

Guidelines for the Appointment of Contract Teaching Personnel of National Taipei University of Business

Approved at the 3rd meeting of the University Endowment Fund Management Committee for Academic Year 2010 on August 19, 2010

Approved at the 3rd meeting of the University Endowment Fund Management Committee for Academic Year 2015 on May 26, 2015

Amended and passed the full text (16 articles) at the 2nd meeting of the University Endowment Fund Management Committee in 2019, held on May 16, 2019, and implemented from August 1, 2019

Amended and passed Article 5 at the 1st meeting of the University Endowment Fund Management Committee in 2020, held on April 7, 2020, and implemented from August 1, 2020

Amended and passed Articles 4, 5, 8, 10, 12 and 13 at the 3rd meeting of the University Endowment Fund Management Committee in 2020, held on December 3, 2020, and implemented from August 1, 2021

Amended and passed Articles 1, 2, 4, 10 and 13 to 15 at the 4th meeting of the University Endowment Fund Management Committee in 2022, held on August 31, 2022, and implemented retroactively from August 1, 2022

Amended and passed Articles 5, 6 and 13 at the 4th meeting of the University Endowment Fund Management Committee in 2023, held on November 27, 2023, and implemented from February 1, 2024

1. National Taipei University of Business (hereinafter referred to as the University) hereby establishes these Guidelines in order to meet the needs of teaching, research, counseling and service, and to make effective use of staffing quotas.
2. The term contract teaching personnel as used in these Guidelines refers to non-staff teaching personnel employed on a contract basis under various budget items of the University Fund, in accordance with the Principles for Employing Full-time Teaching Staff Outside the Establishment at Junior Colleges and Institutions of Higher Education or various special project plans.
3. The employment of contract teaching personnel by the University shall be handled in accordance with the principles of fairness, impartiality and openness.
4. Contract teaching personnel are classified into two ranks, namely the assistant professor equivalent level and the lecturer level. The qualifications and age requirements for the appointment of contract teaching personnel shall be governed mutatis mutandis by the relevant regulations of the University for full-time faculty members and professional technical personnel. However, this restriction shall not apply to cases approved under special projects by the Ministry of Education. The employment of contract teaching personnel shall be reviewed in accordance with the appointment procedures of the University for full-time faculty members and professional technical personnel, applied mutatis mutandis.
5. Contract teaching personnel are divided into three tracks: the teaching track, the industry-academia collaboration track, and the research track. The appointment of each track of contract teaching personnel shall meet one of the following conditions:
 - (1) Teaching track: Appointed at the lecturer-equivalent level. Responsible for supporting university-wide, interdisciplinary, or general education courses, or for meeting other teaching needs where corresponding funding is available.
 - (2) Industry-academia collaboration track: Appointed at the assistant professor-equivalent or lecturer-equivalent level. Primarily responsible for implementing industry-academia collaboration projects and assisting with teaching.
 - (3) Research track: Appointed at the assistant professor-equivalent level. Primarily responsible for implementing research projects, publishing academic papers, and assisting with teaching.The weekly teaching hours of contract teaching personnel shall comply with the University's Directions for the Calculation of Teaching Hours for Faculty Members:
 - (1) Teaching track: the basic teaching load for full-time faculty of the same rank plus six hours (including hours taught in the day program and the Division of Continuing Education).
 - (2) Industry-academia collaboration track and research track: The basic teaching hours shall be the same as those of full-time faculty members of the same rank on the regular staff (including hours taught in both the Day Division and the Division of Continuing Education). Personnel in these tracks may concurrently serve as heads of second-level administrative

units and as members of various meetings and committees. They may attend meetings and may have their teaching hours reduced in accordance with the relevant regulations.

The performance evaluation of contract teaching personnel shall meet the following key performance indicators (KPIs):

(1) Industry–academia track (choose one):

1. After appointment, each year serve as a co-principal investigator or co-investigator of an industry–academia collaboration project, with project funding reaching NT\$1.2 million.
2. After appointment, each year serve as principal investigator of an industry–academia collaboration project, with project funding reaching NT\$300,000.
3. The achievement ratios under item (1) and item (2) may be summed to reach 100%. Calculation of the ratio: project funding as co-PI or co-investigator divided by 1.2 million, plus project funding as PI divided by 300,000.

(2) Research track: after appointment, publish at least two conference papers per year and submit journal papers to Web of Science (WOS)–indexed journals or TSSCI (Level 1 and Level 2) or THCI (Level 1 and Level 2) journals, with at least one paper accepted for publication per year.

