

National Taiwan University of Science and Technology Operational Directives for Recruiting Project and Visiting Faculty Members and Research Fellows

Amended and passed by the 621st Administrative Meeting on June 20, 2023

1. These directives are formulated by the National Taiwan University of Science and Technology (hereinafter referred to as NTUST or “the University”) with the aim of enhancing educational quality, advancing research endeavors, fostering industry-academia collaborations, and promoting internationalization. They are also designed to facilitate the recruitment of both domestic and international experts and scholars who can contribute to teaching, research, and the administration of technological research and development at the University.
2. The types of project personnel and visiting scholars are as follows:
 - (1) Project personnel are categorized into the following two types:
 - i. Project teaching personnel encompasses both project teachers and professional specialists, who shall be classified according to NTUST quota-based levels and duties established for full-time teachers and specialists. The eligibility criteria for their appointment shall be in accordance with the stipulations outlined in the Act Governing the Appointment of Educators and Employment Regulations for Professional Technicians Teaching at Universities.
 - ii. Project research fellows are divided into four levels: project research fellow, associate project research fellow, assistant project research fellow, and project research assistant. The criteria for their appointment shall be in accordance with the regulations detailed in the Regulations Governing Appointment of University Research Personnel.
 - (2) Visiting scholars are categorized into the following two types based on their qualifications:
 - i. Visiting teaching personnel encompass visiting professors, visiting associate professors, visiting assistant professors, and visiting lecturers. Their eligibility criteria for appointment shall be in accordance with the regulations outlined in the Act Governing the Appointment of Educators and Employment Regulations for Professional Technicians Teaching at Universities.
 - ii. Visiting research fellows encompass visiting research fellows, visiting associate research fellows, visiting assistant research fellows, and visiting research assistants. Their eligibility criteria for appointment qualifications shall be in accordance with the regulations outlined in the Regulations Governing Appointment of University Research Personnel.
3. Before appointing project personnel and visiting scholars who shall receive monthly payments, in accordance with administrative procedures, the appointment shall be reviewed by the Personnel Office and Accounting Office. Additionally, the recruitment proposal shall be submitted at relevant meetings for review and approval of the appointment quota. For appointments with salary payments made through self-raised income of the hiring unit or for cases where the appointment of the project personnel does not exceed the personnel quota assigned to the hiring unit, reviews may be waived. Each hiring unit shall not proceed with selection and appointment operations until the appointment quotas are approved and assigned.

The project staff quota as outlined in the preceding paragraph, allocated to the hiring unit, may be subject to adjustments through meetings. These adjustments may be made in consideration of the self-raised income from the NTUST University Endowment Fund, conditions of the budget approved by relevant agencies, and university requirements. The personnel quota provided in the preceding paragraph shall be included in the hiring unit’s personnel quota.

The recruitment process for new appointments of project personnel within each hiring unit shall adhere to a fair, impartial, and transparent selection and review process. Appointments must first be reviewed

and approved by the Faculty Evaluation Committee at each level, followed by final approval by the University President. However, appointments of project personnel made in accordance with the merger plan of NTUST or another university are exempt from the requirement of publicly announcing the recruitment process.

Project teaching personnel shall be subject to the same age restrictions as full-time faculty members within the NTUST staffing complement. These restrictions do not apply to appointments that have been approved as part of a Ministry of Education project.

The new appointment of visiting scholars shall be reviewed and approved by the various Faculty Evaluation Committees and then receive final approval from the University President. Renewal of appointments for visiting scholars shall follow the same procedures as those for full-time faculty members. However, visiting scholars who receive monthly remuneration, as specified in Paragraph 1, shall be approved by the original hiring unit once they have been approved and assigned a hiring quota, as specified by the same Paragraph.

Appointment procedures and promotion processes for project faculty and project research fellows shall be conducted in accordance with NTUST Regulations Governing the Recruitment and Promotion of Faculty, and the appointment and promotion of project specialists shall adhere to the NTUST Regulations Governing the Recruitment of Specialists. However, the review standards and criteria for promoting project personnel shall be otherwise stipulated by the respective College. The appointment and promotion of project research fellows shall require the same qualifications as specified in the Regulations Governing Appointment of University Research Personnel. Provisions concerning the acknowledgment of special contributions and the definition of an “award from a major domestic or foreign research institute” shall be determined by the Faculty Evaluation Committees at each level.

Project personnel are appointed annually, in alignment with the academic year and semesters. Visiting scholars are initially appointed for one to three years, and their appointments may be renewed according to the actual needs of the hiring unit.

4. Project faculty members shall have their qualifications accredited to obtain a teacher certificate no later than three months from the date of their appointment, in accordance with NTUST regulations for full-time faculty members. Failure to do so shall result in the nonrenewal of their appointment. Individuals whose qualifications do not successfully pass the accreditation process shall have their appointment immediately revoked.

Project faculty members who have obtained their teacher certification may be promoted in accordance with NTUST regulations on the promotion of full-time faculty members.

