Article 15 Teachers in the discipline of applied science and technology may submit technical reports for qualifications screening, if the teacher has specific research and development achievements and the achievements have contributed to innovation, improvement, or extended applications in theories and practices of a specific technology. The screening scope and benchmarks are listed in Attachment 1.

Article 16 A teacher may submit technical reports for qualifications screening, if the teacher's specific research and development achievements have contributed to innovation, improvement, or extended applications in any academic programs, teaching materials, teaching methods, teaching aids, applications of scientific and technological media, and assessment tools, while the achievements can effectively enhance students' learning effectiveness, or have important contributions to promotion on- and off-campus. The screening scope and benchmarks are listed in Attachment 2.

Article 17 A teacher in the discipline of arts may submit creative works and proofs of merit, supplemented by creative work or performance reports, for qualifications screening, if the teacher has produced and continued to produce unique works, and has important and specific contributions in an academic field. The disciplines in this category range from fine art, music, dance, folk art, theater, film, design, to other branches of art study. The screening scope and benchmarks are listed in Attachment 3.

Article 18 If a teacher in the discipline of physical education him/herself or any athletes coached by the teacher participated in important domestic and international sports tournaments and obtained any positions in a ranking of names, the teacher may submit proofs of merit, supplemented by reports of competition practices, for qualifications screening. The screening scope and benchmarks are listed in Attachment 4.

Article 19 If an applicant submits an academic degree for qualifications screening in accordance with the provisions of Article 6, Subparagraph 1, Article 7, Subparagraph 1, Article 8, Subparagraph 1, and Article 10, Subparagraph 1 of the Guidelines, the applicant may substitute graduate thesis, creative works, performances, or written reports (hereinafter referred to as "the Thesis") for academic works to apply for qualification screening.

Article 20 If a teacher has academically outstanding achievements and apply for qualification screening pursuant to Article 19 of the Guidelines, his/her school should follow the provisions of the Guidelines to forward the teacher's academic works to extra-institution scholars and experts specialized in the field for examination, and upon the initial approval by the school, forward the academic works together with supporting documents on the teacher's outstanding contribution to the academic to the Ministry for final approval by the Ministry.

Chapter 4 Submission of Academic Works and Backgrounds

Article 21 The academic works, creative works, proofs of merit, and technical reports specified in the

provisions of Article 14, Paragraph 2 and Paragraph 3 of the Guidelines should meet the following requirements:

- I. Applicant's works for qualifications screening should be original, and should not be just a compiled product of rearranging, adding to or deleting from, compiling, and editing other persons' works or other non-research results.
- II. If the works are written in a language other than in Chinese, the applicant should attach an abstract written in Chinese to each work for qualification screening. If the works are written in a foreign language other than in English, the abstracts may be written in English instead. If no eligible reviewers who are proficient in the foreign language available in the country, the school may require a complete translation of the works into either Chinese or English.
- III. Applicant should select up to five works, one of them to be the representative work, and the rest for supporting purpose. If the works belong to a series of relevant research, the works may be merged into one representative work. If a representative work has been submit for qualifications screening before, the work should not be a representative work again in an application for promotion.
- IV. The works were published after the applicant qualified for his/her last rank. After the applicant's seniority of full-time teacher accrued when teaching abroad has been taken into account, the applicant's academic works, creative works, proofs of merit, or technical reports that submitted for qualifications screening may be merged and taken into account.

The academic works specified in the provision of the preceding Paragraph should comply with one of the provisions specified in the following Subparagraphs:

- I. Monographs published, or to be published in the future certified by the publishing agency.
- II. Journal articles published in domestic and foreign scholarly journals or trade journals, or e-journals that have official peer-review procedure and may make public and use of, or promised to be published at set dates certified by the publishers of the relevant journals.
- III. Publications published in conferences that have official peer-review procedure and services of bundling academic papers and publishing proceedings in the form of book, CD, or online.

An applicant who submits works, proofs of merit, or technical reports for qualifications screening should publish his/her academic works pursuant to the provisions of the Guidelines. Contents of academic works that involve confidential information, application for a patent, or information that may not be unlawfully disclosed, upon being determined by the school, should not be published or not be published within a certain period.

Article 22 The representative work specified in the provisions of the preceding Article, Paragraph 1, Subparagraph 3 of the Guidelines should meet the following requirements:

- I. The nature of the representative work should be relevant to the subjects taught by the applicant.
- II. The representative work should be not part of the Thesis. If the Thesis has not been submitted for qualification screening before, or the representative work is part of continued research of the Thesis, upon the applicant's explanation on his/her own initiative and professional review that indicates the work has a considerable degree of innovation, the representative work is not subject to the conditions.

If the works do not meet any one of the requirements specified in the provisions of the Subparagraphs of the preceding Paragraph of the Guidelines, the applicant's qualifications should not be passed in the screening.

Article 23 If a representative work specified in the provisions of Article 21, Paragraph 1, Subparagraph 3 of the Guidelines is a co-authored work by multiple persons, only one person may submit the work for qualifications screening. The other persons should abandon the right to submit the

academic works, creative works, proofs of merit, or technical reports as representative works for qualifications screening. The applicant should specify in writing in what part of the work he/she has participated and should obtain the other co-author's signature certificates. But the above does not apply to one of the following circumstances:

- I. The applicant is an academician of the Academia Sinica, who is exempt from submitting co-author's signature certificate.
- II. If the applicant is the first author or the corresponding author, he/she is exempt from submitting co-author's signature certificate for foreign non-first authorship or non-corresponding authorship.

If a co-author specified in the provisions of the preceding Paragraph for some reason cannot provide his/her co-author's signature certificate, the applicant should specify in writing his/her part of participation and the reason(s) for being not able to obtain the signature certificate. Upon approval by the school's TEC, the applicant is exempt from providing the signature attachment.

Article 24 If the representative work is similar in name and contents to a representative work that has been submitted for qualifications screening before, the applicant should provide comparisons of differences and similarities of the two representative works. The same should apply, if there is any changes in name and contents.

Article 25 If the applicant submits a journal article that is certified to be published at a set date in a domestic or foreign scholarly journal or a trade journal as stated in Article 21, Paragraph 2, Subparagraph 2 for qualifications screening, the applicant's representative work should be published within one year starting from the date the journal issued its acceptant certificate, and the applicant should hand the academic work to the school for checking and filing within two month after the work was published. If the work failed to publish within one year for reasons not attributable to the applicant, the applicant should provide explanations and the certified date of publication and apply to the school for an extension before the expiration date. Upon approval by the school' TEC, the extension takes effect. The extended time is subject to the limit of three year starting from the date that the journal issued its acceptant certificate.

The works specified in the provisions of the preceding Paragraph should not be submitted for next qualification screening.

If a representative author who failed to publish his/her works within prescribed period and to hand in the publication, the school should reject his/her application and report to the Ministry. If the teacher's qualifications is still under the Ministry's screening, the Ministry should reject the application. If the teacher's qualifications have been certified and the teacher has been issued a Teacher's Certificate, the Ministry should abolish the teacher's qualifications and should recover or cancel his/her Teacher's Certificate of the relevant rank.

Article 26 If an applicant submits foreign academic degree or diploma for qualifications screening, the recognition of admission requirements, school of graduation, academic program, duration of study, and non-recognition situations of the applicant's degree or diploma is mutatis mutandis subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Accreditation of Schools in Mainland China, the Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao, or the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Junior Colleges (hereinafter collectively referred to the Recognition Regulations). But if the applicant has accomplished more than two-thirds of duration limits specified in the Recognition Regulations during his/her duration of study, and his/her thesis, academic works, creative works, proofs of merit, or technical reports, have been approved by the school's preliminary screening and the Ministry's final screening, the above conditions should not apply.

If a school is one of the Self-screening Schools (including partially authorized Self-screening Schools), the school should be responsible for the final screening specified in the provisions of

the preceding Paragraph.

Article 27 Foreign academic degrees or diplomas should be recognized by the school after being verified (by examination and recognition) by the school in accordance with the Recognition Regulations. However, for foreign schools, Hong Kong or Macao schools, because their names and relevant academic standards have been announced by the Ministry, their degrees and diplomas can be authenticated instead of being verified (examination and recognition).

If the names and attributes of the foreign schools' educational system, degrees, or diplomas are different from those of our country, except that the provisions of the preceding Article apply, *mutatis mutandis*, the Ministry should announce the principles of recognition of the schools.

If the school has any doubtful points about the recognition of an applicant's foreign degree or diploma, the school should consult with our embassies, representative offices (hereinafter referred to as the Overseas Missions), or relevant agencies to verify in accordance with the provisions specified in the Recognition Regulations, and after this, forward the case to the TEC at school level for final recognition.

If any foreign schools, degrees and diplomas that have not been listed in the announcement by the Ministry according to the provisions specified in the Paragraph 1 and 2, the school should address the issues with a letter to the Overseas Missions or the relevant agencies for verification, and after this, forward the case to the Ministry for determination. If necessary, the Ministry may conduct a screening and recognition of the Thesis, academic works, creative works, proofs of merit, and technical reports.

Article 28 If a provisional degree certificate officially issued by the home school is submitted for qualifications screening, upon verification by the school applying for qualifications screening, the applying school may submit the provisional degree certificate for qualifications screening according to the time, recorded in writing, the obtained degree being actually recognized. But after obtaining formal degree certificate, the applicant should submit it to the school for checking, making a photocopy, and filing it within one month. If the date of graduation recorded in the degree certificate is different from that of provisional degree certificate, the date recorded in formal degree certificate prevails.

If an applicant who failed to submit the degree certificate in accordance with the provision specified in the preceding Paragraph, the school should reject his/her application and report to the Ministry. If the teacher's qualifications is still under the Ministry's screening, the Ministry should reject the application. If the teacher's qualifications have been certified and the teacher has been issued a Teacher's Certificate, the Ministry should abolish the teacher's qualifications and should recover or cancel his/her Teacher's Certificate of the relevant rank.

Chapter 5 Screening Procedure

Article 29 A school should conduct a preliminary qualification screening, and the Ministry handles the final qualifications screening. If the school is a Self-screening School (including one of partially authorized Self-screening Schools), the Ministry authorizes the school to conduct the final qualifications screening.

Article 30 A school should draw up a teacher's goal of professional development, the multiple systems for teachers' promotion, and incorporate the systems into the school's relevant rules and regulations.

A school should be aimed at introducing the regulations of the teaching, research, services and coaching, stipulating definite assessment, review procedures, decision-making, dealing with doubtful points, mechanisms for appealing and remedy, etc., of its preliminary qualification screening operation and incorporating the systems into the school's rules and regulations and announce them.

A school should take into account both the quality and quantity of academic works, creative works, proofs of merit, and technical reports submitted for qualifications screening; establish extra-institution screening procedures that meet the standards of professional assessment; decision-making procedures for selecting extra-institution reviewers; principle of avoiding;

screening approaches; and assessment benchmarks, and then based on these, select and engage extra-institution scholars and experts in the fields of expertise as reviewers. Unless the TEC can propose specific, well-founded academic explanations that can shake the credibility and accuracy of the extra-institution reviewers' professional review of research achievement, the TEC should respect the reviewers' judgment, and should not depend solely on majority vote.

Article 31 The Guidelines provide for the Ministry's operation for final qualifications screening as follows:

- I. For a degree or diploma submitted for qualifications screening, an applicant's documentary proofs of academic and professional qualifications are handled pursuant to the Act, the Guidelines, and other relevant provisions. If recognition of a degree has any doubtful points, or the qualifications screening conducted by the school failed to materialize, the Ministry may re-determine the qualifications screening. If necessary, the Ministry may conduct again the qualifications screening of academic works, creative works, proofs or merit, and technical reports.
- II. For academic works submitted for qualifications screening, after identifying the works' classification of academic disciplines, the Ministry engages scholars and experts recommended by advisers in the field to conduct qualifications screening.
- III. For creative works, proofs of merit, or technical reports submitted for qualifications screening, after identifying the works' classification of fields or disciplines, the Ministry engages teachers who have practical experience or experts who are experienced practitioners and have teacher's qualifications, recommended by advisers who have practical experience in the field, to carry out qualifications screening.

The Ministry may entrust extra-institution screening of academic works, creative works, proofs of merit, or technical reports to a school, professional academic institutions or bodies (hereinafter referred to as the "Entrusted Screening Institution") that has a sound checking system.

Article 32 When the Ministry conducts the final qualifications screening, the Ministry is responsible for announcing screening items and benchmarks of academic works, creative works, proofs of merit, or technical reports.

Article 33 For cases where an applicant submits academic works, creative works, proofs of merit, or technical reports for qualification screening, the Ministry is responsible for assigning three reviewers, including scholars and experts, to carry out the qualifications screening. A reviewer with lower level academic attainments should be not eligible to conduct qualification screening of an applicant with higher level attainments.

Article 34 When the Ministry conducts the qualifications screening, the passing score for an applicant's qualifications screening of academic works, creative works, proofs of merit, or technical reports is 70; a score lower than 70 indicates the applicant failed the screening.

If an applicant's school takes the scores of teaching, services, and coaching into account, the applicant's bottom-line score for being passed is calculated by converting the passing score 70 specified in the provision of the preceding Paragraph and the scores and ratios of teaching, services, and coaching reported by the school. After conversion, however, if the bottom line score for being passed is lower than 65, then 65 becomes a new passing score.

The conversion of bottom line score for passing specified in the provisions of the preceding Paragraph is determined as follows: Set the highest score of overall assessment to 100. Teaching, services, and coaching constitute within 20% to 30% of the score of overall assessment, depending on the school's regulations. A school may take the differences among full-time teacher, part-time teacher, and new recruit in to consideration and specify the conditions in the school's regulations.

Article 35 When the Ministry conducts the final qualifications screening, the screening result of submissions of academic works, creative works, proofs of merit, or technical reports is a success if two reviewers gave passing grades.

An applicant's academic works, creative works, proofs of merit, or technical reports, after qualifications screening or being finalized, were found having doubtful points, the Ministry assigns additional, up to three, scholars and experts to conduct screening, and after this, the Ministry combines both results and finalizes the qualifications screening.

Article 36 For a teacher's qualifications screening, the Ministry should finalize the screening within four months starting from the date that the relevant documentation has been received, and in case of summer and winter holidays, the procedure may be deferred. However, if the case is complex, a suspected case of plagiarism, or difficult to carry it out, the duration of screening may be extended and the applicant should be notified.

When conducting final qualifications screening, in case of need for additional documentation or explanations, the school should deliver the documentation and provide explanation within one month starting from the date that the Ministry's notice was received. If the additional documentation or explanations were not received before the deadline, or the provisions specified in Articles 14-18, 20, or 21 were not complied with, the case is inadmissible, and its originals will be returned. But due to special circumstances, the Ministry has approved an extension, and therefore, this is not subject to the conditions.

Before final qualification screening procedure is complete by the Ministry, the applicant should not reapply for qualifications screening of the same rank.

Article 37 After qualification screening is completed, the Ministry should reply in writing to the school of the screening results, and the school should notify in writing the applicant of the screening results within 14 days starting from the date of receiving the letter.

Article 38 After final qualifications screening is completed, the Ministry should select an appropriate location to make public and hold in safekeeping the applicant's reviewed academic works, creative works, proofs of merit, or technical reports. After final qualifications screening is completed by a school authorized by the Ministry to conduct self-screening and there are no conditions of the proviso specified in Article 21, Paragraph 3 being applied, the school should make public and hold in safekeeping the works in the school library.

Article 39 The school's and the Ministry's screening processes, reviewers, and assessments and views, and other relevant materials should be kept confidential in order to maintain the impartiality of the screening. However, the following circumstances are not subject to the conditions:

- I. The review processes and assessments and views may be provided to the appeal handling agency and other remedial agencies.
- II. The assessments and views of an unsatisfactory case may be provided to the applicant.

If an applicant him/herself, or making a canvass through others, has lobbied illegally, resorted to enticing and threatening, or interfered in any way with any reviewers or screening procedures to a serious extent, the procedures of the applicant's qualifications screening should be stopped immediately and the applicant notified. And within two years from the date of notice, the applicant's application for qualifications screening should be inadmissible.

Article 40 The Ministry may authorize a school to conduct final self-screening for part or all of a teacher's qualifications. The Ministry is responsible for announcing the authorization basis, scope, operational guidelines, and seniority determination of a Teacher's Certificate of the self-screening.

A self-screening school may make its own regulations for following items, to which the Guideline are not applicable:

- I. Article 15 and 16 about the screening benchmarks for technical reports.
- II. Article 17 about creative works and proofs of merit, except for Attachment 3, including screening scope, type, documentation, and screening benchmarks.
- III. Article 21, Paragraph 1, Subparagraph 3 about the number of works to be submitted, and Paragraph 2 about publication of academic works.

