

# **Regulations for the Appointment of Professional and Technical Personnel to Undertake Teaching Duties of National Taipei University of Business**

Approved at the 1st meeting of the University Faculty Evaluation Committee of the 1st semester of Academic Year 2011 on September 1, 2011

Reviewed and approved at the 1st University Affairs Meeting of the 1st Semester, Academic Year 2011, on October 6, 2011

Approved at the 2nd University Affairs Meeting of the 2nd Semester, Academic Year 2013, on June 5, 2014, for the University's name change

Reviewed and approved at the 1st University Affairs Meeting of the 2nd Semester, Academic Year 2014, on March 26, 2015

Reviewed and approved at the 1st University Affairs Meeting of the 2nd Semester, Academic Year 2015, on March 24, 2016

Amended Articles 1 and 9 at the 1st meeting of the University Affairs Meeting of the 1st semester of Academic Year 2019 on December 19, 2019

- Article 1      National Taipei University of Business (hereinafter referred to as “the University”) has formulated these Regulations in accordance with the Employment Regulations for Professional Technicians Teaching at Universities for the appointment of professional technicians to undertake teaching duties.  
These Regulations shall also apply to the appointment of professional technicians at the Continuing Education College and the Junior College Division of Continuing Education affiliated with the University.
- Article 2      Where a department (division), institute, degree program, center, or office offers technical courses that cannot generally be taught by regular full-time or part-time teachers, it may appoint professional and technical personnel to teach such courses. The number of full-time professional and technical personnel shall not exceed one tenth of the faculty staffing quota of the unit concerned; however, where this figure is less than one person, one such person may be appointed.  
The term “professional and technical personnel” in the preceding paragraph refers to persons who possess special professional practical experience, expertise, or achievements sufficient to undertake teaching duties.
- Article 3      For teaching purposes, professional and technical personnel shall be classified, by reference to faculty ranks, into four levels: professor level, associate professor level, assistant professor level, and lecturer level.
- Article 4      Professional and technical personnel at the lecturer level shall have engaged for six years or more in professional work related to the nature of the subject for which they are being appointed and shall possess special expertise or achievements. However, for those who have received major international awards or have been recognized by the Faculty Evaluation Committee as talents genuinely required for the University's teaching needs, the above years of experience requirement may be appropriately reduced.
- Article 5      Professional and technical personnel at the assistant professor level shall possess one of the following qualifications:
1. Having served as professional and technical personnel at the lecturer level for six years or more, with an excellent performance record and concrete achievements.
  2. Having engaged in professional work related to the nature of the subject for which they are being appointed for nine years or more, and possessing special expertise or achievements. For those who have received major international awards, the above years of experience requirement may be appropriately reduced.
- Article 6      Professional and technical personnel at the associate professor level shall possess one of the following qualifications:

1. Having served as professional or technical personnel at the assistant professor level for six years or more, with an excellent performance record and concrete achievements.
2. Having engaged in professional work related to the nature of the subject for which they are being appointed for twelve years or more, and possessing special expertise or achievements. For those who have received major international awards, the above years of experience requirement may be appropriately reduced.

Article 7 Professional and technical personnel at the professor level shall possess one of the following qualifications:

1. Having served as professional or technical personnel at the associate professor level for six years or more, with an excellent performance record and concrete achievements.
2. Having engaged in professional work related to the nature of the subject for which they are being appointed for fifteen years or more, and possessing special expertise or achievements. For those who have received major international awards, the above years of experience requirement may be appropriately reduced.

Article 8 The term “years of professional work experience related to the nature of the subject for which they are being appointed” in these Regulations refers to full-time experience. Part-time positions shall count as half.

Article 9 The recognition of “concrete achievements” and “special expertise or achievements,” the definition of “major international awards,” and the extent to which years of experience may be reduced as referred to in Articles 4 to 7 shall be determined by each department (division), institute, degree program, center, or office in accordance with the characteristics of its professional field, and shall be implemented after having been approved by the Faculty Evaluation Committees at the college and university levels and ratified by the President.

The appointment of full-time professional and technical personnel shall be handled in accordance with the provisions governing full-time faculty; the appointment of part-time professional and technical personnel shall be handled in accordance with the provisions governing part-time faculty.

Recognition of the concrete achievements and special expertise or accomplishments of professional and technical personnel shall be handled in accordance with the following provisions:

1. Full-time: external review shall be conducted by six external scholars and experts in accordance with Article 5 of the University’s Regulations for Faculty Appointment, and at least four reviewers must give a passing evaluation.
2. Part-time: except for those who have already been appointed through an external review process at a university, external review shall be conducted by three external scholars and experts, and at least two reviewers must give a passing evaluation. Those who were appointed without going through an external review process under the amended provisions of the University dated March 24, 2016 shall, after the adoption of this amended provision, undergo and pass the aforementioned external review procedure before they may be reappointed.

When newly appointing professional and technical personnel, proof of prior professional and technical work related to the subject to be taught, proof of special expertise or accomplishments, or proof of receipt of major international awards shall be attached. Where such proof documents are foreign documents, authentication procedures shall be completed before the appointment proposal is submitted.

Article 10 Matters concerning the promotion, suspension, dismissal, non-renewal, and appeal of full-time professional and technical personnel shall be handled in accordance with the provisions applicable to full-time faculty members of the University.

Weekly teaching hours, remuneration, benefits, research sabbatical, further study,

retirement, survivors' benefits, severance, and salary grade advancement for full-time professional and technical personnel shall, according to their appointed level, be handled in accordance with the provisions applicable to full-time faculty members of the University.

Part-time professional and technical personnel shall be remunerated in accordance with the hourly pay standards for part-time teaching applicable to faculty members of the same level.

Article 11    These Regulations shall be implemented after approval by the University Affairs Council and the President. Amendments shall follow the same procedure.