5. Project teachers participating in the selection process for newly appointed full-time faculty members within the staffing complement shall be reviewed in accordance with the procedures for new faculty appointments. If the project personnel has served at a teacher level equivalent to the desired appointment and has demonstrated exceptional performance, their previous years of service in that position may be considered when determining their salary grade advancement.

For project faculty members who are appointed as full-time faculty by NTUST, the years they have spent teaching after obtaining their teacher certificate shall be considered for their promotion and during their regular evaluation of effectiveness.

6. The rights and duties of project personnel and visiting scholars that receive a monthly payment shall be determined through mutual agreement between the appointee and the university, except where the Principles for Junior Colleges and Higher Education Institutions Appointing Contract Full-Time Faculty; the Principles for Appointing Contract Faculty Members, Research Fellows, and Working Staff with National University Endowment Funds; and other regulations apply.

Project faculty members shall be remunerated according to the same salary standards for full-time teachers within the NTUST staffing complement; however, in the event of a valid and approved justification, appointments with self-raised incomes may be remunerated exceeding the aforementioned standards.

The remuneration for contract research fellows shall be determined by agreement, and in situations where a valid and approved justification exists, it may exceed the salary standards for full-time teachers within the NTUST staffing complement.

7. Project personnel shall be evaluated one year after their appointment. Five months prior to the completion of the employment term, the hiring unit shall evaluate the project personnel's overall teaching, research, and service performance, and the project personnel shall submit their teaching, research, and service plan for the upcoming academic year for review by the College Faculty Evaluation Committee. If this plan is approved by the Committee, the respective College shall initiate the process of renewing the project personnel's appointment through the Personnel Office and Accounting Office in accordance with administrative procedures. The appointment shall be renewed upon approval by the University President. When preparing to promote project personnel to a higher pay grade, the hiring unit shall evaluate the project personnel's aforementioned performance for the academic year, and depending on the evaluation results, the project personnel may be promoted to one pay grade higher, with the recommended increased remuneration taking effect following approval by the University President. The evaluation criteria shall be stipulated by each unit.

Project personnel whose initial term is less than one year and who have one academic semester remaining in their appointment must pass the evaluation process stipulated in the preceding paragraph to have their appointment renewed. However, those whose initial term begins with the spring semester are exempt from evaluation for their first appointment renewal.

Project personnel who have completed their appointment term and wish to continue their appointment in another unit shall undergo the procedures for a new appointment.

8. Prior to the completion of the project personnel's term of appointment, failure by the original hiring unit to renew the appointment following the procedure provided in Article 7 shall be regarded as a nonrenewal. If renewal is submitted following the procedure specified in Article 7 but is not passed, the reason for nonrenewal shall be explicitly stated and communicated to the personnel concerned three months prior to the completion of their term. For project personnel who do not receive an appointment renewal, their contractual relationship with NTUST shall end upon completion of their employment term.
9. Individuals who meet any of the circumstances prescribed in Article 14, Paragraph 1, or Article 15, Paragraph 1, of the Teacher's Act may not be appointed as project personnel or visiting scholars. If such an individual has already been appointed, they shall be reported in accordance with Article 20, Paragraph 1, of the Teacher's Act, and their appointment shall be terminated following approval by the University President, without the need for review by the Faculty Evaluation Committees.

10. The procedures for reviewing the termination or suspension of project personnel and remunerations during suspension shall be handled in accordance with the Principles for Junior Colleges and Higher Education Institutions Appointing Contract Full-Time Faculty; and the Principles for Appointing Contract Faculty Members, Research Fellows, and Working Staff with National University Endowment Funds.

In cases that require approval by the Faculty Evaluation Committees as specified in the preceding paragraph, the Faculty Evaluation Committees at each level shall discuss the situation and provide the party in question the opportunity to share their opinions. If the motion is approved, the termination or suspension shall be implemented following approval through administrative procedures.

11. Except in cases of force majeure or valid justifiable reasons, project personnel may not leave their position in the middle of their appointment term. If they need to leave for any reason before the completion of their appointment term, project personnel shall schedule their departure in conjunction with the academic semester and provide a one-month notice; they may only depart following agreement by the University.

The departure procedures shall be handled in accordance with regulations and must be completed prior to issuance of the certificate of service.

12. The reporting, collection, inquiry, handling, and use of information and other matters related to personnel recruitment mentioned in these directives shall be subject to the provisions outlined in the Regulations Governing Reporting, Handling of Information Collection and Inquiries, and Use of Reports and Data Regarding Educators Unsuitable for Employment
13. The funding required for the implementation of these directives shall be provided by funds approved by the Ministry of Education and relevant agencies and by self-raised income from the University Endowment Fund.
14. Matters not addressed in these directives shall be handled in accordance with the Principles for Junior Colleges and Higher Education Institutions Appointing Contract Full-Time Faculty; the Principles for Appointing Contract Faculty Members, Research Fellows, and Working Staff with National University Endowment Funds; and other relevant regulations.

For project personnel appointed under special contracts in alignment with the merger plan of NTUST or another university, the contract shall take precedence.

15. These directives and their amendments shall be promulgated following approval by the Administrative Meeting.