- IV. For full-time professors have been with foreign universities, or universities in Hong Kong and Macao, which comply with the provisions specified in the Recognition Regulations, and meet the following qualifications, another procedure for screening qualifications of teachers and academic works should be formulated. Their qualifications are as follows:
- (I) A Nobel laureate or an equivalent.
 - (II) An academician of a national research institution.
 - (III) A fellow of an important international learned society.
 - (IV) An outstanding achiever in an academic or professional field with qualifications equivalent to those of people specified in the preceding three Items.

A Self-screening School (including one of partially authorized Self-screening Schools) may formulate its own more stringent screening procedures and benchmarks.

Article 41 A teacher should receive a Teacher's Certificate of the same rank that he/she is applying for after a successful teacher's qualifications screening.

The Ministry is responsible for finalizing the format of the Teacher's Certificate.

Article 42 The starting date for the seniority of a Teacher's Certificate is determined as follows:

- I. A newly appointed teacher should report to the Ministry and apply for final qualifications screening within three months after being legally employed in accordance with the law. If the screening is successful, his/her seniority starts to accrue from the date registered in letter of appointment.
- II. A promoted teacher should report to the Ministry and apply for final qualifications screening within three months after a new semester commenced. If the screening is successful, his/her seniority starts to accrue from the beginning date of the semester.
- III. For a teacher failed to report to the Ministry by the deadline specified in the provisions of the preceding two Subparagraph, and his/her screening is successful, the seniority starts to accrue from the date when he/she reported to and applied for qualifications screening to the Ministry. But due to special circumstances, or newly recruited teachers with foreign degree or diploma failed to complete the verification within three months of date of hire in accordance with Article 27 and Article 28, the school should report to the Ministry and apply for an extension to complete the qualifications screening, and upon validated by the Ministry, his/her seniority may start to accrue in accordance with the provisions specified in the two preceding Subparagraphs.
- IV. If a teacher, who has been with a Self-screening School (including one of partially authorized Self-screening Schools), applying for promotion, has reported to the Ministry during current semester of an academic year, his/her seniority starts to accrue from the beginning date of the semester. But for a teacher, who has been with a Self-screening School (including one of partially authorized Self-screening Schools), his/her promotion was approved by the TEC at the lowest level later than the beginning date of the semester and was reported to the Ministry during the semester, the seniority of the Teacher's Certificate starts to accrue from the date the promotion was approved by the TEC at the lowest level.

A teacher applying for promotion, who failed qualifications screening, but appealed for remedy, and became successful after re-screening, his/her seniority may be determined in accordance with the provisions of the preceding Paragraph Subparagraph 2 and 4.

Chapter 6 Miscellaneous

Article 43 During the period the Ministry is dealing with a qualifications screening case, if the applicant was reported or found involved in one of the following circumstances, upon deliberation and being determined by the Ministry, the qualification screening should not be passed. From the date the decision was made, depending on the durations specified in the provisions of various Subparagraphs, his/her application for teacher's qualifications screening should be inadmissible; if the inadmissible period is longer than five years, the Ministry should notify the case to various

universities and colleges by sending a carbon copy of the case.

- I. False information found in Teacher Qualification Resume or co-author's signature certificate; not truthfully included the co-author(s) in the representative works or no co-author's certificates being handed in; inappropriate citation; repeat publication unauthorized materials; no indication of contents that included published results; or other violations of academic ethics: One up to five years.
- II. Plagiarisms, forgeries, altered works, or fraud in the writings, creative works, performances, and technical reports are found: Five up to seven years.
- III. Educational and professional background certificates, proofs of merit, proofs of publishing academic works at set dates, and co-author certificates are proved to be forged or altered, or the applicant have used illegal or improper means to influence the paper's review: Seven up to ten years.

The Ministry is responsible for prescribing the screening operation and assessment benchmarks specified in the provisions of the preceding Subparagraphs.

If a teacher's qualifications, after completing screening, have been reported an offense or found involving in one of the conditions specified in various provisions of the subparagraphs under Paragraph 1 and have been determined after going through deliberation, the case should be handled according to the following manner:

- I. For Teacher's Certificate issued after qualifications screening, the teacher's qualifications from this rank up should be revoked and the Teacher's Certificate should be recovered, and the teacher's application for qualifications screening should be inadmissible during the period specified in the provisions of Paragraph 1.
- II. For unsatisfactory cases of teacher's qualifications screening, the teacher's application for qualifications screening should be inadmissible during the period specified in the provisions of Paragraph 1.

Before the school reported to the Ministry for final qualifications screening, or after the Ministry had finalized the qualifications screening, if an applicant has been reported an offense or found involving in one of the conditions specified in various provisions of the subparagraphs under Paragraph 1, the school should report to the Ministry the conditions that have been determined and recommend the punishments for deliberation.

If an applicant, who has been with a Self-screening School (including one of partially authorized Self-screening Schools), during submitting application for qualifications screening, or after the qualifications screening was finalized, has been reported an offense or found involving in one of the conditions specified in various provisions of the subparagraphs under Paragraph 1, the case should, *mutatis mutandis*, be handled pursuant to the provisions specified in Paragraph 1 to 3, and the teacher's application for qualifications screening should be inadmissible during the period specified in the provisions of Paragraph 1. If the case is determined after going through deliberation, the school should report to the Ministry the deliberation procedures and the results of punishment for future reference.

If an applicant has been reported an offense or found involving in one of the conditions specified in various provisions of Paragraph 1 Subparagraphs, the applicant should not apply for withdrawing from the qualification screening, and still follow the procedures.

Article 44 The Ministry, after deciding that the teacher's application for qualifications screening should be inadmissible, should inform the school to handle the case in accordance with the Guidelines, Teachers' Act, and other relevant regulations.

Article 45 After a teacher filed complaints to appeal handling agency, or other remedial agencies, asking for handling the case in accordance with relevant laws and regulations, if the school still refused to deal with the case, the same appeal handling agency that received the teacher's complaints, or the remedy agency, has decided that the school is illegal again, a higher level TEC may re-investigate the case. If the TEC at school level failed to follow relevant laws and regulations to

handle the case, the Ministry should order the school to improve within a time limit. If the school failed to make improvement, the Ministry may deal with the school pursuant to Article 46, Paragraph 2, and the school should formulate other legitimate treatment mechanism and incorporating it into school rules and regulations and announce the mechanism.

For a school teacher, if the same case has been filed complaints by the same teacher, or a remedy agency has decided illegal, more than twice, the teacher may apply to the Ministry for an Entrusted Screening. After determining that it is necessary, the Ministry may appoint an Entrusted Screening Institution to conduct the qualifications screening of academic works, creative works, proofs of merit, or technical reports to replace the school's extra-institution screening procedures.

Article 46 The Ministry may regularly assess a school's performance in managing teacher's qualifications screening.

If a school failed to carry out qualifications screening according to the relevant provisions, or failed to make improvement within a time limit specified in the provisions of Paragraph 1 under the preceding Article, these events should be incorporated into school assessment as the bases for the deduction of reward (subsidy) and for holding relevant personnel responsible.

If a Self-screening School (including one of partially authorized Self-screening Schools) has occurred the conditions specified in the provisions of the preceding Paragraph, and failed to make improvement within a time limit, the Ministry may revoke part of or all of the authorization of self-screening teacher's qualifications and announce the decision.

Article 47 Where a teacher has passed teacher's qualifications screening by his/her school' TEC at the lowest level before the effective implementation of the amendments of the Guidelines on February 1, 2017, the provisions before the amendments should be applicable.

Article 48 This Guidelines should take effect on February 1, 2017.

Attachment 1 Submitting Technical Report for Teacher's Qualifications Screening: Scope and Benchmarks

Scope	Relevant Regulations
<p>I. Achievements related to patents, technology transfer or innovation.</p> <p>II. Case studies related to professional and management research, prizes won at national or international skill competitions, achievements of contributing both unique insights and overall understanding through analysis and organization.</p> <p>III. Special contribution to R&D results in industry-academy cooperation, technology application, and derivative gains or project improvement.</p>	<p>Achievements in submitting for screening should meet the following requirements:</p> <p>I. R&D achievements submitted should meet the requirement that the works should be published or issued after obtaining teacher's qualifications of the last rank specified in the provisions of Article 21, Paragraph 1, Subparagraph 4.</p> <p>II. An applicant submitting more than two types of R&D achievements for qualifications screening should select voluntarily a representative achievement and reference achievements. If the works belong to a series of relevant research, the works may be merged into one representative work.</p> <p>III. If the representative achievement is a collaboration among multiple persons, only one person may submit the work for review; At the time of the submission of such work for review, the persons other than the applicant shall waive their rights to submit the same work as their representative achievement for review. The applicant shall explain his/her participation in the work in writing and the co-authors shall sign and stamp the document as proof.</p> <p>IV. If the research results involving confidential information, the applicant may provide explanations for the confidential part and request that the screening procedures and the reviewers keep the information confidential.</p> <p>V. The achievements submitted should be accompanied by an overall technical report that should include the following major items:</p> <p>(I) Research and development concepts.</p> <p>(II) Theoretical foundations.</p> <p>(III) Subject matters.</p> <p>(IV) Method and techniques.</p> <p>(V) Outcomes and contributions.</p> <p>VI. If the technical report submitted for qualifications screening was approved, and no conditions that the works may not be published, or should not be published within a certain period specified in the proviso in Article 21, Paragraph 3 being applied, the school should make public the technical report on the school's websites and in the school library, or publish in relevant publications at home and abroad.</p>

Attachment 2 Submitting Research on Educational Practices as a Technical Report for Teacher's Qualifications Screening: Scope and Benchmarks

Scope	Relevant Regulations
<p>Teachers who conduct research on teaching practices with content on the environments and subjects of teaching in various stages of education and with the outcome demonstrating concrete R&D results in the innovation, improvement or derivative application of courses, materials, pedagogy, teaching aids, utilization of technology and media or evaluation tools as well as concrete contribution in enhancing the students' learning outcome or in the internal and external promotion may submit the technical reports for review.</p>	<p>Achievements in submitting for screening should meet the following requirements:</p> <ol style="list-style-type: none"> I. Achievements of research on educational practices submitted should meet the requirement that the works should be published or issued after obtaining teacher's qualifications of the last rank specified in the provisions of Article 21, Paragraph 1, Subparagraph 4. II. An applicant submitting more than two types of achievements of research on educational practices for qualifications screening should select voluntarily a representative achievement and reference achievements. If the works belong to a series of relevant research, the works may be merged into one representative work. III. If the representative achievement is a collaboration among multiple persons, only one person may submit the work for review; At the time of the submission of such work for review, the persons other than the applicant shall waive their rights to submit the same work as their representative achievement for review. The applicant shall explain his/her participation in the work in writing and the co-authors shall sign and stamp the document as proof. IV. The achievements of research on educational practices submitted should be accompanied by an overall technical report that should include the following major items: <ol style="list-style-type: none"> (I) Teaching, curriculum, or design concept. (II) Theoretical foundation. (III) Subject matters, methods, and techniques. (IV) R&D results and learning outcomes. (V) Innovation and contributions. V. If the technical report submitted for qualifications screening was approved, and no conditions that the works may not be published or not be published within a certain period specified in the proviso in Article 21, Paragraph 3 being applied, the school should make public the technical report on the school's websites and in the school library, or publish in relevant publications at home and abroad.

Attachment 3 Submitting Creative Works and Proofs of Merit for Teacher's Qualifications Screening: Scope and Benchmarks

Scope	Category and Required Documentation
Fine Art	<p>I. Having held solo exhibitions twice or more after the applicant qualified for his/her last rank, and the works on display should not be repeated.</p> <p>II. Among the aforementioned exhibitions, one exhibition held should be designed for teacher qualifications screening (The works should present in a systematic, creative thoughts and have a specific research subject). The applicant should notify the school one month before the exhibition. The number of works for solo exhibitions, depending on different categories, should be not less than those specified in the following provisions:</p> <p>(I) Print works: (such as paintings, prints, photography, composite media works, etc.), more than twenty works; size and materials not limited.</p> <p>(II) Three-dimensional works: (such as sculpture, composite media works, etc.) more than ten works; size and materials not limited.</p> <p>(III) Integrated works: (such as installation art, digital art, multimedia art, action art, etc.) five or more works; size, form, and materials not limited.</p> <p>III. The materials submitted should include albums or DVDs of the solo exhibitions; exhibition information used in public and private art institutions and exhibition institutions; proofs of collection or proofs of winning. In addition, the applicant should provide relevant treatises covering the system of thoughts of systematic creation.</p>
Music	<p>I. Creative works:</p> <p>(I) Submit documentation of three or more of the following representative works:</p> <ol style="list-style-type: none"> 1. Orchestral works (symphonies, symphonic poems, concertos, etc.), or cantata (or oratorio) or operas or similar works. 2. Chamber music (an ensemble of four or more performers). 3. Choral or duet. Solo instrument piece or solo vocal piece. 4. Works in other categories. <p>(II) The total performing time for works submitted depends on different ranks: Lecturer may perform no less than 60 minutes; Assistant Professor, no less than 70 minutes; Associate Professor, no less than 80 minutes, Professor, no less than 90 minutes, and at least include one piece (part) for each aforementioned first and second types of musical composition.</p> <p>(III) Materials submitted should include musical scores, proofs of public performances, and performance CD.</p> <p>II. Playing (singing) and conducting:</p> <p>(I) Submit at least different repertoires and materials about representative public performances of concerts. Including solo (singing), accompaniment, concerto, chamber music, string and woodwind music, cantata (oratorio) conducting; or primary role of playing (singing), director of operas, and other major roles in concerts.</p> <p>(II) Playing (singing) for review (including traditional music), include at least three solo playing (singing) concerts; and every performing time should be no less than 60 minutes.</p> <p>(III) Concert materials submitted should include contents of the concerts, proofs of</p>

	public performances, live disc of entire performances, as well as a creative report for interpretation in writing of performing a piece of musical composition.
Dance	<p>I. Creative works:</p> <p>(I) Submit materials about at least three different and representative works (the works should include dancing works that have one to four dancers and works of group dance involving more than five dancers).</p>
	<p>(II) The total performing time for aforementioned dance works submitted depends on different ranks and should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 120 minutes. 2. Associate professor: 100 minutes. 3. Assistant professor: 80 minutes. 4. Instructor: 80 minutes. <p>(III) The materials submitted should include proofs of performing, live disc of entire performance (video of panoramic freeze frame), working tapes, and descriptions of creative processes, forms and contents of each work of dance.</p> <p>II. Performing:</p> <p>(I) Submit materials about at least three different and representative programs of solo or major dancers' performances.</p> <p>(II) The total performing time for the portion of the dancer's aforementioned participation submitted depends on different ranks and should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 80 minutes. 2. Associate professor: 80 minutes. 3. Assistant professor: 100 minutes. 4. Instructor: 100 minutes. <p>(III) The materials submitted should include performance program contents, proofs of performing, and live discs of entire performances.</p>
Folk Art	<p>I. Playwright:</p> <p>(I) Submit proofs of performing original scripts (including program sheets), and live discs, accompanied by complete scripts.</p> <p>(II) The total performing time for aforementioned works submitted should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes. 2. Associate professor: 80 minutes. 3. Assistant professor: 70 minutes. 4. Instructor: 60 minutes. <p>II. Director:</p> <p>(I) Submit proofs of performance of this category's performing art that the director has engaged (including program sheets and live discs), accompanied by complete director's editions.</p> <p>(II) The total performing time for aforementioned works submitted should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes. 2. Associate professor: 80 minutes.

