

National Taiwan University of Science and Technology Full-time Faculty Appointment Contract

*Amended and approved during the University's 620th administrative meeting on May 23, 2023,
and the 84th university affairs meeting on June 9, 2023,
and effective as of August 1, 2023*

1. Faculty members should meet the developmental needs of the University and their respective teaching units by dedicating themselves to teaching, research, service, and counseling.
2. Faculty teaching hours are designated as follows: professors, associate professors, assistant professors, and instructors are expected to teach 8, 9, 9, and 10 hours per week, respectively. Faculty members with administrative duties or valid reasons may apply for reduced teaching hours, subject to the approval of the University.

Faculty members should teach in person, conduct classes punctually, and fulfill their teaching hour and week requirements. If they are unable to teach because of unforeseen circumstances, they may apply for leave and arrange for make-up classes on the condition that their students' rights to education are met.

3. Faculty who have part-time jobs or are teaching off-campus should comply with the University's Directives for Managing Part-time Jobs Undertaken by Faculty Members and the relevant regulations formulated by the Ministry of Education, and they must notify the University in writing and obtain its approval prior to taking on part-time work.

Any remunerations received by faculty members for part-time work that violate the aforementioned regulations shall be confiscated and allocated to the university endowment funds or public budget funds. Such remunerations will be reclaimed by the University.

4. Faculty members participating in externally funded/commissioned projects shall follow the University's procedures. Contracts must be officially signed by the University, and faculty members are prohibited from signing contracts with other institutions/agencies without first completing the University's administrative processes.
5. Faculty members shall undergo regular performance evaluations in accordance with the University's Guidelines for Routine Faculty Performance Evaluation Act. For those who fail to pass the evaluations, action will be taken in accordance with said guidelines.
6. Instructors, assistant professors, and associate professors appointed from the 2007–2008 academic year onward must meet the promotion criteria by the respective deadlines as stipulated in the University's Regulations Governing the Recruitment and Promotion of Faculty Act. Failure to meet the promotion criteria shall lead to non-reappointment or disciplinary actions.
7. When the academic works of faculty members violate academic ethics and faculty qualification review regulations, actions will be taken in accordance with the University's Guidelines for Handling Academic Ethics and Faculty Qualification Review Violations.
8. Faculty members shall comply with relevant laws and regulations such as the Gender Equity Education Act and Gender Equality in Employment Act, and they must not violate Article 227 of the Criminal Code of the Republic of China.

When teaching, mentoring, training, evaluating, managing, counseling, or providing students with job opportunities, faculty members may not engage in interactions that violate gender- or sexuality-related professional ethics. Faculty members shall actively avoid and report teacher–student relationships that violate such professional ethics to the University.

Faculty members shall respect the sexual and physical autonomy of themselves and others, refrain from engaging in unwelcome pursuits, and refrain from resolving gender or sexual conflicts with coercion or violence.

9. If a faculty member violates any laws (e.g., the Teachers' Act), University regulations, or the terms of their contract, and such violations are regarded as serious, disciplinary actions shall be taken by the relevant Faculty Evaluation Committee to facilitate the faculty member's dismissal, non-renewal of appointment, suspension, or severance with pay as stipulated in the Teachers' Act. If a college-level Faculty Evaluation Committee determines that the violations do not meet the criteria for dismissal, non-renewal of appointment, suspension, or severance with pay as stipulated in the Teacher's Act, it may submit the case directly to the university-level Faculty Evaluation Committee for review. Depending on the severity of a case, one or more of the following sanctions may be imposed:
- (1) Ineligibility for sabbaticals, overseas lectureships, or further domestic or international educational pursuits.
 - (2) Ineligibility for transfers or part-time work/teaching in off-campus settings.
 - (3) Ineligibility for service extensions or roles as academic or administrative heads in Faculty Evaluation Committees at any level.
 - (4) Ineligibility for salary increases.
 - (5) Ineligibility for promotions.
 - (6) Ineligibility for research grants.
 - (7) Ineligibility for university awards.
 - (8) Ineligibility for reductions in teaching hours, overtime remuneration, or others (including written warnings).

Faculty members whose rights are suspended shall be ineligible to apply for any positions; approvals already granted may be revoked, actions already taken may be suspended, and funds already disbursed may be reclaimed.

For cases that do not meet the criteria for dismissal, non-renewal of appointment, suspension, or severance with pay as stipulated in the Teachers' Act, an investigation team may be formed by a higher-level Faculty Evaluation Committee to conduct procedural and substantive investigations prior to presenting the case to the university-level Faculty Evaluation Committee. A written investigation report shall be produced. Unless the investigation concludes that there is no substantial evidence (in which case the college-level Faculty Evaluation Committee will report to the university-level Faculty Evaluation Committee), the information uncovered by the aforementioned investigation team must be reported directly to the college- and university-level Faculty Evaluation Committees for review.

10. Faculty matters, such as salary scales, remuneration, leave, further education, benefits, insurance, pension, and relief payments are handled in accordance with relevant regulations.
- When a faculty member is on maternity leave, unpaid parental leave, sick leave for pregnancy complications, prenatal leave, miscarriage leave, pregnancy checkup accompaniment leave, or paternity leave, the classes missed by the faculty member may be taught by other faculty members hired by the faculty member's department or by qualified external faculty members with expertise in the subjects taught. The faculty member on leave will not receive extra pay for any normally scheduled overtime teaching, and the substitute teaching hours will only count toward the teaching hours of substitute faculty members.
11. A faculty member who does not intend to reapply at the end of their term should notify the University in writing one month prior to the end of their contract. A faculty member who intends to resign during their appointment period must submit their resignation letter one month in advance, and they may leave only after obtaining the approval of the University. Resignation procedures must be completed prior to leaving the University.
12. This appointment contract is also applicable to professional technical personnel of the University.
13. Matters not addressed herein shall be governed by the University Act, Teachers' Act, Act Governing the Appointment of Educators, and related regulations formulated by the Ministry of Education and the University.

14. This appointment contract and any amendment thereto shall take effect after approval is granted at an administrative meeting and a university affairs meeting.

*The English version is provided for reference only.
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.*