6. For contract teaching personnel appointed from August 1, 2024, the principle shall be a two-year term for each appointment. Their performance in teaching, research, counseling and service shall be evaluated annually by the appointing unit, and the evaluation regulations shall be separately prescribed by each appointing unit.

Upon expiry of the appointment term of contract teaching personnel, the contract shall terminate automatically, and they shall leave the position unconditionally.

7. The staffing quota for contract teaching personnel in each unit may be calculated separately on an additional basis and shall not be included in the staffing quota allocated to the appointing unit.
8. Where contract teaching personnel are transferred to regular full-time faculty members or professional technical personnel, the recruitment information shall be re-announced and the review shall be handled in accordance with the University’s appointment procedures for newly hired full-time faculty members and professional technical personnel.
9. Contract teaching personnel may participate in teaching-related affairs of departments, institutes, centers, offices and academic programs.
10. The salary of contract teaching personnel shall, in principle, be determined with reference to that of teachers of the same rank.

The appointment of contract teaching personnel shall be governed by a written contract, which shall include the term of appointment, teaching hours, leave, salary, retirement, insurance and other rights and obligations.

Contract teaching personnel are not subject to the Principles for the Secondment of Full-time Teachers of Public Schools at All Levels, the Regulations Governing Leave without Pay for Educational Personnel, the University’s Regulations Governing Faculty Promotion, the Regulations Governing Sabbatical Leave for Professors, the Directions for Lecturing or Conducting Research Abroad, the Directions for Pursuing Academic Degrees Abroad, the Directions for the Application and Subsidization of Domestic Degree Studies (full-time study and part-time study during office hours), and provisions governing consolation payments for occupational injury or disability, assistance in litigation arising from official duties, subsidies for marriage, funeral, childbirth, children’s education, health examinations, compulsory leave, emergency loans, and other similar benefits for public servants. However, those concurrently holding administrative positions are subject to the Civil Service Service Act and, mutatis mutandis, the Civil Servants Administrative Neutrality Act. Matters not otherwise provided for in these Guidelines or in the contract shall be handled with reference to the provisions applicable to full-time faculty members.

11. Contract teaching personnel shall, in accordance with relevant regulations, participate in labor insurance and National Health Insurance, and contribute labor pensions with reference to the provisions of the Labor Pension Act.

For foreign nationals, separation savings shall be contributed in accordance with the Regulations

Governing the Payment of Separation Savings for Employees Hired by Government Agencies and Schools.

12. Where contract teaching personnel are transferred to regular full-time positions on the University staff, their years of service may be counted toward salary seniority, but shall not be counted toward retirement and pension seniority.
13. If, after appointment, any contract teaching personnel fall under any of the circumstances set out in Article 31 of the Educational Personnel Employment Act, or Articles 14 to 16, 18, 21 and 22 of the Teachers' Act, their contracts shall be terminated or the execution of their appointments shall be suspended in accordance with the deliberation procedures applicable to the University's full-time faculty members.

If, after appointment, any contract teaching personnel fail to meet the key performance indicators prescribed in Paragraph 3 of Article 5 of these Guidelines, their contracts may be terminated in accordance with the deliberation procedures applicable to the University's full-time faculty members.

If, upon expiration of the term of appointment, a contract teaching staff member is not reappointed and none of the circumstances specified in Items 6 and 7 of the "Principles for Employing Full-time Teaching Staff Outside the Establishment at Junior Colleges and Institutions of Higher Education" applies, an allowance shall be paid by reference to Article 12 of the Labor Pension Act, calculated on the basis of the appointee's years of service at the University at one half of the average monthly salary for each full year of service, with partial years paid on a pro rata basis, up to a maximum of six months of the average monthly salary.

14. If contract teaching personnel consider that any measure taken by the University concerning them personally is unlawful or improper and thereby infringes upon their rights and interests, they may, depending on the nature of the matter, seek relief by initiating labor management dispute proceedings or other relevant legal action in accordance with applicable laws.
15. Matters not covered in these Guidelines shall be handled in accordance with the Principles for Employing Full-time Teaching Staff Outside the Establishment at Junior Colleges and Institutions of Higher Education and the relevant provisions of various special project plans.
16. These Guidelines shall be implemented after having been approved by the Administrative Council, reviewed and approved by the University Endowment Fund Management Committee, and submitted to the President for ratification; any amendments shall follow the same procedure.