	<p>3. Assistant professor: 70 minutes.</p> <p>4. Instructor: 60 minutes.</p> <p>III. Composer/Compiler:</p> <p>(I) Submit proofs of performing of different and representative scores for at least one play (including program sheets), and live discs, accompanied by complete scripts and scores.</p> <p>(II) The total performing time for aforementioned musical works submitted should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes. 2. Associate professor: 80 minutes. 3. Assistant professor: 70 minutes. 4. Instructor: 60 minutes.
	<p>IV. Actor/Actress:</p> <p>(一) Submit proofs of lead performing for at least three public folk art performances or singing-telling art (including program sheets), and live discs, accompanied by complete scripts or scores.</p> <p>(二) The total performing time for the actor/actress' portion of aforementioned participation submitted should be no less than those specified in the following provisions:</p> <ol style="list-style-type: none"> 1. Professor: 90 minutes. 2. Associate professor: 80 minutes. 3. Assistant professor: 70 minutes. 4. Instructor: 60 minutes.
Theater	<p>I. Script writing: Submit at least three published plays, or original scripts that have been performed, and for the latter, should be accompanied by proofs of performing (including program sheets), live discs, and complete scripts.</p> <p>II. Directing: Submit proofs of performing for at least two performed theatrical plays (including program sheets), live discs, and complete scripts.</p> <p>III. Acting: Submit proofs of lead performing for at least three performed theatrical plays (including program sheets), live discs, and complete scripts.</p> <p>IV. Theatrical Design: (including stage, lighting, costumes, makeup, technician, and music, among other items): Submit at least three original design or professional technical design, along with proofs of performance (including the Program sheets), live discs, and complete scripts.</p> <p>V. The total performing time for each play of theatrical works submitted should be no less than 80 minutes.</p>
Film	<p>I. Feature-length film: (length of film 70 minutes or more)</p> <p>(I) The categories for screening and materials for submitting are classified under following items:</p> <ol style="list-style-type: none"> 1. Screenplay Writing: A copy of the film that the applicant wrote the screenplay, along with the film's original screenplay. 2. Directing: A copy of the film that the applicant directed, along with the film's shooting scripts and storyboards. 3. Production: A copy of the film, in which the applicant worked as producer, along with the film's complete production plan. 4. Camera: A copy of the film, in which the applicant worked as a film photographer, along with the film's lighting and camera, and other design

	<p>plans.</p> <ol style="list-style-type: none"> 5. Recording and Sound Effects: A copy of the film, in which the applicant worked as recording engineer, or sound engineer. 6. Editing: A copy of the film, in which the applicant worked as an editor. 7. Art design: A copy of the film, in which the applicant worked as a designer, along with the designs and the like. 8. Acting: A copy of the film, in which the applicant worked as actor/actress, along with the reports of character analysis and script analysis. <p>(II) The performing time for the works submitted should meet the following requirements:</p> <ol style="list-style-type: none"> 1. Submitting films for qualifications screening: Within a time frame of five years, the total time of feature-length films and short films should be no less than 80 minutes. 2. Submitting screenplays for qualifications screening: Within a time frame of five years, the total number of screenplays wrote should be no less than 3 pieces and each piece should be no less than 80 minutes in length of film. <p>II. Shot Film: (less than 70 minutes in length)</p> <p>(I) Submitting films for qualifications screening: The applicant should be the creator of the short films, who has produced at least 6 film within five years.</p> <p>(II) The explanatory information submitted should include copies of films produced or works in digital video form.</p>
Designing	<ol style="list-style-type: none"> I. Environmental Space Design (including architectural design, urban design, interior design, landscape design, etc.): Submit 3 or more different and representative designs that the applicant has produced and participated in open competitions, or the applicant's works for specific research topics, in addition to relevant instructions, photos of real objects, multimedia, or models. II. Product Design (including product design or process design, etc.): Submit 5 or more different and representative designs that have already in productions, designs produced and participated in open competitions, or the applicant's works for specific research topics, in addition to relevant instructions, photos of real objects, multimedia, or models. III. Visual Communication Design (including graphic design, three-dimensional design, or packaging design, etc.): Submit 15 or more different and representative designs that have already in productions, designs produced and participated in open competitions, or the applicant's works for specific research topics, in addition to relevant instructions, photos of real objects, multimedia, or models. IV. Multimedia Design (including web design, computer animation, or digital games, etc.): Submit 5 or more different and representative designs, designs produced and participated in open competitions, or the applicant's works for specific research topics, in addition to relevant instructions, photos of real objects, multimedia, or models. V. Stylish Design (including apparel design, textile design, fashion design, etc.): Submit 10 or more different and representative designs that have already in productions, designs produced and participated in open competitions, or the applicant's works for specific research topics, in addition to relevant instructions, photos of real objects, multimedia, or models.
Note	<p>Works in each category submitted should meet the following requirements:</p> <ol style="list-style-type: none"> I. Works submitted should meet the requirement that the works should be

	<p>published or issued after obtaining teacher's qualifications of the last rank specified in the provisions of Article 21, Paragraph 1, Subparagraph 4.</p> <p>II. If the works are products by multiple persons, only one person may submit the work for qualifications screening, and the other persons should abandon the right to submit the work as representative works for qualifications screening. The applicant should specify in writing in what part of the work he/she has participated, and the other partners signed the statement as a proof.</p> <p>III. Works submitted for qualifications screening should be accompanied by reports of the creation of complete works or performances. Upon approval, the applicant should publish or perform the creative works. The contents should include the following major items:</p> <p>(I) The ideas of creation or performances.</p> <p>(II) Theoretical foundations.</p> <p>(III) Contents and Forms</p> <p>(IV) Methods and Techniques (may include the creative processes).</p> <p>IV. If works submitted failed to be qualified, the applicant should add more than one-half of the new works to apply for next qualifications screening.</p> <p>V. For submitting for screening for Professor's qualifications, the applicant should provide concrete research outcomes of academic theory.</p> <p>VI. The works and relevant materials submitted, in addition to the original works, should include, in three copies each, the documentation. The supplementary materials submitted should include albums or DVDs of the solo exhibitions; exhibition information used in public and private art institutions and exhibition institutions; proofs of collection or of winning; relevant proofs of practical applications, manufacturing units, or intellectual property rights. In addition, the applicant should provide relevant treatises covering the system of thoughts of systematic creation.</p> <p>VII. For multimedia design, the applicant should submit the copy of the original works (videos, computer programs, computer files, etc., that can be replayed), full illustrations (necessary descriptions include the content of the work, installation, operation, etc.), decoders, plug-ins, etc., required for replay.</p> <p>VIII. If the works or proofs of merit submitted for qualifications screening was approved, and no conditions that the works may not be published, or should not be published within a certain period specified in the proviso in Article 21, Paragraph 3 being applied, the school should make public the technical report on the school's websites and in the school library, or publish in relevant publications at home and abroad.</p>
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Attachment 4 Submitting Proofs of Merit in Physical Education for Teacher's Qualifications Screening: Scope and Benchmarks

Scope	Relevant Regulations
<p>If a teacher in the discipline of physical education him/herself or any athletes coached by the teacher participated in important domestic and international sports tournaments and obtained any positions in a ranking of names, the teacher may submit proofs of merit in physical education for qualifications screening.</p> <p>The coverage of important domestic and international sports tournaments mentioned in the preceding Paragraph are listed in Attachment 4-1.</p> <p>The proofs of merit in physical education specified in the Paragraph 1, i.e., proofs of merit in sports, refers to proofs of the ranking of names issued by the organizers of the tournaments. The benchmarks for the rankings are listed in Attachment 4-2.</p>	<p>I. For submitting proofs of merit in physical education, the applicant should meet the following requirements:</p> <p>(I) Should submit proofs of merit in physical education in five copies each, and the time of the athletes' rankings of names being recorded in the proof of international tournaments should meet the provisions specified in Article 21, Paragraph 1, Subparagraph 4 that the rankings should be obtained after obtaining teacher's qualifications of the last rank.</p> <p>(II) Should supplement reports of competition practices in three copies each, and the contents should be consistent with the provisions of the second point. For submitting more than two proofs of merit in physical education, the applicant should determine by him/herself a representative achievement and reference achievements. If the achievements belong to a series of relevant achievements, the achievements may be merged into one representative achievement, and other related achievements or works may serve as reference achievements.</p> <p>(III) For submitting proofs of merit of any athletes coached by the teacher, the applicant should submit the Coach Certificates issued by the organizers of the tournaments.</p> <p>(IV) If the applicant has won other rewards, he/she may submit the proofs of merit together with the relevant proofs of the rewards.</p> <p>(V) If the representative achievement is accomplished by more than two persons, only one person may submit the achievement for qualifications screening, and when submitting for screening, the other persons should abandon the right to submit the proof of merit in physical education as representative works for qualifications screening. The applicant should specify in writing in what part of the achievement he/she has participated, and the other partners signed the statement as a proof.</p> <p>(VI) When submitting proofs of merit in physical education for screening the qualifications of the last rank, the applicant should include all documentation submitted of the teacher's qualifications of the last rank.</p> <p>(VII) If the teacher's qualifications screening failed, but the teacher's proofs of achievements meet the provisions specified in the preceding six Paragraphs, the teacher may resubmit the same proofs of achievements supplemented with reports of competition practices that have been corrected more than 1/2 of the contents and previous failed reports of competition practices, in three copies each, for qualifications screening.</p>

	<p>II. The report of competition practices specified in the preceding point Subparagraph 2 refers to the theories and practices that are the research outcomes conducted by the teacher him/herself or any athletes coached by the teacher in sport training. The contents of the reports should include the following major items:</p> <ul style="list-style-type: none">(I) Case descriptions.(II) Theoretical foundations.(III) Personal training plans (including taking part in competitions) or the training plans the teacher designed for coaching athletes (including taking part in competitions).(IV) The processes and outcomes of the personal training plans (including taking part in competitions) or the training plans the teacher designed for coaching athletes (including taking part in competitions). <p>III. If the reports of competition practices submitted for qualifications screening was approved, and no conditions that the works may not be published, or should not be published within a certain period specified in the proviso in Article 21, Paragraph 3 being applied, the school should make public the report of competition practices on the school's websites and in the school library, or publish in relevant publications at home and abroad.</p>
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Attachment 4-1: Important Domestic and International Sports Tournaments	
Full Name of the Tournament	English Name of the Tournament
奧林匹克運動會	(Summer/Winter) Olympic Games
亞洲運動會	Asian Games
奧運正式競賽項目之世界正式錦標賽	World Championships
非奧運之亞運正式競賽項目之世界正式錦標賽	World Championships
世界運動會	The World Games
世界大學運動會	(Summer/Winter) Universiade
亞運正式競賽項目之亞洲正式錦標賽	Asian Championships
東亞運動會	East Asian Games
世界青年正式錦標賽	World Junior Championships
非亞運正式競賽項目之亞洲正式錦標賽	Asian Championships
國際學校運動會	World School Games
帕拉林匹克運動會	Paralympic
達福林林匹克運動會	Deaflympic Games
冬季帕拉林匹克運動會	Paralympic Winter Games
冬季達福林匹克運動會	Deaflympic Winter Games
世界盲人運動會	IBSA World Games
國際輪椅暨截肢者運動會	IWAS World Wheelchair and Amputee Games
國際腦性麻痺者運動會	CP-ISRA World Games
國際智障者運動會	INAS-FID World Championships
世界輪椅桌球錦標賽	IWAS Wheelchair Table Tennis Championships
世界輪椅射箭錦標賽	IWAS Wheelchair Archery Championships
世界盃射擊錦標賽	IPC World Shooting Championships
世界盃輪椅籃球錦標賽	International Wheelchair Basketball Federation(IWBF)Championships
世界盃脊椎損傷者田徑錦標賽	International Paralympic Committee (IPC)World Athletics Championships
世界盃脊椎損傷者健力錦標賽	IPC World Powerlifting Championships
國際智障者世界盃游泳錦標賽	INAS-FID World Swimming Championships
遠南運動會	Far East and South Pacific Games for the Disabled (FESPIC Games)
亞太聾人運動會	Asia Pacific Games for the Deaf
遠南身心障礙桌球錦標賽	FESPIC Table Tennis Championships
世界大學正式錦標賽	World University Championship (FISU)
全國運動會	The National Games

全國大專校院運動會(應辦運動種類)	National Intercollegiate Athletic Games (types of sports tournaments to be held)
教育部核定辦理之大專校院運動聯賽最優級組	The best groups of university and college sports associations approved by the Ministry of Education

Attachment 4-2 Proofs of Merit of Important Domestic and International Sports Tournaments: Benchmarks

Games Category				Benchmarks					
Tournament Names and Ranks		The Disabled Tournament Names and Ranks		Grade	Score Ratio				
(I) Winners placing first to fourth in the Olympic Games.	(II) Winners placing first in the Asian Games. (III) Winners placing 1st to 3rd in the Olympic official competition programs, which has more than 200 member states and is an official world championship held every four years. (IV) Winner placing 1st in an official world championships of the Olympic official competition programs.	Winner placing 1st or 2nd in the Paralympic Games.		A	100				
(I) Winners placing 5th to 8th in the Olympic Games.		Winner placing 3rd in the Paralympic Games. Winner placing 1st or 2nd in the Deaflympics.				B	90		
(II) Winners placing 2nd or 3rd in the Asian Games.		The World Games	Held every four years, having more than 40 member states.					Winter Paralympic Games.	Winner placing 1st.
(III) Winner placing 2nd or 3rd in an official world championships of the Olympic official competition programs.								Winter Deaflympics	
(IV) Winner placing 1st in the official programs of The Asian Championships, which is a non-Olympic official world championship.	IBSA World Games								
	World Wheelchair Games								
	World Amputee Games								
	CPIRSA World Games								
	INAS-FID World Championships								
(I) Winner placing 1st or 2nd in The World Games.	(II) Winner placing 1st or 2nd in (Summer/Winter) Universiade. (III) Winner placing 1st in the East Asian Games. (IV) Winner placing 2nd or 3rd in the official world programs of The Asian Championships, which is a non-Olympic official world championships. (V) Winner placing 1st or 2nd in an official world programs, which is a non-Olympic official world championships and non-Asian Championships.	Winner placing 4th in the Paralympic Games. Winner placing 3rd in the Deaflympics.		C	80				
(II) Winner placing 1st or 2nd in (Summer/Winter) Universiade.		The World Games	Held every four years, having more than 40 member states.			Winter Paralympic Games.	Winner placing 2nd or 3rd.		
(III) Winner placing 1st in the East Asian Games.						Winter Deaflympics			
(IV) Winner placing 2nd or 3rd in the official world programs of The Asian Championships, which is a non-Olympic official world championships.						IBSA World Games			
(V) Winner placing 1st or 2nd in an official world programs, which is a non-Olympic official world championships and non-Asian Championships.						World Wheelchair Games			
						World Amputee Games			
	CPIRSA World Games								
	INAS-FID World Championships								
(VI) Winner placing 1st or 2nd in the	The World	Held every two	World Table Tennis Championships	Winner placing					

<p>official programs of The Asian Championships.</p> <p>(VII) Winner placing 1st in an official Asian championships, which is not an official program of the Asian Championships.</p> <p>(VIII) Winner placing 1st in the World Junior Championships.</p>	Games	or four years, having more than 30 member states.	World Archery Championships	1st or 2nd.		
			ISSF World Shooting Championships			
			World Wheelchair Basketball Championship			
			IAAF World Championships in Athletics			
			World Open Powerlifting Championships			
			FINA World Championships			
	Winner placing 1st or 2nd in the Far East and South Pacific Games for the Disabled (FESPIC Games)					
<p>(I) Winner placing 3rd in The World Games</p> <p>(II) Winner placing 3rd in the (Summer/Winter) Universiade</p> <p>(III) Winner placing in 1st in the World School Games</p> <p>(IV) Winner placing 2nd in the East Asian Games</p> <p>(V) Winner placing 3rd in an official world programs, which is a non-Olympic official world championships and non-Asian Championships.</p> <p>(VI) Winner placing 2nd in an official world programs, which is a non-Asian Championships.</p> <p>(VII) Winner placing 2nd in the World Junior Championships.</p>	Winner placing 5th or 6th in the Paralympic Games.		Winner placing 4th or 5th.	D	70	
	Winner placing 4th or 5th in the Deaflympics.					
	The World Games	Held every four years, having more than 40 member states.	Winter Paralympic Games.			Winner placing 4th or 5th.
			Winter Deaflympics			
			IBSA World Games			
			World Wheelchair Games			
			World Amputee Games			
			CPISRA World Games			
			INAS-FID World Championships			
	The World Games	Held every two or four years, having more than 30 member states.	World Table Tennis Championships			Winner placing 3rd or 4th.
			World Archery Championships			
			ISSF World Shooting Championships			
			World Wheelchair Basketball Championship			
			IAAF World Championships in Athletics			
World Open Powerlifting Championships						
FINA World Championships						

		Winner placing 3rd in the FESPIC Games				
		Games in Asia Pacific	Held every two or four years, having more than 20 member states.	The Asia Pacific Deaf Games		
(I)	Winners placing 1st to 3rd in World University Championship (FISU)	None.			E	60
(II)	Winner placing in 1st in the National Games					
(III)	Winner placing 1st in the National Intercollegiate Athletic Games (Required Categories)					
(IV)	Winner placing 1st in the Ministry authorized intercollegiate athletic associations: The Best Groups					
<p>Description:</p> <p>I. The grades in, the tournament names of, and the ranks in the important international tournaments refer to the grades of Guoguang Sports Medals specified in Article 4 in the Guidelines for Awarding Guoguang Sports Medals and Scholarships, which was amended and issued on September 17, 2015.</p> <p>II. The names and ranks of the disabled international tournaments were formulated in accordance with Article 3 and Article 5 of the Guidelines for Awarding the Disabled Athletes of High Achievements and Meritorious Coaches.</p> <p>III. The official competition items of the Olympic Games and the Asian Games have been limited to the official competition items approved by the preparatory units of the last games of the Olympic Games and the Asian Games.</p> <p>IV. The competition items of Grade E are limited to the applicants who have been coached by teachers and participated in the sporting events and won rankings of names at the events.</p>						

