

**NATIONAL CENTRAL UNIVERSITY**  
**Pre-employment Seniority Questionnaire for the Salary Grade**  
**Promotion of Teaching and Research Personnel**

1. Basic Information

Created

2017.06.17

Name		Department		Position	
Date of Employment	Y M	Highest Education Level	<input type="checkbox"/> Doctorate <input type="checkbox"/> Master's	Degree Awarded	Y M

2. Status of Salary Scale Promotion

- I am not applying for the adoption of pre-employment full-time work experience.
- Below are the years of full-time work experience that have not been adopted in the calculation of my salary grade, with relevant proof of experience documents attached. Please process my salary grade promotion request.

Name of Employer	Position	Type of Work	Full-time or Part-time	Start-End	Years of Service
		<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> None of the above	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Start Y M End Y M	Y
		<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> None of the above	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Start Y M End Y M	Y
		<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> None of the above	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Start Y M End Y M	Y
		<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> None of the above	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Start Y M End Y M	Y

Notes	<p>1. According to Article 2-3 of <i>Regulations Governing Adoption of Teachers' Pre-Employment Seniority for Salary Grade Promotion</i> and <i>Act Governing the Appointment of Educators</i>, college lecturers who obtained a teaching license through the submission of pre-employment experience cannot apply for a salary grade promotion using the same level of experience that was used to obtain the qualification.</p> <p>2. In accordance with the work division chart for the 3 levels of Faculty Evaluation Committees, when reviewing the appointment qualifications of a new lecturer, the Faculty Evaluation committees shall review whether pre-employment experiences should be adopted; furthermore, new lecturers who have yet to apply for adoption shall apply for a salary grade assessment within 30 days from the date of employment, and shall provide proof of academic experience and the teacher's certificate for processing.</p> <p>3. All experiences should be accompanied with relevant documents and promotional procedures. Please refer to Table 1.</p>
-------	---

Applicant's Signature	Please attach any relevant supporting documents. In the case that the information provided is incorrect or falsified, the applicant shall bear legal responsibility.
-----------------------	--

	<b>Signature :</b>  Year            Month            Date
--	---

3. Status of Department Review (Please choose 1)

- We have verified that this application does not require the processing of pre-employment experience adoption for the purpose of salary grade promotion. The processing of pre-employment experience adoption for the purpose of salary grade promotion is required:
  1.  Previously held relevant positions in domestic public or private higher education institutions or public institutions. The position has been verified to be a full-time position equivalent to the proposed teaching position, the service performance was excellent, and the work experience is necessary for teaching and of a similar nature to the proposed teaching subject. **[Please see the approval process in Table 1 for details (1)]**
  2.  Previously held relevant positions in domestic and foreign private institutions. The position has been verified to be a full-time position equivalent to the proposed teaching position, the service performance was excellent, and the work experience is necessary for teaching and of a similar nature to the proposed teaching subject. **[Please see the approval process in Table 1 for details (2)]**

**Department Supervisor Approval:**

**Dean Approval:**

Table 1: Each experience category and its corresponding required certification, approval process, and description:

Experience Category	Required Documents	Approval Process	Notes
Domestic public university lecturers (Including project lecturers)	<ul style="list-style-type: none"> <li>• Proof of experience</li> <li>• Proof of salary increase due to seniority</li> </ul>	<p>(1) Fill out the form and send it to the Personnel Office for processing after <b>receiving approval from the Department Supervisor.</b></p>	<p>Salary will be based on the previous salary grade of the applicant. However, if the previous salary grade is higher than the highest salary pay of the current employment position, the highest salary pay of the current position shall be used as the basis.</p> <p><i>Teacher Remuneration Act, Article 11-2</i></p>
Domestic private university lecturers	<ul style="list-style-type: none"> <li>• Proof of experience</li> <li>• Proof of excellent service performance</li> </ul>		<p>If the previous salary grade is equal to or higher than the minimum salary grade of the proposed position, the level of the positions shall be considered equivalent.</p> <p><i>Regulations Governing Adoption of Teachers' Pre-Employment Seniority for Salary Grade Promotion, Article 2-1-2</i></p>
Full-time position in a domestic public institution	<ul style="list-style-type: none"> <li>• Proof of experience</li> <li>• Performance notices from past years (B or 70pts and above)</li> </ul>		<p>For seniority earned from years of excellent service performance, the salary grade shall be raised by such years of service until the maximum salary for the proposed position is reached.</p> <p><i>Teacher Remuneration Act, Article 9-1</i></p>
Research personnel of various projects (example: postdoctoral research)	<ul style="list-style-type: none"> <li>• Proof of experience</li> <li>• Proof of excellent service performance</li> <li>• Salary information</li> </ul>		<p>In the accrual of seniority, monthly remuneration shall be converted into pay rate using the given year's conversion rate as approved by the Executive Yuan to verify if the previous pay rate is at the same grade as the current rate.</p> <p><i>Regulations Governing Adoption of Teachers' Pre-Employment Seniority for Salary Grade Promotion, Article 2-2-3</i></p>
<b>Domestic foundations or academic and scientific research institutions</b>	<ul style="list-style-type: none"> <li>• Proof of experience (Chinese translation must be attached for foreign proof of experiences and shall be verified by the embassy or</li> </ul>	(2) Send the form to the Personnel Office for processing	<p>For seniority earned from years of excellent service in a position of a similar nature and equivalent level, the salary grade shall be raised by such years of service</p>

已註解 [001]: 年資加薪證明

established by the government	designated agencies of the R.O.C) • Proof of excellent service performance • Description of work contents, research and development results, research papers, etc. • If the pre-employment organization is a domestic or foreign non-research private organization, please attach the following: 1. Company business registration certificate 2. Paid-in capital (over 40 million NTD) 3. Proof of annual turnover (over 150 million NTD)	after receiving approval from the Faculty Evaluation Committees at the department and collegiate level and <b>receiving approval from the Department Supervisor.</b>	until the maximum salary for the proposed position is reached. Please see Table 2 below for the methods of calculation.  <i>Teacher Remuneration Act, Article 9-2.</i>
Internationally renowned <b>foreign academic and scientific research institutions and foreign universities and colleges</b> listed on the reference lists for the Ministry of Education's Foreign Academic Qualification Recognition Measures.			Important points reviewed by the Faculty Evaluation Committees: 1. One grade can be accrued per year of service. Service times of less than one year will not be counted. 2. Is the nature of the previous position similar to the subject to be taught? 3. Is the work experience necessary for teaching? 4. Is the level of the previous position and the proposed teaching position equivalent? 5. Was the service performance excellent?
Internationally and domestically renowned non-research private institutions (such as enterprises, companies, foundations or NGOs.			

已註解 [JL2]: Please verify name

Table 2 : List of the Minimum Seniorities Adopted by Domestic and Foreign Private Institutions

已註解 [003]: 國內外私人機構得認定採計之起始年資列表

Degree	Degree obtained before/after 1997.03.21	Minimum Seniority Adopted			
		Professor	Associate Professor	Assistant Professor	Lecturer
Doctorate degree or equivalent	Before	7	1	-	-
	After	8	4	1	-
Master's degree or equivalent	Before	-	7	-	1
	After	-	-	5	1
Bachelor's degree or equivalent	Before	-	-	-	6
	After	-	-	10	6