

National Central University

Directives for the Employment of Full-time Supernumerary Faculty

Approved by the 1st University Council Committee Meeting of Academic Year 2022-2023 on Nov. 15th, 2022

1. National Central University (NCU) has formulated the *Directives for the Employment of Full-time Supernumerary Faculty* (hereinafter “the *Directives*”) in accordance with the Ministry of Education’s *Principles for Appointing Full-time Supernumerary Faculty* to meet its teaching and research needs in managing them and protecting their rights and interests.
2. The term “full-time supernumerary faculty” herein refers to full-time legally qualified faculty paid on a monthly basis who are not permanent NCU employees. Remuneration shall be self-generated income from the University Endowment Fund or funds of projects subsidized by government ministries and agencies to recruit talent and improve faculty.
The term “self-generated income from the University Endowment Fund” herein refers to self-generated income in Article 3, Paragraph 1, Subparagraph 2 of the *National University Endowment Fund Establishment Act*.
3. Faculty in the *Directives* employed under the *Act Governing the Appointment of Educators* shall be divided into project professors, associate professors, assistant professors, and instructors. In accordance with the *Regulations Governing the Employment of Technical Experts as Faculty by Universities*, technical experts shall be ranked as either professor, associate professor, assistant professor, or instructor.
4. The employment of full-time supernumerary faculty shall be conducted under the principles of fairness, impartiality, and transparency.
5. NCU president may not employ their spouse or relatives by blood or marriage within the third degree of kinship as full-time supernumerary faculty at NCU or its affiliations. Units shall avoid employing individuals who are the unit heads’ spouses or relatives by blood or marriage within the third degree of kinship as full-time supernumerary faculty. Exceptions are as follows:
 - (1) Spouse or relatives by blood or marriage within the third degree of kinship was/were already full-time supernumerary faculty at NCU or its affiliations prior to the president taking office.
 - (2) Full-time supernumerary faculty have been employed under procedures where the president holds no power over the decision.The preceding Subparagraph 1 does not include full-time supernumerary faculty with a new contract after the original expires or is terminated for any reason.
The president may not employ full-time supernumerary faculty during the periods in Article 26-1, Paragraph 1 of the *Civil Service Employment Act*. However, this rule shall not apply to those already employed under procedures where the president holds no power over the decision.
6. Regulations on the employment of full-time supernumerary faculty are as follows:
 - (1) Qualifications: The *Act Governing the Appointment of Educators* and *Regulations Governing the Employment of Technical Experts as Faculty by Universities* shall apply. Age regulations for permanent NCU employees shall apply except projects approved by the Ministry of Education.

- (2) Procedures:
 - i. All units may apply to employ full-time supernumerary faculty by submitting written information on research needs and development directions. Once the number of project staff and funds have been approved, the unit may begin employment.
 - ii. Approvals of project staff and funding shall be reviewed by Full-time Supernumerary Faculty and Research Fellows Review Committee, with relevant regulations to be formulated.
- (3) Period:
 - i. Regulations for full-time faculty shall apply. However, interim employment may terminate at the end of the academic year depending on approved funding.
 - ii. Employment may not exceed two years with start and end dates based on the contract. Terms exceeding one year shall undergo a performance review to determine renewal.
 - iii. Contracts shall only be renewed by passing the performance review with associated funds approved. Contracts of those who fail the review or lack approved funding shall be ended.
 - iv. For full-time supernumerary faculty paid with self-generated income approved by the Full-time Supernumerary Faculty and Research Fellows Review Committee, if the funds are exhausted during employment without an alternative, their contract may end early.
 - v. Performance review procedures and standards shall be stipulated by the Full-time Supernumerary Faculty and Research Fellows Review Committee.
- (4) Teaching hours: Processed under *Regulations on the Calculation of Faculty Teaching Hours*.
- (5) Review and promotion: For full-time supernumerary faculty employed under the *Act Governing the Appointment of Educators*, qualification review procedures for permanent NCU employees shall apply. Those who pass will be issued a certificate. Those who meet promotion requirements may apply for a review.
- (6) Business trips and leaves: Regulations for permanent NCU employees shall apply.
- (7) Remuneration:
 - i. Regulations on base (seniority) salary and allowance for permanent NCU employees shall apply.
 - ii. Remuneration for newly employed full-time supernumerary faculty shall include their base salary (equal to the lowest salary of permanent NCU faculty plus research allowance). However, during special circumstances, remuneration may be higher as agreed upon in the contract.
 - iii. Base (seniority) salary and allowance shall be calculated and paid monthly from the start date until resignation.
- (8) Pay Raises: Regulations for permanent NCU faculty shall apply. Performance reviews may be referenced to determine base (seniority) salary raise (from one job level up to the highest).