D. Operating Instructions for Submissions for Teacher Qualifications Review at Institutions of Higher Education

Amended in Order No. Tai-Xue-Shen-Zi No. 1010239197B dated December 24, 2012

- I. The Ministry of Education (hereinafter referred to as the MOE) stipulates the Instructions to conduct the qualifications review of teachers at institutions of higher education.
- II. The documents to be submitted for the review:
 - (I) Submission of degree certificate: Those who apply for instructor and assistant professor qualifications review based on Article 16, Paragraph 1 and Article 16-1, Paragraph 1 or the Act Governing the Appointment of Educators shall submit the following documents:
 1. Copies of degree certificates or equivalent degree certificate.
 2. Teacher Qualification Resume.
 3. Degree theses and other documents of proof of the applicant's academic and professional performance.
 4. Those who submit foreign academic credentials for review shall also submit the following documents:
 - (1) Copies of degree certificates and academic transcripts of foreign schools authenticated by Taiwanese embassies, consulates, representative offices, offices or other institutions authorized by the Ministry of Foreign Affairs.
 - (2) A list of oversea studies.
 - (3) Personal entry and exit records (if uniformly handled by the school, a personal consent form shall be attached to allow the school to verify with the Ministry of the Interior National Immigration Agency Republic of China).
 - (4) Schools may request other relevant documents (such as school profile, calendar, etc.) when conducting verification of foreign academic credentials.
 5. The original copies of degree certificates, equivalent degree certificates and academic transcripts shall be submitted along with the copies to the Personnel Office. After verification, the copies shall be stamped "identical to the original."
 - (II) Submission of works, creative works, proofs of merit or technical reports for review: The following documents shall be submitted for reviews stipulated in the provisions of Article 16, Paragraphs 2 and 3, Article 16-1, Paragraphs 2 to 4, Article 17 and Article 18 of the Act Governing the Appointment of Educators:
 1. Teacher Qualification Resume (consisting of Type A and Type B, Type A: 2 copies, Type B: 3 copies), a total of 5 copies; For submission of artistic works for review, a total of 6 copies of resumes (consisting of Type A and Type B, Type A: 2 copies, Type B: 4 copies).
 2. Works, proof of merit or technical reports submitted for review shall be in triplicate; artistic works shall be in quadruplicate; in addition, a representative work and supporting works shall be decided.
 3. Documents containing personal information (such as the Teacher Qualification Resume, personal academic credential documents, etc.) shall be bound into separate volumes alongside the submitted work, proofs of merit, technical report, or artwork.
 4. If the representative work is a co-authorship of two persons or more, a co-authorship certificate shall also be submitted in triplicate; Proofs of publishing academic works at set dates shall be submitted for the submitted academic works to be published at set dates in domestic or international academic or professional publications.
 5. If the representative work for the current submission for review is similar in content to the representative work for the previous submission, a comparison between the two shall be submitted.

6. For submissions for review stipulated in Article 16, Paragraphs 2 and 3, Article 16-1, Paragraphs 2 and 3, Article 17, Paragraph 1 and Article 18, Paragraph 1 of the Act Governing the Appointment of Educators, if the highest academic qualifications have not been verified yet, the relevant documents in accordance with the provisions of the preceding subparagraph on submission of degree certificates.
7. Relevant seniority of service and proof of performance.

Instructions on filling out the relevant forms:

- (I) Teacher Qualification Resume consists of Type A and Type B (shown in Appendix 1):
 1. The number of the ID card shall be filled out accurately to facilitate computerized operations. Foreign teachers shall fill in the unified ID of the residence permit, and indicate the country of nationality (exempt for external review).
 2. Name (including the English version), gender and date of birth: These shall match the certificates of education and experience. If there is no match, a copy of the ID card shall be submitted for review; The English version of one's name shall be the same as shown in the passport or be consulted on the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs.
 3. Submitting school and subject, department or institute: Shall be selected and filled in accurately.
 4. Category for the submission for review: Shall be filled in accurately based on the category of the current review.
 5. Contact information: The addresses and phone numbers of one's office and home shall be filled in accurately to facilitate notification for supplemental materials.
 6. College degree or above: All academic qualifications at college or university level or above should be filled in accurately. For holders of foreign academic credentials, the names of the school, the department or institute, and the degree shall be filled in in both Chinese and the foreign language. The name of the degree and the date of the conferral shall be identical to those in the academic certificates. The year and month of the start and the end of the studies and those of the conferral of the degree shall be written in the format of the calendar used in Taiwan.
 7. Name of thesis: The name of the degree thesis shall be filled in. If the applicant holds both a Master's degree and a doctorate, both fields shall be filled in along with the instructor professor's names.
 8. Experience: Experience not related to the level of the submission does not have to be included. Adjunct faculty shall accurately fill out the current full-time job and the starting year and month of the appointment of the level to be reviewed.
 9. The verified highest level teacher qualifications: The highest level teacher qualification, certificate number, and year and month of the start of seniority verified by the Ministry of Education shall be filled in. Those who do not have a verified certificate can be exempted. For a teacher under the old system, the highest level verified before March 1997 shall be filled in.
 10. Names of the representative works submitted for various levels of teacher qualifications reviews: The names of the representative works submitted for various levels of teacher qualifications reviews (including those approved and disapproved) shall be filled in. Those who submit for the teacher qualifications review for the first time shall be exempted.
 11. Academic: Shall be selected and filled in accurately.
 12. Teaching subjects: Names of the courses that the teacher teaches in the current semester shall be filled in.
 13. Representative works for the review:

- (1) One representative work shall be filled in. Multiple reference works shall be filled in. Those that are a series of relevant research may be merged into one representative work. The second and later pieces of representative works shall be filled in under reference works and the respective series of representative work shall be noted. The language used, such as Mandarin, English, Japanese or German shall be accurately filled in.
 - (2) Respective academic field: The academic fields that the representative works belong in shall be selected and filled in to facilitate review by scholars and experts recommended by the consultants appointed by the Ministry.
 - (3) Word count, publishing place or name of periodical, volume of periodical, publishing time, etc. shall be filled in accurately.
 - (4) Category and subject of the review: Shall be selected and filled in accurately.
14. Reference works: Each shall be filled in accurately.

E. Teachers' Act

Date of amendment: June 18, 2014

Chapter 1 General Provisions

- Article 1 This Act has been formulated to clearly set out teachers' rights and obligations, to safeguard their careers and livelihood, to elevate teachers' professional status, and to protect students' right to learn.
- Article 2 Matters pertaining to the assessment and accreditation of teachers' qualifications, and teachers' appointment, rights and obligations, salary, further education and research, retirement, pension, resignation, severance, insurance, teacher organizations, appeals and litigation shall be handled in accordance with the provisions of this Act.
- Article 3 This Act applies to full-time teachers within the staff complement of a public educational institution or a registered private educational institution who receive remuneration on a monthly basis and who have obtained teacher qualifications in accordance with the law.

Chapter 2 Assessment and Accreditation of Qualifications

- Article 4 Teacher qualifications are acquired in two ways: through assessment and through accreditation. The assessment system is used for teachers at schools at senior secondary and lower levels; the accreditation system is used for teachers at junior colleges and at higher level educational institutions.
- Article 5 The assessment of the qualifications of teachers for schools at senior secondary and lower levels shall be conducted in two stages: preliminary assessment and final assessment.
Those who qualify in the preliminary assessment shall be issued an Intern Teacher's Certificate; Those who qualify in the final assessment shall be issued a Teacher's Certificate.
- Article 6 The preliminary assessment is conducted via examination and recognition.
Those with one of the following qualifications shall submit their academic credentials to the competent authority to apply for the qualifications as intern teachers for schools at senior secondary and lower levels:
- I. Graduates from the undergraduate program of a normal school.
 - II. Graduates from colleges, departments and institutes of independent colleges and universities who completed the required teacher education credits.
 - III. Graduates from colleges and universities who completed the teacher education program.
 - IV. Graduates from a college or university or an oversea college or university recognized by the Ministry of Education who have completed the teacher education credits prescribed by the Ministry of Education.
- Article 7 The second review may be conducted by authorizing the local competent authority to establish a county (city) teacher second review committee.
Those with the following qualifications shall apply for the second review of qualifications of teachers for schools at senior secondary and lower levels:
- I. Awarded the intern teacher's certificate.
 - II. Obtained satisfactory performance in a one-year educational practicum.
- The teacher qualification certificates shall be issued uniformly by the Ministry of Education.
- Article 8 The regulations governing the accreditation of the qualifications of teachers for schools at senior secondary and lower levels shall be prescribed by the Ministry of Education.
- Article 9 The accreditation of the qualifications of teachers at junior colleges and institutions of higher education is divided into the two stages of preliminary review and final review, conducted by the educational institution and the Ministry of Education, respectively. If a teacher passes

the preliminary review, the educational institution shall report this to the Ministry of Education and request it to conduct the final review. The Ministry of Education shall issue a teacher's certificate to each teacher who passes the final review.

The Ministry of Education may authorize the educational institution to conduct the final review and issue the teacher's certificate when necessary.

Article 10 Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education shall be stipulated by the Ministry of Education.

Chapter 3 Appointment

Article 11 The appointment of a teacher at a senior secondary or lower level school is divided into initial appointment, renewal and long-term appointment. Except for those who were assigned to the school in accordance with the provisions of Article 13, Paragraph 2 or Article 20 of the Teacher Education Act, the teacher shall be appointed by the president after review and approval by the teacher evaluation committee.

When a teacher evaluation committee referred to in the preceding paragraph is formed it shall include teachers' representatives, representatives of the school's administrative personnel, and one representative of the parent's association. The number of teachers' representatives who do not hold a part-time administrative role or who are not also on the school's board is not permitted to comprise less than half of the committee; The appointment policy shall be stipulated by the Ministry of Education.

The appointment of teachers at junior colleges and teachers at institutions of higher education shall be handled in accordance with the provisions of the University Act and of the Junior College Act respectively.

Article 12 The initial appointment of teachers to schools at senior secondary and lower levels is restricted to people who have an Intern Teacher's Certificate or a Teacher's Certificate. The appointment renewal of teachers is restricted to people who have a Teacher's Certificate.

Intern teachers who have completed their initial appointment and have not obtained a Teacher's Certificate may have their initial appointment extended upon approval by the teacher evaluation committee. Only one extension is allowed.

Article 13 The initial appointment of a teacher at a senior secondary or lower level school shall be for one year; the first appointment renewal shall be for one year, and subsequent renewals shall be for two years each time. A teacher whose teaching performance has been and is good or excellent who has had three or more appointment renewals may be given a long-term appointment after being assessed by a teacher evaluation committee and at least two-thirds of the committee support the appointment. The length of each long-term appointment shall be determined by the teacher evaluation committee of each school.

Article 14 After a teacher was appointed, he/she may not be dismissed, suspended or denied renewal of appointment unless he/she is involved in one of the following:

- I. Having been sentenced to prison for one year or more without probation.
- II. Having been found guilty and convicted or currently subject to an arrest warrant for a case that is still pending for corruption or negligence while employed in civil service.
- III. Having been found guilty and convicted of a breach of Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act.
- IV. Having been dismissed from employment in accordance with the law, or currently still undergoing a period of suspension from employment as a disciplinary measure, or having been suspended from employment because of some incident, with the case not yet resolved.
- V. Having been deprived of civil rights and their rights having not yet been reinstated.
- VI. Having been made subject to a guardianship or assistance order which has not yet been revoked.

- VII. Having been certified by a qualified physician as having a mental disorder and having not yet recovered from it.
- VIII. Having had the Gender Equity Education Committee of the educational institution or another appropriate committee set up in accordance with the law investigate and verify their having committed a sexual assault.
- IX. Having had the Gender Equity Education Committee of the educational institution or another appropriate committee set up in accordance with the law investigate and verify their having committed sexual harassment or sexual bullying of a serious nature.
- X. Upon becoming aware of a suspected sexual assault incident on the campus where the educator is employed, failing to report the matter in accordance with the provisions of the Gender Equity Education Act, thereby leading to a subsequent sexual assault on campus; or forging, altering, destroying, or concealing evidence of any such assault committed by any other person, where any such failure to report or forging, altering, destroying, or concealing of evidence has been investigated and verified by the authorities concerned.
- XI. Forging, altering, or destroying evidence of any other person committing any criminal offense involving narcotics or hazardous drug on campus, where the matter has been investigated and verified by the authorities concerned.
- XII. Inflicting corporal punishment on or bullying one or more students, causing severe physical or mental injury.
- XIII. Having behaved in breach of any law, where the matter has been investigated and verified by the authorities concerned.
- XIV. There have been specific instances of their not fulfilling a teacher's duties, or being unable to competently perform their work. The teacher has violated their appointment contract in a way which constitutes a serious offense.

If either of the situations referred to in the Subparagraphs 12 to 14 of the preceding paragraph pertains to a teacher, a teacher evaluation committee shall deliberate the matter at a meeting attended by at least two-thirds of its members and at least two-thirds of the members present need to be in agreement to pass a resolution regarding the disciplinary action. With the exception of any case where the circumstances constitute a serious offense, if an educator is in the situation stipulated in Subparagraph 13, they shall be dismissed or suspended for a period of between one to four years based on taking into consideration the nature of the offense; during that time that person may not be re-employed as an educator. The decision shall be reported to the competent education administrative authority to ratify.

A person to whom any of the situations in Paragraph 1, Subparagraphs 1 to 12 or in the latter part of the preceding paragraph pertains is not permitted to be appointed as a teacher; If such a person has already been appointed, the educational institution shall dismiss or suspend them or deny their renewal of appointment after approval by the competent education administrative authority in addition to complying with the following regulations:

- I. A person to whom the situations in Subparagraph 7 pertain shall retire or be discharged with severance pay based on the regulations.
- II. A person to whom the situations in Subparagraphs 8 and 9 pertain shall be disciplined according to the provisions in Paragraph 4.
- III. A person to whom the situations in Subparagraph 3, 10 or 11 pertain shall be dismissed after reporting to the competent education administrative authority for approval.

Within one month from the day that an educational institution where a teacher works becomes aware of a teacher's being involved in any of the situations referred to in Paragraph 1, Subparagraph 8 or 9, after its teacher evaluation committee has reviewed the matter and given approval, that educational institution shall temporarily suspend the teacher and wait for the results of an investigation. If the investigation verifies that the circumstances did

occur, after reporting the matter to the competent authority the educational institution shall dismiss the teacher.

In order to avoid an appointed teacher's involvement in the situations referred to in Paragraph 1, Subparagraphs 1 to 12 and in the latter part of Paragraph 2, the competent authority at each level and educational institutions at all levels shall undertake related reporting, collection of information, and checks in accordance with the regulations governing; The regulations governing the reporting, information collection, inquiries, and other matters of obligatory compliance shall be prescribed by the Ministry of Education.

With the exception of any person who has committed a sexual assault; or sexual harassment or sexual bullying which constitutes a severe breach of the law; or who has caused severe physical or mental injury to one or more students as a result of corporal punishment or bullying, any educator who was investigated and verified by the authorities concerned to have impaired their professional dignity and status as an educator by behaving improperly and was therefore dismissed or did not have their appointment renewed before the Amendment to the Act took effect on June 27, 2013, may be re-employed as an educator after at least four years from the date of effect of their dismissal or the non-renewal of their contract.

Article 14-1 If the teacher evaluation committee of a school has reached the resolution of dismissal, suspension or non-renewal of appointment of a teacher based on the provisions in Article 14, the school shall submit the resolution to the competent education administrative authority for approval within 10 days of the date of the resolution and notify the teacher with explanations in writing.

If a teacher's term of appointment expires while the person is still currently involved in disciplinary procedures that could result in their dismissal, non-renewal of appointment or suspension, the educational institution shall temporarily continue their appointment.

Article 14-2 During the period of suspension of a teacher, the educational institution where they work shall reserve their position; the educational institution shall reinstate a teacher when the reason for the suspension has ceased to exist and the teacher evaluation committee of the school has reviewed and approved the case.

If a teacher has been suspended in accordance with the law and his/her term of appointment expires when the reason for the suspension still exists, the teacher evaluation committee of the school shall review and decide whether the teacher shall be renewed based on the regulations.

Article 14-3 A teacher who is suspended in accordance with Article 14 shall be paid half of their basic salary (and any associated seniority salary); A teacher who has been reinstated when the reason for suspension ceases to exist shall be paid their full basic salary (and any associated seniority salary) in arrears for the period of the suspension. However, the following circumstances are not subject to the conditions:

I. A teachers who is under imprisonment or execution of detention or fines commuted to labor service shall not be paid basic salary (and any associated seniority salary) during the period of suspension.

II. A teacher who is suspended in accordance with Paragraph 4 of Article 14 shall not have any basic salary (and any associated seniority salary) payments made during the period of suspension. If the investigation verifies that the circumstances did not occur and the teacher is reinstated, he/she shall be paid the full basic salary (and any seniority salary) in arrears for the period of the suspension.

