

# **Principles for the Faculty Staffing Quotas Control of National Taipei University of Business**

Established the full text of 10 Points at the 1st meeting of the Administrative Meeting of the 2nd semester of Academic Year 2018 on February 21, 2019  
Amended Points 2, 5, and 7 to 9 by an incidental resolution at the 2nd meeting of the Administrative Meeting of the 2nd semester of Academic Year 2018 on March 14, 2019  
Amended Points 3, 5, and 8 at the 6th meeting of the Administrative Meeting of the 1st semester of Academic Year 2021 on November 25, 2021  
Amended Point 5 at the 9th meeting of the Administrative Meeting of the 1st semester of Academic Year 2022 on December 22, 2022

1. National Taipei University of Business (hereinafter referred to as “the University”), in order to effectively plan the allocation of full-time faculty staffing quotas, make rational use of human resources, and promote the University’s outstanding development, hereby establishes the “Principles for the Faculty Staffing Quotas Control of the National Taipei University of Business” (hereinafter referred to as “these Principles”).
2. The term “faculty staffing quotas” as used in these Principles refers to the faculty staffing quotas listed in the University’s staffing establishment table (hereinafter referred to as “full-time faculty members”) and the teaching staff employed on a contract basis outside the establishment in accordance with the “Guidelines for the Appointment of Contract-based Teaching Staff of National Taipei University of Business.”
3. The University shall establish a “Faculty Staffing Quota Control Committee,” composed of the Vice President, Chief Secretary, Dean of Academic Affairs, Dean of Research and Development, Deans of each college, Director of the Center for General Education, Director of the Office of Physical Education, Director of the Office of Accounting, and Director of the Personnel Office, all appointed by the President. The Director of the Personnel Office shall serve as the secretary, responsible for convening meetings and reviewing matters related to the allocation of faculty staffing quotas and the use of human resources for each academic unit and the Office of Physical Education.
4. The Faculty Staffing Quota Control Committee shall meet on an as-needed basis, and may, when necessary, invite relevant personnel to attend the meeting to provide explanations.
5. The faculty staffing quotas of each academic unit and the Office of Physical Education shall be centrally allocated by the University. Any full-time faculty staffing positions left vacant due to suspension, adjustment, or merger of colleges, departments (divisions), institutes, or degree programs, or due to faculty retirement or resignation, shall be incorporated into the overall staffing quota control of the University. The Faculty Staffing Quota Control Committee shall review and approve staffing quota requests submitted by each academic unit and the Office of Physical Education based on any of the following circumstances, with priority given to the use of contract-based teaching staff:
  - (1) Where any one of the following metrics for an academic unit (college, department (division), institute, or degree program) – the proportion of full-time lecturers, the number of full-time faculty members, or the student–teacher ratio – has reached a value equal to the standard value minus one as set out in Attached Table 5 of Article 5 of the Standards for the Scale of Overall Development and Resource Conditions at Junior Colleges and

Institutions of Higher Education.

- (2) Where a staffing quota is requested from the University for the purpose of recruiting outstanding scholars.
- (3) Where a staffing quota is requested from the University on the grounds of excellent performance by an academic unit.
- (4) Where a staffing quota is requested from the University to support key fields of development and areas of distinction of the University.
- (5) Other special reasons not covered in the preceding four subparagraphs that have been submitted as a special project for approval and referred to the Committee for deliberation.

Where any academic unit or the Office of Physical Education meets the circumstance described in Subparagraph 1 of the preceding paragraph and there is indeed a special need and urgent staffing requirement, it may submit a staffing quota request in accordance with Point 6 for special approval by the President. The Personnel Office shall present a work report and explanation when the Faculty Staffing Quota Control Committee convenes.

Where any academic unit or the Office of Physical Education submits a staffing quota request under the circumstances described in Subparagraphs 3 and 4 of Paragraph 2, it shall first provide an explanation of its teaching and research results, the concrete measures for aligning with the University's key development fields and areas of distinction, and the manpower planning and additional staffing needs to support such development. These matters shall be reviewed by the college (center, office) affairs meeting and shall serve as a reference for the Faculty Staffing Quota Control Committee in reviewing and approving staffing quotas.

6. When any academic unit or the Office of Physical Education intends to apply for a faculty staffing quota, it shall specify the following items, and submit the case as a special project to the Faculty Staffing Quota Control Committee for review at a meeting to be scheduled. Only after the application has passed review and the quota has been approved by the President may subsequent related procedures be carried out.
  - (1) Current utilization of staffing quotas.
  - (2) Course arrangements.
  - (3) Faculty teaching hours.
  - (4) Concrete reasons for continuing to use or increasing manpower.
  - (5) Qualifications of the proposed appointee(s).
  - (6) Number of students and enrollment rates in each educational system over the past three years (not required if there are no students).
7. Each hiring unit of the University, in considering needs for teaching development, reducing the number of part-time teachers, and safeguarding students' right to education, shall submit an application for faculty staffing quotas in accordance with Items 5 and 6, after the matter has been reviewed and approved by the affairs meeting of the unit (college, department, institute, degree program, center, or office).

Where a hiring unit applies for full-time faculty staffing quotas, it shall cite at least one current representative figure in the relevant professional field, domestically or abroad, as a benchmark, and specify the qualifications of the proposed appointee(s) with reference to that benchmark. However, this requirement may be waived where the application is for converting a quota for contract-based teaching staff into a full-time faculty staffing quota.

8. With the exception that contract-based teaching staff of the Center for General Education and

the Office of Physical Education shall, in principle, be classified as being on the teaching track, each college, department (division), institute, and degree program shall broadly categorize the structure of its contract-based teaching staff into three tracks: teaching track, industry–academia track, and research track. When a hiring unit submits a staffing quota request, it shall analyze the staffing needs of the unit, and for the track in which it is lacking, specify the qualifications of the proposed appointee(s) for the required staffing quota.

When applying for staffing quotas for appointment pursuant to Item 7 and Paragraph 1 of Point 8 of these Principles, the requesting unit shall submit the case to the President for approval to be forwarded to the Faculty Staffing Quota Control Committee for discussion, and shall then submit it to the President for approval.

9. Where any academic unit or the Office of Physical Education, in accordance with the staffing quotas allocated with the consent of the Faculty Staffing Quota Control Committee, has completed open recruitment pursuant to the University’s Regulations for the Appointment of Faculty Members, and finds it necessary to change the qualifications of the proposed appointee, the hiring unit may, by special submission, seek the President’s approval for appropriate adjustment, and thereafter handle the recruitment announcement in accordance with the prescribed procedures.

In order to recruit outstanding talent, where the hiring unit considers that a candidate who has participated in the recruitment process demonstrates excellent performance and development potential, and where the original staffing request submitted by the hiring unit was to fill a vacancy created by the retirement or departure of a full-time faculty member within the unit, the hiring unit may, by special submission, seek the President’s approval to change the nature of the proposed staffing quota. Within the scope of reallocations permitted for vacancies in full-time faculty positions within the establishment, the Personnel Office may convert the originally allocated quota for contract-based teaching staff into a full-time faculty staffing quota.

10. These Principles shall be implemented after approval by the Administrative Meeting and ratification by the President of the University. The same shall apply to any amendments.