Article 15 When a junior college or an institution of higher education adjusts its departments, graduate institutes, sections, divisions, or courses, or reduces the number of programs, suspends operations, or is going to close down, if there are suitably qualified teachers who would like to continue teaching and for whom there is other suitable work to be arranged, the educational institution shall give priority to counseling those teachers and assisting them find

a transfer; If a person is unsuitable for employment in their current position and there is no other suitable work to which the person can be transferred; or if a public hospital has certified that the person is physically too weak to perform their work, the person may be discharged with severance pay after approval by the competent authority.

Article 15-1 If a teacher was given priority assistance by the school or competent authority to transfer in accordance with the provisions of the preceding Article, and a check by a teacher evaluation committee finds that any of the situations in the subparagraphs of Paragraph 1 of Article 14 pertains to that person, it may decline to approve that person's appointment.

Cases where teachers are transferred by the competent authority based on the provisions in the Primary and Junior High School Act should, *mutatis mutandis*, be handled pursuant to the provisions in the preceding paragraph.

Chapter 4 Rights and Obligations

Article 16 A teacher who accepts appointment to a position enjoys the following rights, in accordance with the related ordinances and the provisions of the rules and regulations of the educational institution:

- I. To put forward suggestions for new approaches or changes to the educational institution's teaching and administration.
- II. To enjoy rights to and protection of remuneration, benefits, retirement, bereavement compensation, severance with pay, and insurance.
- III. To participate in in-service further training, research, and academic exchange activities.
- IV. To join teacher organizations, and participate in other activities held in accordance with ordinances and regulations.
- V. A teacher who considers that some measure taken by the competent authority or the educational institution that the teacher has personally been subject to is illegal or inappropriate, and that it constitutes a violation of their rights and interests, may lodge an appeal in accordance with the law.
- VI. To enjoy professional autonomy in their teaching and student counseling in accordance with ordinances and the educational institution's rules and regulations.
- VII. Unless ordinances stipulate otherwise, a teacher may refuse to engage in work tasks or activities assigned by the competent authority or by the educational institution that are outside the scope of teaching and learning related work or activities.
- VIII. When a teacher becomes involved in a lawsuit as a result of performing their duties in accordance with the law, the educational institution where they teach shall assist them to engage a lawyer to defend them and provide legal assistance.
- IX. All other rights they are entitled to enjoy in accordance with this Act or other laws.

The regulations governing the assistance for any teacher who becomes involved in a work-related lawsuit referred to in Subparagraph 8 of the preceding paragraph shall be prescribed by the Ministry of Education; Any teacher who becomes involved in a lawsuit as a result of some intentional act or gross negligence shall reimburse the educational institution for the expenses for the lawsuit.

Article 17 In addition to complying with ordinances and fulfilling their appointment contract obligations, teachers have the following duties:

- I. To comply with the terms of their appointment contract and uphold the reputation of the educational institution.
- II. To actively protect students' rights to education.
- III. To implement adaptive teaching and learning activities, in accordance with the related ordinances and the teaching program put in place by the educational institution.
- IV. To advise and discipline students, to guide their appropriate growth and nurture their

development of a sound personality.

- V. To engage in teaching-related research and further studies.
- VI. To strictly fulfill the responsibilities that go with their position, always act on the basis of conscience, and promote the honor and dignity of teaching, and professionalism.
- VII. To participate in the academic and administrative work, and social education activities of the educational institution, in accordance with the related ordinances.
- VIII. To not disclose any student's personal or family information, unless required to do so in accordance with law.
- IX. To serve as a class teacher or academic advisor.
- X. To fulfill other duties, which must be fully complied with in accordance with the provisions of this Act and other laws.

Regulations governing the matters referred to in Subparagraph 4 and Subparagraph 9 of the preceding paragraph shall be discussed and agreed on by the governing council of each educational institution.

Article 18 If a teacher acts in violation of the provisions of Article 17, the educational institution that appointed the teacher shall refer the matter to its teacher evaluation committee to discuss and appraise and then the educational institution in accordance with the provisions of related ordinances.

Article 18-1 Teachers may request personal leave in accordance with the regulations, for marriage, funerals, illness, childbirth, and other legitimate reasons. Official leave shall be given to teachers who have a statutory duty to testify regarding a sexual assault, or sexual harassment and bullying case.

The regulations governing the leave that teachers may request in the preceding paragraph shall include the categories of leave, the number of days of leave, procedures for requesting leave, handling of the determination of rights and responsibilities and of breaches of regulations, and other relevant matters and shall be prescribed by the Ministry of Education.

Chapter 5 Remuneration

Article 19 Teacher remuneration includes the basic salary (and associated seniority salary), bonus and prizes.

The salary grade of the basic salary of a teacher at a senior secondary or lower level school shall be determined based on the teacher's education, experience and seniority; The salary grade of the basic salary of a teacher at junior colleges and institutions of higher education shall be determined based on the teacher's rank, education, experience and seniority.

Bonuses are divided into position allowances, academic research allowances and regional additional pay.

Article 20 Teachers' remuneration shall be prescribed in separate legislation.

Chapter 6 Further Studies and Research

Article 21 In order to improve the quality of education, and to encourage teachers at all levels of school to pursue further education and research, the competent authority and schools at all levels may set up advanced research institutions or units according to actual needs; The guidelines shall be stipulated by the Ministry of Education.

Article 22 Teachers at all levels of school should take the initiative to actively study and research knowledge and skills related to teaching during their employment; The reward guidelines for teachers' further education and research shall be stipulated by the Ministry of Education.

Article 23 Teachers who participate in on-the-job training shall be guaranteed retention with or without pay; The expenses for teachers' further education and research may be budgeted and paid by the school or the respective competent authority. The guidelines shall be stipulated by the

Ministry of Education.

- Chapter 7 Retirement, Bereavement Compensation, Resignation, Severance with Pay, and Insurance
- Article 24 A teacher's retirement, bereavement compensation, resignation, severance with pay shall be paid by pension. The Pension Fund shall be created from each staff member and the school jointly making monthly Pension Fund premium contributions, and the government shall be responsible for guaranteeing ultimate payments. For the seniority accrued before the establishment of the pension system, the issuance of the retirement fund, bereavement fund and severance payment shall be handled according to the original regulations. If a teacher resigns after serving for certain years, savings from the retirement and bereavement fund shall be issued.
- The pension shall be created from each staff member and the school jointly making monthly Pension Fund premium contributions based on the percentage of the monthly salary.
- Teachers transferred between public and private schools shall have their seniority from both institutions combined for retirement, resignation and severance.
- Article 25 The premium contribution, management and utilization for teachers' retirement and bereavement pension fund shall be undertaken by an agency specifically responsible for that purpose.
- Teachers' retirement, bereavement compensation, resignation, severance with pay, and insurance is governed by separate legislation.
- Chapter 8 Teacher organizations
- Article 26 There are three levels of teacher organizations: the institutional level teachers associations, at educational institutions; the local teachers associations, at the municipal, and county (city) level; and the national teachers associations, at the central level.
- If an educational institution has fewer than twenty classes, it may work with other educational institutions to set up an inter-district (-township, -town) educational institution teachers association.
- To establish a teachers' organization at any level, an application shall be made to the appropriate competent authority in accordance with the provisions of Civil Associations Act.
- Each local teachers association shall consist of at least half of the educational institution level teachers associations in its district to be allowed to be established. A national teachers association shall have at least half of the local teachers associations as members to be allowed to be established.
- Article 27 The teacher organizations at each level have the following basic responsibilities:
- I. Safeguard teachers' professional dignity and autonomy.
 - II. Reach agreements with authorities at all levels on teachers' employment and work regulations.
 - III. Study and help solve all kinds of education related problems.
 - IV. Oversee the management, operation, and payments made from the resignation payment fund organization.
 - V. Assign representatives to join the statutory organizations that handle teacher appointments, appeals, and other teacher related matters.
 - VI. Formulate teachers' autonomous agreements.
- Article 28 An educational institution is not permitted to prohibit a teacher from joining a teachers' organization, holding a post in a teachers' organization, or participating in its activities as requirement for the appointment.
- An educational institution is not permitted to refuse to employ a teacher, dismiss a teacher, or take any other unfavorable action against a teacher because of that teacher's holding a post

in a teachers' organization, or participating in its activities.

Chapter 9 Appeals and Litigation

Article 29 A teacher who considers that some measure taken by an educational institution or by the competent authority that the teacher has personally been subject to is illegal or inappropriate, and that it constitutes a violation of their rights and interests, may lodge an appeal, and a further appeal, with a teacher grievance review committee at each level.

The members of each teacher grievance review committee shall comprise representatives of local teacher organizations or subsidiaries and scholars; the number of teachers on the committee who do not hold a part-time administrative post is not permitted to be less than two-thirds of the full committee. However, a member shall excuse him/herself in the investigation and litigation of grievances related to the school that the member belongs to. The organization and review guidelines shall be stipulated by the Ministry of Education.

Article 30 Teacher grievance review committee is divided into the following levels:

- I. For junior colleges and institutions of higher education: the committee is divided into institution level and central level.
- II. For senior secondary or lower level schools: the committee is divided into county (city), province (city) and central levels.

Article 31 Teachers' appeal procedures are divided into appeals and further appeals, each at two levels.

A teacher who is dissatisfied with the result of any appeal may lodge a further appeal. If the educational institution or the competent authority is dissatisfied with the result of an appeal, it too may lodge a further appeal.

Article 32 If an appealed case is determined by review, the competent authority shall execute it, and the review letter shall be sent to the involved party, the competent authority and the local teacher organization.

Article 33 If a teacher does not wish to appeal or is dissatisfied with the result of an appeal or a further appeal, he/she may lodge a lawsuit or an administrative appeal based on the nature of the matter according to the Administrative Appeal Act, the Administrative Litigation Law or other protective laws to request remedy.

Chapter 10 Miscellaneous

Article 34 Teachers who have obtained teacher qualifications before the implementation of the Act shall have their qualifications guaranteed.

Article 35 The assessment and accreditation of the qualifications of part-time teachers at educational institutions at all levels shall be undertaken in accordance with the provisions of this Act.

The regulations governing the rights and obligations pertaining to part-time teachers, and substitute teachers shall be prescribed by the Ministry of Education.

The qualifications of teachers of professional and technical subjects, and nursing teachers who teach health and nursing courses at educational institutions at all levels shall be handled in accordance with the provisions of the Statute Governing the Appointment of Educators.

Article 35-1 The relevant ordinances and regulations that apply to teachers apply, mutatis mutandis, to matters pertaining to the dismissal, appeals, further studies, remuneration, benefits and severance with pay of the nursing teachers referred to in Paragraph 3 of the preceding article.

The competent authority may handle the transfers of nursing teachers who hold qualifications to teach health and nursing and who have been assigned by the competent authority to be teachers of health and nursing. The regulations governing their transfer shall be prescribed by the Ministry of Education.

Article 36 The provisions of all articles of this Act shall apply, mutatis mutandis, to the matters related to the full-time preschool teachers at public preschools and private preschools that have been

registered as foundations.

For full-time preschool teachers at private preschools that have not been registered as foundations, except for the provisions of Articles 24 and 25, the remaining provisions of the Act shall apply, *mutatis mutandis*.

Article 36-1 The principal of an educational institution at any level may apply, *mutatis mutandis*, the provisions governing teachers' appeal to lodge an appeal.

Article 37 The Ministry of Education shall invite representatives of the national teacher organizations to participate in the formulation of each of the regulations and ordinances that this Act authorizes the Ministry of Education to prescribe.

Article 38 The enforcement rules of this Act shall be prescribed by the Ministry of Education.

Article 39 The date of effect of this Act shall be the date of promulgation. However, the date of effect of the part related to remuneration, retirement, bereavement, resignation, severance and insurance shall be determined by the Executive Yuan in an ordinance; The articles amended on November 6, 2009 shall become effective on November 23, 2009.

Chapter 9. Appendices

A. National Yang-Ming University Faculty Evaluation Committee Meeting Resolutions Summary

The 168th meeting of the NYMU Faculty Evaluation Committee on April 19, 2017

- ◆ If a full-time teacher of the NYMU is re-appointed as adjunct teacher or project teacher at the same rank after resignation or retirement, the appointment may be submitted to all three levels of FEC for review in the form of a recommendation letter, and documents of proof shall be exempt.

The 167th meeting of the NYMU Faculty Evaluation Committee on February 22, 2017

- ◆ Full-time faculty shall still begin their appointment at the beginning of a semester (February 1, August 1); However, project teachers may be handled as individual cases due to their special circumstances and the appointment may begin during a semester.

The 153rd meeting of the NYMU Faculty Evaluation Committee on October 16, 2013

- ◆ The seniority of teachers at all levels in large-scale non-research domestic and international private institutions shall be submitted to the Committee for verification.

The 152nd meeting of the NYMU Faculty Evaluation Committee on June 19, 2013

- ◆ Cases of raise of seniority pay shall still be handled via the existing review procedures. The Department-level or Institute-level and School-level FEC shall review the case and submit it to the Committee for future reference.

The 147th meeting of the NYMU Faculty Evaluation Committee on April 18, 2012

- ◆ The execution of the suspension stipulated in Article 14, Paragraph 4 of the Teachers' Act shall be reviewed by all three levels of FEC.

The 146th meeting of the NYMU Faculty Evaluation Committee on December 28, 2011

- ◆ As to when a department or an institute has an urgent case of new appointment of full-time (or project) faculty that cannot wait until the next meeting of the NYMU FEC, whether the case may be reviewed in writing, the resolution was to postpone the case.

The 143rd meeting of the NYMU Faculty Evaluation Committee on June 1, 2011

- ◆ As to when a department or an institute has an urgent case of new appointment of full-time (or project) faculty that cannot wait until the next meeting of the NYMU FEC, whether the case may be reviewed in writing, the resolution was to postpone the case. The Personnel Office was requested to prolong the interval between two meetings of the NYMU FEC and uniformly schedule the meeting dates and notify the members of the NYMU FEC starting from the 2nd semester of the 2011 academic year.

The 138th meeting of the NYMU Faculty Evaluation Committee on January 20, 2010

- ◆ Professors who plan to use their sabbatical of 1 academic year in various sessions shall apply for all sessions in one application. A second application for the second session of sabbatical shall not be accepted for review.

The 1st extraordinary meeting of the NYMU Faculty Evaluation Committee in the 1st semester of the 2009 academic year on December 16, 2009

- ◆ Henceforth, the submitting unit shall send a representative to attend the meeting to report.

The 137th meeting of the NYMU Faculty Evaluation Committee on November 18, 2009

- ◆ If a teacher outside of the NYMU who already has the professor qualification certificate has been appointed as the president of the NYMU, and is appointed as full-time professor afterwards, the appointment shall be exempt from review by all three levels of FEC according to the resolutions of the 123rd meeting of the Committee.
- ◆ If a teacher outside of the NYMU who already has the ministry-assigned associate professor

qualification certificate has been appointed as the dean of a department or institute of the NYMU, and is appointed as full-time associate professor afterwards, the appointment shall be exempt from review by all three levels of FEC according to the resolutions of the 103rd meeting of the Committee.

The 135th meeting of the NYMU Faculty Evaluation Committee on May 19, 2009

- ◆ Adjunct faculty needs to serve for one semester and has actually taught one credit with 18 teaching hours to be allowed to apply for teacher qualifications review. (Amended the resolutions of the 129th meeting of the NYMU FEC)

The 129th meeting of the NYMU Faculty Evaluation Committee on October 16, 2007

- ◆ Newly-appointed adjunct faculty shall teach for 18 hours based on the actual teaching needs of the schools to be allowed to apply for review for ministry-assigned teacher's certificate. The teaching hours of newly-appointed adjunct faculty shall be supervised by the supervisor of the respective school, department or institute after the appointment. At the end of a semester, a list of newly-appointed adjunct faculty's teaching hours shall be submitted by the department, institute or institute to the Office of Academic Affairs and the Personnel Office. If the newly-appointed faculty did not teach for 18 hours, the appointment shall be revoked and his/her Teacher's Certificate shall be canceled. (Amended the resolutions of the 127th meeting of the NYMU FEC)
- ◆ Henceforth, newly-appointed teachers who are not approved in the final review shall not be allowed by the Committee to apply for written or oral explanation.

The 127th meeting of the NYMU Faculty Evaluation Committee on May 14, 2007

- ◆ Starting from the 2007 academic year, adjunct faculty of the NYMU needs to serve for one year and has actually taught one credit with 18 teaching hours in each semester to be allowed to apply for teacher qualifications review.
- ◆ When conducting the survey for renewal of adjunct faculty and clinical (professional technician) faculty, the department or institute shall submit the teacher's teaching progress or curriculum of the current year as basis for the decision of whether or not to renew.

The 1st extraordinary meeting of the NYMU Faculty Evaluation Committee in the 1st semester of the 2006 academic year on September 26, 2006

- ◆ Henceforth, if a full-time teacher is to be temporarily appointed as adjunct faculty due to a delay in reporting for duty, the appointment shall be uniformly handled via administrative procedures and exempt from review by all three levels of FEC.

The 123rd meeting of the NYMU Faculty Evaluation Committee on April 26, 2006

- ◆ Henceforth, newly-appointed assistant professors who apply to have their seniority at domestic and international private institutions accepted for calculation toward a raise and meet the requirements of the "Principles of Raise for Teachers at Junior Colleges and Institutions of Higher Education by Accepting Seniority at Domestic and International Private Institutions may have their seniority from the 3rd year accepted for calculation towards a raise. The Personnel Office is authorized to handle the matter via administrative procedures and does not need to submit the matter to the Committee for review.
- ◆ The Committee agrees to amend the resolutions of the 59th meeting of the NYMU FEC to accept applications for promotion and new appointment by full-time and adjunct faculty who currently study in a doctorate or a master's degree program.
- ◆ The Committee agrees to allow teachers' delay in reporting for duty to be handled uniformly via administrative procedures and exempt from submission to all three levels of FEC.
- ◆ Professors outside of the NYMU who already have ministry-assigned professor certificates and have been appointed as the Vice President of the NYMU may be exempt from submission for review to all three levels of FEC to be appointed as professor of the NYMU if they have been

appointed as the deans of schools, departments or institutes according to the regulations related to professors outside of the NYMU who already have ministry-assigned professor certificates.

The 121st meeting of the NYMU Faculty Evaluation Committee on October 24, 2005

- ◆ Teachers who already have the ministry-assigned associate professor certificates and have agreed to be appointed as assistant professors at the NYMU still need to pass the review for promotion within 8 years of reporting for duty.

The 1st extraordinary meeting of the NYMU Faculty Evaluation Committee in the 2nd semester of the 2004 academic year on March 15, 2005

- ◆ Henceforth, the reasons for disapproval of cases of appointment and promotion reviewed by the NYMU FEC that have not been approved by at least half of the members present at the meeting shall be discussed in the same meeting and recorded in the meeting minutes. After the discussion, if reasons for disapproval are found to be non-existent, a second voting shall be conducted. If the cases are approved by at least half of the members present at the meeting, they shall be approved.
- ◆ Regarding how the name of the NYMU shall be noted in the main publications (theses) mentioned in the Faculty Appointment and Promotion Review Guidelines of the schools of the NYMU as well as in the Enforcement Rules, the Committee recommends the schools to amend the relevant regulations of the Faculty Appointment and Promotion Review Guidelines and the Enforcement Rules to have the name of the NYMU noted under the publishing unit of the main publications of teachers (including adjunct teachers) who apply for promotion starting from year 2006.

The 2nd extraordinary meeting of the NYMU Faculty Evaluation Committee in the 1st semester of the 2004 academic year on December 29, 2004

- ◆ The schedule for the general meetings of the NYMU FEC shall be modified to 2 meetings (middle and end of semesters) in 1 semester starting from the 2004 academic year. However, when important matters occur, extraordinary meetings shall be called to review the matters.

The 116th meeting of the NYMU Faculty Evaluation Committee on November 8, 2004

- ◆ Whether or not when a teacher's representative work in an application for promotion is listed as supplemental material in another teacher's appeal, the applicant may still use the same work as representative work for application for promotion.

Conclusion: If the applicant did not supply the co-authorship certificate for another teacher to use for the work, the work may still be listed as the representative work.

The 115th meeting of the NYMU Faculty Evaluation Committee on October 6, 2004

- ◆ If members of any level of FEC are on unpaid leave of absence, alternate members shall automatically fill the positions.

The 113rd meeting of the NYMU Faculty Evaluation Committee on May 27, 2004

- ◆ If an adjunct teacher is re-appointed as a jointly-appointed teacher, the appointment certificates for both titles shall be issued simultaneously.

The 112nd meeting of the NYMU Faculty Evaluation Committee on April 26, 2004

- ◆ If a full-time teacher of the NYMU is reassigned to another department, subject, or institute, the appointment shall be agreed upon by meetings of the original department or institute and then agreed upon by the Department-level and School-level FEC of the new unit. If the re-assignment is to another unit within the same school, the appointment may be implemented upon approval by the second review by the School-level FEC. If the re-assignment is cross-school, the case shall be submitted to the School-level FEC of the original unit for a second review and approval and to the School-level FEC of the new unit for a second review and approval, and then submitted to the NYMU FEC for reference before implementation. (Amended the resolution of the NYMU FEC on June 26, 1998)
- ◆ Those who are not a graduate from a Faculty of Medicine or Department of Dentistry but meet

one of the requirements under Article 2, Paragraph 3, Subparagraph 2, Item 1 or 2 may apply for faculty appointment or promotion.

The 1st extraordinary meeting of the NYMU Faculty Evaluation Committee in the 2nd semester of the 2003 academic year on April 15, 2004

- ◆ The regulations in Letter No. Tai-(89)-Ren-(1)-Zi No. 89004445 of the Ministry of Education dated January 26, 2000 stipulated: "According to Article 20, Paragraph 1 of the University Act, the appointment of a teacher shall be reviewed by all levels of Teacher Evaluation Committee. An appointment prior to the review by all levels of Teacher Evaluation Committee or retrospect the teacher's date of appointment after approval by all levels of Teacher Evaluation Committee are both inappropriate. If an educational institution takes into account the completeness of the teacher's seniority, it is recommended that the institution completes the review process at all levels of Teacher Evaluation Committee before the beginning of an academic year." Henceforth, any school, department, subject, or institute that appoints full-time or adjunct faculty during a semester and applies to retrospect the date of the appointment to the beginning of the semester may not submit the case as a general case for review unless there are indeed special circumstances for individual case review.
- ◆ Any school, department, subject, or institute that submits a foreign teacher's qualifications for review for appointment shall request the teacher under review to provide all of the Resident Certificate or documents or request the submitting institution to provide teacher qualifications certificate in order to verify the information when discrepancies occur between the names and ID numbers in the Resident Certificate and those of the Teacher's Certificate.

The 107th meeting of the NYMU Faculty Evaluation Committee on September 29, 2003

- ◆ Regarding the matter discussed in the 106th meeting of the NYMU FEC: If an applicant has two or more representative works, whether the applicant may submit the co-authorship certificate for only one of the works and does not need to submit such certificate for all of the representative works. The conclusion at the meeting was: "When a NYMU teacher submits works for review and the representative works are co-authored works, whether a co-authorship certificate is required for all of the works or only one is needed shall be at the sole discretion of the school. The above-mentioned conclusion shall be submitted by the NYMU to the Ministry of Education for future reference."

The above-mentioned conclusion was submitted by the Personnel Office to the Ministry of Education for future reference in Letter No. Yang-Ren-Zi No. 0920003088 dated August 28, 2003, and the Ministry of Education replied in Letter No. Tai-Shen-Zi No. 0920130557 dated September 9, 2003, which is summarized as follows: According to the provisions of Article 4, Paragraph 1, Subparagraph 4 of the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, if the works submitted for review are a series of relevant research, they may be merged into one representative work; Furthermore, according to the provisions of Paragraph 5, if the work is a co-authorship, the applicant shall specify in what part of the work he/she has participated and have the other partners sign the statement as a proof. In addition, regarding the documents to be submitted as stated in Operating Instructions for Submissions for Teacher Qualifications Review at Institutions of Higher Education, in Article 2, Paragraph 2, Subparagraph 3, it is clearly stipulated that if a representative work is a co-authorship by two or more persons, the co-authorship certificate in triplicate shall be submitted. If the representative work comprises of more than two works and is not the work by only one person, the co-authorship shall be provided according to the aforementioned provisions and the applicant's and co-author's part or contribution shall be explained to facilitate the external reviewers' professional judgment. Although the NYMU is a self-screening university authorized by the Ministry of Education, according to the provisions related to submission of works for review stipulated in the Guidelines for Teacher Qualifications Screening by Ministry-authorized Self-screening Schools, the aforementioned Guidelines and relevant regulations shall still be followed. The matter of co-authorship shall temporarily not be decided by the schools based on their actual needs.

Consensus in the discussion in the meeting: If there are two or more representative works when the schools of the NYMU conducts submission for review, the applicant shall select one as the main representative work. If the main representative work is a co-authorship by two or more persons, the co-authorship certificate shall also be submitted.

The 106th meeting of the NYMU Faculty Evaluation Committee on June 16, 2003

- ◆ If an NYMU adjunct teacher in the current academic year is to be appointed by another teaching unit and the two units are different departments or institutes of the same school, the appointment only needs to be approved in the preliminary review by the Department-level or Institute-level FEC and then be approved via administrative procedures. If the two units belong to different schools, the appointment shall be submitted to the School-level FEC of the school that the second appointing unit belongs for review and then be approved via administrative procedures. In either case the appointment does not need to be submitted to the NYMU FEC for final review; However, a teacher may only serve in a maximum of two units.
- ◆ When NYMU teachers submit works for review and the representative works are co-authored works, whether a co-authorship certificate is required for all of the works or only one is needed shall be at the sole discretion of the school. The above-mentioned conclusion shall be submitted by the NYMU to the Ministry of Education for future reference.

The 105th meeting of the NYMU Faculty Evaluation Committee on May 12, 2003

- ◆ Starting from the first semester of the 2003 academic year, all the schools (including the Center for General Education) shall also submit the teacher's "representative work," "reference works" and CV along with the application for review when conducting intra-university or external review.
- ◆ For the appointment of research fellows, associate research fellows and assistant research fellows of the Academia Sinica who have teacher qualifications (i.e., those who have ministry-assigned teacher certificate) as adjunct or jointly-appointed faculty at the same level at the NYMU, the appointment shall be handled in the same module as the University System of Taiwan, National Chengchi University, and National Taiwan University of Arts, the appointment does not need to be reviewed by all three levels of FEC but may instead be approved via administrative procedures while a letter of appointment or joint appointment may still be issued. However, if the various levels of research fellows to be appointed as adjunct or jointly-appointed faculty of the NYMU do not have teacher qualifications, or if the appointing unit plans to apply for the person's ministry-assigned teacher certificate, the appointment shall be handled via the three-level and three-review process. In addition, for the School-level FEC review, intra-university and external review of works shall be conducted in order to apply to the Ministry of Education for the issuance of certificate.

The 103rd meeting of the NYMU Faculty Evaluation Committee on March 19, 2003

- ◆ Professors outside of the NYMU who already have ministry-assigned professor certificates and have been appointed as the deans of schools, departments or institutes of the NYMU by the respective selection committees may have their selection process deemed equivalent of reviews by all three levels of FEC and be exempt from submission for review to all three levels of FEC to be appointed as full-time professor of the NYMU.

The 102nd meeting of the NYMU Faculty Evaluation Committee on January 8, 2003

- ◆ Full-time faculty of National Tsing Hua University, National Chiao Tung University, National Central University and Taipei National University of the Arts may teach at the NYMU without the need to go through the three-level and three-review process. However, their teacher qualifications shall only be recognized when applying for hourly pays at the same level. As for whether they shall be issued letter of appointment as adjunct faculty shall be discussed by the Committee after the negotiation between the Dean of Academic Affairs and the other universities.

The 100th meeting of the NYMU Faculty Evaluation Committee on November 12, 2002

- ◆ If a unit submits an issue for discussion but its ex-officio member (referring to the dean of the schools or the director of the Center for General Education) is absent, and the discussion of the agenda is affected due to the questions in the professional field or the failure to further understand the details and operational process in the discussion of the agenda at the School-level, the Convener may decide to postpone the agenda for the next meeting .

The 97th meeting of the NYMU Faculty Evaluation Committee on June 28, 2002

- ◆ Starting from the 2002 academic year (August 1, 2002), the cases of faculty promotion shall be handled two times per year (i.e., once each in the first and second semester).

The 93rd meeting of the 1st Faculty Evaluation Committee in the 1st semester of the 2001 academic year on January 14, 2002

- ◆ In order for the handling method to be consistent when a full-time or adjunct teacher who has been away from the NYMU for a few years to be re-appointed as adjunct faculty at the same level, the re-appointment shall also be reviewed by the respective Subject-level, Department-level or Institute-level FEC and then be approved via administrative procedures for the implementation of the re-appointment.
- ◆ If a full-time teacher of the NYMU is re-appointed as adjunct teacher or project teacher at the same rank after resignation or retirement, the appointment shall be submitted by the subject, department or institute to the respective FEC for review. The teacher him/herself does not need to apply.

The 92nd meeting of the 1st Faculty Evaluation Committee in the 2nd semester of the 2000 academic year on July 5, 2001

- ▲ When a school conducts submission of teacher qualifications for review, the applicant's works to be submitted to intra-university and external reviews (including the representative work and reference works) shall be works within the last five years. All personal professional and academic achievements obtained from the date that the teacher obtains qualifications at the previous level until the date of the next application for promotion may also be organized as reference materials (not reference works) for review. Whether or not the reference materials shall be included in categorical scoring shall be decided by the schools.
- ▲ The schools shall request the supervisor of the respective department, subject, or institute to provide a recommendation commentaries form to explain in detail the reasons for appointment or promotion.

The 91st meeting of the 2nd Faculty Evaluation Committee in the 1st semester of the 2000 academic year on January 8, 2000

- ▲ If the scoring for teaching service in a review for promotion is 90 points or higher or 70 points and lower, the unit (department, institute, subject) shall explain the reasons in detail, fill out the form of concrete facts and submit them along with the case.

The 1st meeting of the Faculty Evaluation Committee in the 1st semester of the 2000 academic year on September 18, 2000

- ▲ If a current teacher or a teacher to be appointed also has a foreign nationality, the Department-level, Institute-level, or Subject-level FEC shall verify on a case-by-case basis whether the case complies with the provisions of Article 22, Paragraph 2 of the Nationality Act, specify the concrete reasons and the verification process, and submit them to the Personnel Office for organization and submission to the Ministry of Education for approval of the implementation.
- ▲ If a current teacher or a teacher to be appointed also has a foreign nationality, the Department-level, Institute-level, or Subject-level FEC shall also verify his/her expertise on a case-by-case basis, and submit the information to the Personnel Office for organization and submission to the Ministry of Education for approval of the handling.
- ▲ If a teacher does not have the nationality of the Republic of China (one who only has foreign

nationality), there will be no application of payment of monthly pension as stipulated in retirement statute, which could greatly affect the teacher's rights. The schools shall notify the current and newly-appointed teachers of the fact in order not to affect their future rights.

- ▲ Appointment of personnel from institutions outside the NYMU that have a cooperative relationship with the NYMU (i.e., those with a contract of cooperation, such as the Academia Sinica) as jointly-appointed faculty will be reviewed by all three-levels of FEC according to the full-time and adjunct faculty appointment process. Whether or not the works shall be sent to intra-university or external review shall determined by the schools in accordance with its own regulations.

The 2nd extraordinary meeting of the Faculty Evaluation Committee in the 2nd semester of the 1999 academic year on July 14, 2000

- ▲ The phone call from the Academic Review Committee of the Ministry of Education on July 10, 2000 is summarized as follows: In the review of the commentaries of the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions, it shall be stated in the reply that under Article 2, Paragraphs 2, 3, and 4, the NYMU shall list academic works in order to comply with the regulations of the Act Governing the Appointment of Educators.
- ▲ For the newly-appointment (under the new and old systems) and promotion of teachers at the assistant professor level and above, a review of academic works shall be conducted.
- ▲ If the appointment and promotion review guidelines of the schools do not specify the intra-university and external review of the academic works (doctoral thesis) the newly-appointed or promoted assistant professor based on his/her doctoral degree, the schools shall amend the guidelines.
- ▲ When personnel under the old system apply for promotion to the associate professor level after receiving a doctorate and the case is not approved at the department or school level, the case shall be returned to the applicant to consider whether to modify the application at the assistant professor level (a new application form shall be filled out) or to continue serving as instructor. If the applicant wishes to reapply at the assistant professor level, he/she shall still go through the original appointment procedures, re-select the works, and submit them for intra-university and external reviews at the assistant professor level. However, if the process results in failure to submit the information to the NYMU FEC on time, the responsibility shall be borne by the applicant.

The 1st meeting of the Faculty Evaluation Committee in the 2nd semester of the 1999 academic year on July 4, 2000

- ▲ It is recommended that the School of Medicine establish the format of the English version of the co-authorship certificate and provide it to the NYMU for uniform usage.
- ▲ Unclear issues in the amended NYMU Faculty Evaluation Committee Organization Regulations and National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions:
 1. Add the loss of power clause in the Article 2-1 and the recusal clause in Article 2-2, consent to the organized clauses, and send them to the University Affairs Meeting for decision.
 2. It is recommended that the concrete definition of "common academic standards" be established by the NYMU academic development committee.
 3. If an application for promotion is not approved in the review, the respective FEC shall explain the concrete reasons to the applicant in writing. The concrete reasons include the overall presentation of the scoring of teaching, services and review of works and commentaries. However, based on the respect and confidentiality obligation towards the members who reviewed the works, the review commentaries shall be organized before providing to the applicant.

The 1st meeting of the Faculty Evaluation Committee in the 2nd semester of the 1999 academic year on July 3, 2000

- ▲ Regarding application for promotion to the associate professor level by personnel under the old system after obtaining a doctorate, unclear issues on the number of concrete reviews of the doctoral thesis has been answered by the Ministry of Education in Letter No. Tai-(89)-Shen-Zi No. 89053715 dated May 12, 2000. "For teachers under the old system who have applied for promotion to the associate professor level after obtaining a doctorate, their doctoral theses shall be submitted to the first concrete review within the NYMU. If the academic standard of the theses does not meet the qualifying standard, which resulted in disapproval, the applicant may not submit the same thesis for review at the same level. The University shall handle the case according to the relevant regulations." The reply is not in disagreement with the resolution of the NYMU FEC on May 11, 2000.

The 1st extraordinary meeting of the Faculty Evaluation Committee in the 2nd semester of the 1999 academic year on May 11, 2000

- ▲ For the application for promotion to the associate professor level by personnel under the old system after obtaining a doctorate degree, the number and year limit of the concrete review of the doctoral thesis (including intra-university and external reviews); In order to protect the rights of personnel under the old system to be promoted to the associate professor level, the doctoral thesis and other works shall be submitted to concrete review. If the case is disapproved (i.e., the doctoral thesis failed to pass the intra-university and external reviews), the same doctoral thesis may not be submitted for concrete review again in later applications for promotion to the associate professor level. However, if the applicant has published new works prior to reporting to the Ministry of Education and obtaining a reply, the case shall still be handled.

2000.01.12 ▲ (I) Instructors and teaching assistants who have served before the amendments to the Act Governing the Appointment of Educators having taken effect on March 19, 1997 and have continued to teach without being interrupted, may apply for promotion after obtaining a doctorate in the following two ways:

- (1) Apply for promotion to the associate professor level based on the original promotion guidelines. However, their doctoral theses and other works shall be submitted for intra-university and external concrete reviews.
 - (2) Apply for promotion to the assistant professor level based on Article 2, Paragraph 2, Subparagraph 1, Item 2 and Subparagraph 2, Item 3 of the National Yang-Ming University Evaluation Framework for Faculty Appointments and Promotions.
- (II) The personnel in (2) above who meet the requirements in Article 17 of the Act Governing the Appointment of Educators shall be deemed qualified to apply for promotion to the associate professor level and not restricted by the regulation of having served for three years (full-time) required for assistant professors. However, their doctoral theses, regardless of having been organized or re-published, may not be submitted as the representative work for review at the associate professor level (Registered for having applied for promotion based on the doctorate as stipulated in Letter No. Tai-(88)-Shen-Zi No. 88149551 of the Ministry of Education dated November 29, 1999).
- (III) Resolution of the 75th meeting of the NYMU FEC on June 30, 1997: "Regarding teachers applying for promotion with a higher degree, the case shall still be handled based on the stipulations that 'new appointment is conducted once every semester, and submission of works for promotion is handled once in the second semester of each academic year;' therefore, the cases shall be handled the same as submission of works for promotion." Therefore, the above-mentioned applications for the promotion to the assistant professor or associate professor level shall be handled in accordance with the resolution of the 75th NYMU FEC to maintain impartiality.
- (IV) If an applicant applies for review at the assistant professor level after obtaining a doctorate, whether the academic works (doctoral thesis) shall be submitted to intra-

university and external concrete reviews shall be decided by the schools.

- ▲ The promotion of clinical faculty of the School of Medicine may be handled based on one of Articles 5, 6, and 7, Paragraphs 1, 2 and 3 of the appointment guidelines of clinical teachers for teaching of the school.
 - ▲ On December 15, 1999, the resolution of the third extraordinary meeting of the NYMU FEC in the first semester of the 1999 academic year was made. The School-level FEC shall maintain the schedule of reviewing promotion cases once a year (in February), while the FECs below the School-level may decide whether to conduct review for promotion twice a year. Therefore, works published before August 1 of the following year by teachers applying for promotion in September of the current year who were approved in the secondary review by the School-level FEC that were not listed in the submitted works for the current promotion may be used for promotion to the next rank. However, such works shall still meet the requirement that the representative works shall be published within the last five years. The School of Medicine (and other schools) shall register and monitor the cases.
- 1999.09.14 ▲ (I) Article 8 of the National Yang-Ming University Guidelines for Faculty Teaching, Researching or Studying Overseas: The total number of teachers applying for teaching, researching, and studying abroad in a department, subject, or institute based on the Guidelines may not exceed 5% of the total number (including jointly-appointed clinical faculty) of full-time faculty at the instructor level and above, in principle.
- (II) For oversea research and studies applications in a department, subject, or institute, if cases recommended by the units and cases applied for by the teacher are present simultaneously, the cases of recommendation shall take priority.
- ▲ (I) From now on, for disapproved cases of appointment or promotion, the NYMU FEC members shall fill out a "review commentaries form" (shown in Table A below) for the applicant's reference (shown in Table B below).
- (II) The Research and Development Office is requested to establish the percentage of contribution to the NYMU of the benefits derived from teachers' research projects, such as patent.
- 1999.06.30 ▲ It is recommended that the teaching evaluation of faculty of the NYMU institutes include student evaluation from the undergraduate program, and the teaching evaluation shall be required for review for promotion.
- It is also recommended that the awards and subsidies by the National Science Council be included in the preliminary review at the department level.
- ▲ If an NYMU FEC member is on leave or is researching or studying overseas for six months or more, the position shall be automatically filled by the alternate members in the listed order. However, if a member is on sabbatical, the matter shall be handled at the member's will.
- 1999.05.21 ▲ It is recommended that the Committee distributes the list of teachers approved for appointment and promotion to the teaching and research department and the performance management division of Taipei, Taichung, and Kaohsiung Veterans General Hospital in order to conduct raise and promotion.
- 1999.01.11 ▲ The appointment and promotion of clinical faculty and professional technician faculty shall be handled in the same way as full-time and adjunct faculty: new appointment shall be conducted twice each academic year (once each semester) and promotion shall be conducted once each academic year.
- ▲ The School-level Faculty Evaluation Committee Organization Rules and Appointment and Promotion Review Guidelines only needs to be submitted to the NYMU FEC for approval.

- ▲ It is agreed that the Department of Dentistry may appoint a maximum of ten jointly-appointed clinical teachers.
- ▲ It is agreed that the seniority as acting attending physician of medical centers shall be treated as that of attending physician for seniority review for appointment and promotion.
- 1998.08.14 ▲ Henceforth, if a teacher's application for domestic in-service training is approved by all three levels of FEC and he/she re-applies for the in-service training in graduate institutes the following year, the application does not need to be reviewed by all levels of FEC, but in the third year, the application shall be handled based on the prescribed procedures.
- ▲ The National Yang-Ming University Faculty Evaluation Committee Faculty Teaching Performance Review Guidelines are approved. The schools are requested to amend the regulations regarding teaching performance review in their current faculty appointment and promotion review guidelines.
- 1998.07.06 ▲ NYMU teachers may apply for teaching, researching, and studying abroad as early as one academic year prior to the plan. The total number of NYMU teachers applying for teaching, researching, and studying abroad based on the Guidelines may not exceed 5% of the total number of faculty in the subject at the time.
- 1998.06.26 ▲ If a full-time teacher of the NYMU is to be re-appointed as adjunct teacher after resignation or retirement, the application shall be submitted by the teacher him/herself to the respective Subject-level, Department-level or Institute-level FEC. Upon approval by the FEC, the re-appointment shall be handled after approval via administrative procedures and does not need to be reviewed by the School-level or the NYMU FEC.
- ▲ If a full-time teacher of the NYMU is reassigned to another department, subject, or institute, the appointment shall be agreed upon by meetings of the original department or institute and then agreed upon by the Department-level and Institute-level FEC of the new unit. If the re-assignment is to another unit within the same school, the appointment may be implemented upon approval by the second review by the School-level FEC. If the re-assignment is cross-school, the case shall be submitted to the School-level FEC of the original unit for a second review and approval and to the School-level FEC of the new unit for a second review and approval, and then submitted to the NYMU FEC for reference before implementation.
- ▲ (I) All of the full-time faculty of the NYMU shall teach in the undergraduate programs.
- ▲ (II) A teaching unit may only appoint adjunct faculty if no suitable candidate can be found among the full-time faculty to teach a course. It is recommended that the two issues above be submitted to the Academic Affairs Meeting for discussion.
- 1998.05.19 ▲ When units intend to appoint full-time teachers, the appointment shall be conducted based on the principles of fairness, impartiality and openness, in order to recruit excellent teachers and comply with the spirit of the University Act. Henceforth, when submitting a case of review of appointment of full-time faculty, the written materials of the public selection procedures shall be attached.
- 1997.06.30 ▲ Regarding teachers applying for promotion with a higher degree, the case shall still be handled based on the stipulations that "new appointment is conducted once every semester, and submission of works for promotion is handled once in the second semester of each academic year;" therefore, the cases shall be handled the same as submission of works for promotion.
- ▲ If a new adjunct teacher is not a physician at the NYMU Hospital or the collaborative hospitals, whether or not an application shall be made to the Ministry of Education for teacher's certificate shall be decided in the preliminary review by the Department or Institute-level FEC. If a decision was not made, it shall be made in the secondary review by the School-level FEC.
- ▲ For the evaluation of teaching services, it is expected that all units adopt quantitative

evaluation and list concrete facts. The Academic Affairs Office is requested to establish a set of concrete evaluation methods to evaluate the performance of the teachers applying for promotion.

- 1996.12.30 ▲ The renewal of full-time, adjunct and jointly-appointed faculty of the NYMU does not need to be reviewed by all three levels of FEC; The renewal of full-time faculty shall be conducted directly by the Personnel Office. The renewal of adjunct and jointly-appointed faculty shall be submitted by the department, subject, or institute to the Personnel Office for handling.
- ▲ If the School-level FEC approves the appointment of a teacher who has not obtained a doctorate as an associate professor, and the appointment is changed to the instructor level by the NYMU FEC, the re-appointment of the teacher as associate professor after obtaining a doctorate does not need to go through the preliminary and secondary review by the Department-level and School-level FEC respectively but still needs to be submitted for review by the NYMU FEC.
- 1996.03.26 ▲ If a teacher who is approved for appointment as adjunct teacher in the current academic year by the NYMU FEC is to be appointed by a different teaching unit in the following academic year, the appointment only needs to be approved in the preliminary review and secondary review by the Department-level and School-level FEC respectively and does not need to be submitted to the NYMU FEC for final review.
- 1996.01.15 ▲ When schools conduct a teacher's works review, the teacher him/herself shall be consulted as to which reviewer shall be recused from the review.
- 1995.11.18 ▲ If a teacher applies to be re-appointed based on degree certificate, he/she shall first pass the oral presentation of the degree and obtain certifying letters from the registration division, department dean, school dean or the president before applying for re-appointment.
- For cases of re-appointment based on degree certificate, the department-level preliminary review and the school-level secondary review may be conducted in writing. The university-level final review shall be conducted via a general meeting.
- ◆ If teachers who have been approved by the NYMU FEC but did not report for duty for certain reasons are to be appointed as new faculty in the following year or after several years, the case shall be submitted to the NYMU FEC for discussion on a case-by-case basis.
- ▲ In order to save time, the preliminary review at the department or institute level may review a case of renewal in writing.
- 1995.07.06 ▲ The renewal of full-time and adjunct faculty and joint appointment with an external institution shall be handled via the three-level and three-review process.
- ▲ If an administrative supervisor applies for a leave, during his/her term of administrative duties, the leave is limited to half a year.
- ▲ The quorum for the commencement and the resolution of the matters reviewed by the Standing Committee of an FEC shall be handled based on the provisions of Article 4 of the NYMU Faculty Evaluation Committee Organization Rules (at least two-thirds).
- ▲ Works currently under publication may not be listed as representative work but may be listed as reference work for categorical scoring.
- ▲ The reviews for the new appointment of full-time and adjunct faculty shall apply the same standard.
- 1995.05.16 ▲ A Review Article may not be accepted as main publication.
- ▲ Based on the provisions of the National Yang-Ming University Department-level Faculty Evaluation Committee Appointment Policy: "Detailed meeting minutes shall be prepared

for the Department-level FEC meetings and shall be submitted along with the reviewed cases to the School-level FEC for the second review." As to whether a case disapproved by the preliminary review by the Department-level FEC shall be submitted for a secondary review, the schools shall decide at their own discretion.

- ▲ For cases of appointment of a Chair Professor from outside of the NYMU, recommendations shall be made by the respective administrative supervisors, and the deans of schools shall review the materials and submit them to the president for approval without the need of submitting to the NYMU FEC.
- 1995.03.27 ▲ The preliminary review conducted by a department or institute shall accurately score the main works before submitting to the school for the secondary review in order to fulfill the spirit of the three-level and three-review process.
- ▲ Those who are to be re-appointed or appointed based on degree certificate shall provide proof of passing the oral presentation of degree thesis issued by the school if the official graduation certificate has not been issued at the time of the preliminary, second or final review. Otherwise, the application shall be returned.
- 1995.03.09 ▲ Whether a work that obtains domestic or international patent or a software may be listed as main publication shall be decided by the schools.
- ▲ Whether a newly-appointed teacher's scores for main publication and categorical scoring shall reach the standard for promotion (maximum score is 70%) shall be decided by the schools.
 - ▲ If an incumbent teacher is to be re-appointed after obtaining a degree certificate at a higher level, the main publication and categorical scoring shall only serve as reference for voting by the committee members and do not need to reach the standard for promotion.
 - ▲ If a teacher's qualification meets the requirements for a higher level but his/her research publications are slightly below the standard, the/she may be appointed at the lower level. The following incidental resolution may be made: "If the teacher reaches the standard for promotion within two years and has been approved by the Committee, he/she may be re-appointed at the higher level from the third year on. If he/she does not reach the standard, the case shall be handled by the promotion review guidelines. However, the incidental resolution shall only be attached upon approval by two-thirds of the members of the School-level and NYMU FEC."
- 1994.11.22 ▲ Henceforth, those who pass the examination of government sponsorship for overseas study by the Ministry of Education be issued a letter of consent. For consideration of the time effectiveness, the case may be approved by the Department-level FEC and the School-level FEC (general meeting) and then to the Standing Committee of the NYMU FEC for approval.
- 1994.08.30 ▲ The appointment of teaching assistants shall be reviewed and approved by the School-level FEC and submitted to the Personnel Office to verify the quota of personnel before implementation. The appointment does not need to be submitted to the NYMU FEC for review.
- 1994.07.05 ▲ Henceforth, newly-appointed full-time and adjunct teachers shall submit their official degree certificates for review within three months prior to the beginning of the appointment; If the certificates are not submitted on the due date, the teachers shall be appointed at a lower level. When the official degree certificates are provided, they may be re-appointed at the original level and issued the original copy of the appointment letter.
- ▲ Applications for promotion or appointment by full-time or adjunct teachers who are currently studying for their doctorate or Master's degree shall not be accepted.
- 1994.05.26 ▲ Senior associate research fellows of the Academia Sinica who are also professors at renowned domestic universities may be appointed as adjunct professors of the School upon approval in the review of works.

- 1994.01.24 ▲ Cases of short-term teaching by visitors invited by the National Science Council do not need to be submitted to the FEC for review.
- ▲ Henceforth, associate professors of the School shall serve for three years at the current position before being allowed to apply to study abroad. For a second application for studying abroad on retention with pay shall be allowed after another seven years. However, before completing seven years of service, a teacher may apply to study abroad for a maximum of three months on retention with pay. If the duration exceeds three months, the teacher shall be put on unpaid leave of absence.
- 1993.11.25 ▲ Henceforth, cases where a unit recommends faculty to study, research or teach abroad for more than three months shall be submitted to the School-level FEC (current requirement is the NYMU FEC) for review and approval.
- 1993.05.10 ▲ Cases of joint appointment between the School and a research institution outside of the NYMU shall be submitted to the School-level FEC (current requirement is the NYMU FEC) for review and approval.
- 1992.01.17 ▲ The appointment of clinical faculty in the Department of Nursing is limited to 30 persons per academic year, in principle.
- ▲ The appointment of clinical faculty in the Department of Physical Medicine and Rehabilitation is limited to 30 persons per academic year, in principle.
- ▲ The appointment standard for clinical faculty in the Department of Biotechnology and Laboratory Science in Medicine shall be handled in the same way as the Department of Physical Medicine and Rehabilitation with the appointment of clinical faculty limited to 60 persons per academic year, in principle.
- 1991.12.27 ▲ Newly-appointed full-time faculty of the School may not appoint those who are currently studying for a degree (such as master's degree or doctorate students in the NYMU or other universities) as full-time faculty. However, the restrictions do not apply to government-sponsored graduates from the Faculty of Medicine of the School who stay to serve as teaching assistants.
- ▲ If a unit obtains approval from the Ministry of Education to expand the quota of faculty recruitment and does not fully use the quota and needs to return the remaining quota to the Ministry of Education due to the following circumstances, the unit shall be prohibited to apply for expansion of quota for a year.
- (I) The applying unit submits two or more recommended candidates and two of them fail to return to the country to report for duty within the duration permitted by the Ministry of Education.
- (II) The same unit has two approved candidates failing to report for duty on time in two consecutive years.
- ▲ Teachers appointed with the expanded quota approved by the Ministry of Education shall obtain approval in the preliminary and second review of the respective unit and be reviewed and approved by the School-level FEC (current requirement is NYMU FEC) in order to be incorporated in the organization of the School.
- 1991.06.02 ▲ Regarding Article 5, Paragraph 2, Subparagraph 2 of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines: Associate professors shall have a doctorate and have engaged in the research work, specialized professions or functions related to the majors for one year with outstanding performance after obtaining the doctorate. The one-year seniority of having engaged in the research work, specialized professions or functions related to the majors shall refer to full-time teaching jobs or research work. Part-time seniority shall not be accepted.
- ▲ A research fellow of the Academia Sinica does not need to be approved by voting to be appointed as adjunct professor.

- 1990.04.10 ▲ The Faculty Appointment and Promotion Review Guidelines stipulate that teachers who have a doctorate shall serve as instructors for one year before being appointed as associate professors. However, regarding the issue whether seniority as instructor for one year or more before studying for the doctorate may be accepted, a resolution was made that those who are not a graduate from a Faculty of Medicine or Department of Dentistry shall serve as instructor for one year.
- ▲ For newly-appointed faculty and faculty studying domestically or overseas, the subject of the education shall match that of the research or course that the faculty conducts or teaches.

B. Summaries of meetings of the School-level FEC of the School of Medicine as of February, 2018

2018-2-2	<p>Regarding the case where adjunct teachers apply for the Teacher's Certificate and the School does not need to submit the teachers' qualifications for review, whether an external review shall be conducted, the case shall be handled according to the regulations related to the submission for external review of newly-appointed teachers who have ministry-assigned teacher's certificate from another university, "the case shall be reviewed by the School-level FEC before deciding whether or not an external review is necessary. If the teachers are at the professor or associate professor levels, the necessity of an oral presentation shall also be reviewed.</p> <p>Regarding the submission of the list of members of the Institute-level FECs of the School for future reference, the departments and institutes shall submit the list of alternate members when applying for approval henceforth.</p>
2018-1-3	<p>Amended and approved the applicant's guide for submission for review, the review guide for external review members, the review guide for the School-level FEC and the forms of explanation for the main publications for promotion to the professor and associate professor levels.</p>
2016-2-2	<p>Applicants for promotion to the professor level shall be approved by the Ministry of Science and Technology, the National Health Research Institutes, or the Academia Sinica as project leader (principal investigator) for a subsidized research project that has been peer-reviewed within three years prior to the submission for review; Applicants for promotion to the associate professor level shall have an application record to the Ministry of Science and Technology, the National Health Research Institutes, or the Academia Sinica for approval as project leader (principal investigator) for a subsidized research project that has been peer-reviewed within five years prior to the submission for review; The application shall not be accepted if the conditions above are not met.</p>
2016-1-4	<p>Administrative operation of the external review of the School:</p> <p>(I) The Assessment Committee:</p> <ol style="list-style-type: none"> 1. Clinical subjects in the Faculty of Medicine: Professor and associate professor levels: 5 reviewers to be furnished by the School; Assistant professor and instructor levels: 3 reviewers to be furnished by the School and 2 reviewers shall be furnished by the submitting unit and incorporated in the second review by the School. 2. Other units of the School: 3 reviewers to be furnished by the School and 2 reviewers shall be furnished by the submitting unit and incorporated in the second review by the School. <p>(II) Departments and institutes shall suggest at least 5 candidates for external review members. A random order may be generated from the list of recommendations upon approval by the School. The review and scoring of these shall be conducted according to the Enforcement Rules of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines.</p> <p>(III) After departments and institutes complete the commissioned procedures, the commentaries of the external review shall be sealed and submitted to the School-level FEC along with the review materials.</p>
2015-1-2	<p>Applicants for promotion to the professor level shall be approved by the Ministry of Science and Technology, the National Health Research Institutes, the Academia Sinica or institutions at the equivalent level for a reviewed and subsidized research project within three years prior to the submission for review; the time limit for the associate professor level shall be five years. If the applicant does not meet the requirement, the application shall not be accepted.</p>
2014-2-3	<p>Applicants for review at the professor and associate levels who do not meet the "projects at equivalent levels" requirement due to special circumstances shall not only specify the reasons but also attach the "reason for disapproval" from the institution.</p>

2014-2-1	Applicants for review at the professor and associate levels who do not meet the "projects at equivalent levels" requirement are recommended to include "explanation of reasons" in their oral report.
2013-2-3	Acceptance of equal contribution works as main publication: For the instructor level, a maximum of 1 piece of work shall be accepted; For assistant professor, associate professor and professor levels, the maximum shall be 2. The works also need to be theses with a P value of $\leq 20\%$ in their respective fields and categories to be accepted. (Implemented since the 2nd semester of the 2014 academic year)
2013-1-2	<ul style="list-style-type: none"> ● If a "newly-appointed instructor" of the School has training hour certificates on teaching skills cultivation organized by a teaching hospital, it may be incorporated for reference in a review by the School-level FEC.
2012-1-3	<ul style="list-style-type: none"> ● A teacher of the School who has been approved for promotion by another school of the NYMU shall still apply according to the Enforcement Rules of the National Yang-Ming University School of Medicine Faculty Appointment and Promotion Review Guidelines for promotion at the School. ● For a newly-appointed teacher with ministry-assigned teacher's certificate from another university, the case shall be reviewed by the School-level FEC before deciding whether or not an external review is necessary. If the teachers are at the professor or associate professor levels, the necessity of an oral presentation shall also be reviewed.
2011-2-4	<ul style="list-style-type: none"> ● The applicant's education field shall be filled out starting from university education. ● Henceforth, the submission for review by a newly-appointed adjunct teacher shall be approved and stamped by the supervisor of the original unit to be allowed. ● Applicants for appointment as instructor of the School shall have served at the NYMU Hospital, agree to the weighted scoring and the experience shall only be accepted upon verification by the research and development division of the NYMU Hospital. The Faculty of Medicine is requested to discuss the implementation. ● The Faculty of Medicine is requested to list service at the NYMU Hospital in the scoring of teaching service performance. ● Added the "School of Medicine commentaries form of the submitting units for appointment or promotion."
2011-1-2	<ul style="list-style-type: none"> ● If the categorical scoring of a thesis is modified, the modifier shall stamp the modification.
2011-1-4	<ul style="list-style-type: none"> ● The original resolution on the oral presentation method at the professor and associate professor levels of the School. For special cases, the dean shall establish a special committee to review the case, and the chairperson of the committee shall make a report to the School-level FEC.
	<ul style="list-style-type: none"> ● The review scoring table of the School adopts the categorical scoring method. The parameter shall be calculated as twice the lowest standard. <ul style="list-style-type: none"> I. Parameters for the categorical scoring for the basic and clinical fields: Professor: 1000; Associate professor: 800; Assistant professor: 600; Instructor: 400 II. Parameters for the categorical scoring for the public health field: Professor: 700; Associate professor: 560; Assistant professor: 420; Instructor: 280
2010-2-2	<ul style="list-style-type: none"> ● Amended the resolution of the School-level FEC in the 1st semester of the 2010 academic year that "applicants for promotion to the professor and associate professor levels shall be approved by the National Science Council, the National Health Research Institutes, the National Health Administration, the Academia Sinica or institutions at the equivalent level for a reviewed and subsidized research project within three years prior to the submission for review. At the professor level, the applicant needs to be approved for projects for two years prior to the submission, and at the associate professor level, at least one year (excluding co-hosted or jointly-hosted projects). For special circumstances that do not meet the requirement, the reasons shall be specified (including the submission of proof of application to the National Science Council or institutions at the equivalent level for research projects

	<p>within three years prior to the submission for review). It is agreed to list the issue in the discussion by the FEC. The unit of preliminary review is requested to review the case. (Amended the resolution on January 1, 2010)</p>
2010-1-1	<ul style="list-style-type: none"> Whether the teacher is the first one among the first authors, the original resolution shall be upheld (the total number of co-authors for the main publication of the submission for review shall be no more than 3, i.e., the total number of first author plus corresponding author shall be 3 or fewer).
	<ul style="list-style-type: none"> "Applicants for promotion to the professor and associate professor levels shall be approved by the National Science Council, the National Health Research Institutes, the National Health Administration, the Academia Sinica or institutions at the equivalent level for a reviewed and subsidized research project within three years prior to the submission for review. At the professor level, the applicant needs to be approved for projects for two years prior to the submission, and at the associate professor level, at least one year (excluding co-hosted or jointly-hosted projects). For special circumstances that do not meet the requirement, the reasons shall be specified. It is agreed to list the issue in the discussion by the FEC. The unit of preliminary review is requested to review the case. [The resolution has been amended by the 2nd meeting of the School-level FEC in the 2nd semester of the 2010 academic year] (Amended the resolution of the 2nd meeting of the School-level FEC in the 2nd semester of the 2008 academic year)
	<ul style="list-style-type: none"> The meeting minutes of the FEC of the School shall be distributed as confidential mail to the committee members and relevant units. Any content that has the nature of a policy shall be announced in the School Affairs Meeting of the School.
	<ul style="list-style-type: none"> For submissions for review by adjunct teachers, the fees for the review of theses or publications shall be self-funded by the submitting unit or borne by the applicant. The fee standard shall be established separately.
2009-2-2	<ul style="list-style-type: none"> The fields of submission for review by an applicant of the School shall be governed by the review guidelines of the respective field of the submitting unit.
	<ul style="list-style-type: none"> Reasons for the appeal and relevant documents of proof, such as other concrete academic deeds (e.g. authorship of textbooks or award certificates), shall be provided for an appeal.
2008-2-2	<ul style="list-style-type: none"> Applicants for promotion to the professor and associate professor levels shall be approved by the National Science Council, the National Health Research Institutes, the National Health Administration, the Academia Sinica or institutions at the equivalent level for a reviewed and subsidized research project within three years prior to the submission for review. At the professor level, the applicant needs to be approved for projects for two years prior to the submission, and at the associate professor level, at least one year (excluding co-hosted or jointly-hosted projects). [The resolution has been amended in the 1st meeting of the School-level FEC in the 1st semester of the 2010 academic year] A full-time teacher shall have actually taught for 20 hours in the undergraduate program within 3 years to be allowed to apply for promotion.
2007-2-1	<ul style="list-style-type: none"> The content of oral presentation shall be focused on general research results and future research plans; the contribution in the field and the relatedness between the research projects and the completeness shall also be explained.
2004-2-1	<ul style="list-style-type: none"> If another unit intends to jointly-appoint a teacher of the School, the case shall be approved by the Department-level or Institute-level FEC and then submitted to the School-level FEC for review.
2004-1-3	<ul style="list-style-type: none"> Henceforth, the following research outcome forms shall be attached to the materials submitted for the review for appointment and promotion of ministry-assigned teachers: <ol style="list-style-type: none"> Publications Research outcome statistics, subsidized research projects and awards within the last five years (Table A)

	<ul style="list-style-type: none"> 3. RPI Statistics (Table B) 4. Research projects executed within the last three years 5. "English version of CV" may be listed as other supporting material. (94.1.5)
2004-1-1	<ul style="list-style-type: none"> ● For the question regarding: adjunct teachers who serve in two different fields shall follow the submission for review guidelines of which field, the review shall be conducted based on the review guidelines of the belong field of the submitting unit.
	<ul style="list-style-type: none"> ● Henceforth, a submission for review shall attach Form A and Form B of the National Science Council (including projects subsidized by the National Science Council within the last three years) for reference.
2003-2-1:	<ul style="list-style-type: none"> ● Henceforth, when submitting for review, a copy and electronic file of the list of all of the formerly submitted theses and publications shall be attached for verification and organization by the unit of the preliminary review and then submitted to the School for the second review.
2003-1-3:	<ul style="list-style-type: none"> ● In principle, the FEC of the School shall convene once per semester. The due date for submissions shall be based on the due date of the School. ● For a special case of new appointment, all of the materials approved in the preliminary review shall be submitted, and reasons shall be specified by the second-level supervisor before submission to the School. The School shall follow the schedule for intra-university and external reviews and inquire the FEC members' opinion in writing on whether to conduct the review and call an extraordinary meeting or to postpone the case for the School-level FEC meeting in the following semester. Any delay shall be the responsibility of the respective submitting unit.
2003-1-1:	<ul style="list-style-type: none"> ● When an NYMU teacher submits works for review and the representative works are co-authored works, a co-authorship certificate is required for all of the works according to the regulations of the Ministry of Education. Special cases shall list the reasons and obtain approval otherwise.
2002-1-3:	<ul style="list-style-type: none"> ● The SCI Rank Category shall be attached for a published thesis. (1) If the score is lower than 70 points, the application shall not be accepted. (2) An average of at least 70 points and above is required for approval in the review by the School-level FEC.
2000-2-1:	<ul style="list-style-type: none"> ● For the reply of an appeal, the following materials shall be provided: <ul style="list-style-type: none"> 1. List of theses where the applicant is the first author or corresponding author within five years. 2. List of Grade A Awards of the National Science Council and projects of the National Science Council. 3. Other concrete academic deeds, such as authorship of textbooks or award certificates... <p>[The resolution has been amended in the 2nd meeting of the School-level FEC in the 2nd semester of the 2009 academic year]</p>
	<ul style="list-style-type: none"> ● If an applicant fails to pass the review, he/she needs to have at least one newly published main thesis for the next application in order for the application to be accepted.
1999-2-2:	<ul style="list-style-type: none"> ● The duration of oral presentation of main published research submitted for review is 20 minutes for both the professor and associate professor levels (12 minutes of presentation and 8 minutes of Q&A).
	<ul style="list-style-type: none"> ● Instructors under the old system who are disapproved for promotion to the associate professor level and are thus appointed to the assistant professor level shall not be restricted by the rule of having to serve for three years before applying for promotion to the associate professor level. The submission of works for review

	shall be handled in the same way for the promotion of existing associate professors. (Only the theses published after obtaining the qualifications as assistant professor shall be accepted for the review for promotion to the associate professor level).
1999-2-1:	<ul style="list-style-type: none"> Instructors in the old system who apply for promotion to the associate professor level shall submit not only doctoral thesis but also outstanding works related to the degree thesis research as the first author or corresponding author.
1998-2-1:	<ul style="list-style-type: none"> Amended the requirement of works submitted for review (including main and reference works): Only works with proof of publishing at set dates in domestic or international academic or professional publications which have been verified by the submitting unit shall be accepted.
	<ul style="list-style-type: none"> Henceforth, newly-appointed or promoted teachers must submit a disc of the list of their publications (including publications before and after the submission) to the School of Medicine for future reference (requested to be saved in the format of WinWord 5.0 according to the NYMU categorical scoring table)
	<ul style="list-style-type: none"> Cases of newly-appointed teachers who have ministry-assigned professor or associate professor certificate from another university shall be reviewed by the School-level FEC in writing to decide whether an oral presentation is necessary. All promoted teachers are required to give an oral presentation.
	<ul style="list-style-type: none"> Public speeches by professors and associate professors in departments and institutes shall both have a duration of 50 minutes. The departments and institutes shall submit a written report of the speech outcome, obtain approval by the Department-level or Institute-level FEC and then submit it to the School-level FEC. The School-level FEC shall arrange for oral presentations on the main published research, which shall be 30 minutes for each professor (including 20 minutes of oral presentation and 10 minutes of Q&A) and 20 minutes for each associate professor (including 12 minutes of oral presentation and 8 minutes of Q&A). The resolution shall be submitted to the School Affairs Meeting for amendment. [The duration of the oral presentation at the School-level FEC in the resolution has been amended in the 2nd meeting of the School-level FEC in the 2nd semester of the 1999 academic year]
	<ul style="list-style-type: none"> It is agreed that Letter to <i>Nature</i> and Letter in <i>Nature Genetics</i> may be accepted as publication submitted for review. Professor Wu, Jaw-Ching of the Institute of Clinical Medicine is invited to assist the Committee in the authentication of the submitted publication.
1998-1-1:	<ul style="list-style-type: none"> Seniority as acting attending physician at medical centers shall be accepted as that of attending physician.
1997-2-1:	<ul style="list-style-type: none"> Starting from the 2nd half of the 1998 academic year, a full-time teacher shall only be allowed to transfer to another unit within the School upon approval by the preliminary review by the Department-level or Institute-level FEC and the second review by the School-level FEC.
1996-1-1:	<ul style="list-style-type: none"> A submitted publication needs to be a research thesis to be accepted towards categorical scoring. (1996.11.28)