- (9) Year-end Bonuses: Regulations for permanent NCU employees shall apply in accordance with the *Directives for Year-end Bonuses Given to Military, Civil, or Teaching Personnel*.
 - (10) Benefits: To be processed in accordance with relevant NCU regulations.
 - (11) Retirement: NCU shall deposit the highest possible pay percentage of full-time supernumerary faculty under Article 7, Paragraph 2 and Article 14, Paragraph 2 of the *Labor Pension Act* into their personal pension accounts. Otherwise, regulations for resignees shall apply.
 - (12) Insurance: To be processed under the *Labor Insurance Act* and *National Health Insurance Act*.
 - (13) Solatium: Full-time supernumerary faculty without contract renewals at the end of their employment who do not meet the criteria in Articles 7 and 8 will be granted a solatium based on their seniority. Half of their average monthly salary (up to 6 months) shall be paid for each year of service (or pro-rata if under one year).
 - (14) Remedy payments: If full-time supernumerary faculty believe that NCU's measures towards them are illegal or inappropriate and thus harmful to their rights and interests, they may file a labor dispute settlement or a lawsuit based on its nature to request for remedy.
7. The contract of a full-time supernumerary faculty may be terminated if they:
- (1) Have been convicted of sedition or treason since the end of the Period of Mobilization for the Suppression of Communist Rebellion.
 - (2) Are convicted of corruption while serving the public.
 - (3) Are convicted of a crime in Article 2, Paragraph 1 of the *Sexual Assault Crime Prevention Act*.
 - (4) Are convicted of sexual assault as investigated by the NCU Gender Equity Education or other relevant committee established in accordance with the law.
 - (5) Are convicted of sexual harassment or bullying as investigated by the NCU Gender Equity Education or other relevant committee, where contract termination is deemed necessary.
 - (6) Are punished under the *Child and Youth Sexual Exploitation Prevention Act* or Article 20 or 25 of the *Sexual Harassment Prevention Act*, where contract termination is deemed necessary.
 - (7) Are sanctioned by competent authorities under Article 97 of the *Protection of Children and Youths Welfare and Rights Act*, where contract termination is deemed necessary by the Faculty Evaluation Committee.
 - (8) Are confirmed as investigated by NCU to have known but failed to report a suspected sexual assault incident on campus under the *Gender Equity Education Act*, resulting in another occurrence; or have forged, altered, destroyed, or concealed evidence of such.
 - (9) Are confirmed to have forged, altered, or destroyed evidence of others committing drug crimes on campus as investigated by NCU.
 - (10) Are confirmed to have bullied or exercised corporal punishment on students, causing them physical and mental harm to the extent that contract termination is deemed necessary.

- (11) Are convicted of legal violations as investigated by NCU or relevant agencies, where contract termination is deemed necessary.
- (12) Are unable to fulfill job requirements as supported by concrete evidence.
- (13) Have committed a serious breach of their contract.

The contract of any full-time supernumerary faculty who commits an offense in the preceding Subparagraphs 1-6 may be terminated without review by the Faculty Evaluation Committee.

The contract of any full-time supernumerary faculty who commits an offense in Subparagraphs 7 and 10 of Paragraph 1 may be terminated in a Faculty Evaluation Committee meeting if 2/3 of members attend with half of the attendees voting in favor. Similarly by such, the contract of full-time supernumerary faculty who commits an offense in Subparagraphs 8, 9, and 11-13 of Paragraph 1 may be terminated.

8. The contract of full-time supernumerary faculty shall be temporarily suspended if they:

- (1) Are wanted or detained for criminal proceedings
- (2) Are deprived of their rights due to a final verdict
- (3) Are sentenced to imprisonment in a final verdict

9. If a full-time supernumerary faculty is suspected of an offense in Article 7, Paragraph 1, Subparagraphs 4-6 during employment, Faculty Evaluation Committee shall review the incident within one month of that day. Once approved, the contract shall be suspended for up to 6 months or extended twice (up to 3 months each) as necessary to wait for investigation results. The suspension may not surpass contract validity. If the faculty is confirmed of the offense in question, they will be handled in accordance with provisions in Article 7.

If a full-time supernumerary faculty is suspected of an offense in Article 7, Paragraph 1, Subparagraphs 7-11 during employment and an investigation is deemed necessary, contract suspension must be reviewed by the Faculty Evaluation Committee. Once approved, the contract shall be suspended for up to 3 months or extended once (up to 3 months each). The suspension may not surpass contract validity. If the faculty is confirmed of the offense in question, they will be handled in accordance with provisions in Article 7.

Faculty Evaluation Committee reviews and approvals in the 2 preceding Paragraphs shall be conducted in meetings with at least half of the members in attendance and at least half of the attendees voting in favor.

10. No compensation shall be offered for full-time supernumerary faculty with contract suspended under Article 8, Paragraphs 2 and 3.

No compensation shall be offered for full-time supernumerary faculty with contract suspended under Article 8, Paragraph 1 or Article 9, Paragraph 1. If the reason no longer applies, the contract shall not be terminated with base (seniority) salary repaid in full.

Full-time supernumerary faculty with contract suspended under Paragraph 2 of the preceding article shall be paid half their base (seniority) salary. If their contract is not suspended after the investigation, the remaining half will be repaid.

11. Term of employment, contract termination or suspension, number of teaching hours, business trips, leaves, remuneration, pay raises, bonuses, benefits, pension, insurance, solatia, and other

rights and obligations shall be defined in the contract, which may only be formulated or revised upon approval by the Faculty Evaluation Committee.

12. Reappointments of full-time supernumerary faculty as permanent employees require a new review under employment procedures.
13. The seniority of full-time supernumerary faculty reappointed as permanent NCU employees will be calculated as follows:
 - (1) Promotions: Years of service reviewed and approved by the Ministry of Education are similarly applicable as those for permanent employees.
 - (2) Salary calculation: Years of service are applicable if previous job level equates current position.
14. Units that must reappoint full-time supernumerary faculty as full-time supernumerary research fellows due to teaching and research needs shall adopt the following reappointment procedures:
 - (1) At the same or a lower level: Review and approval by the Faculty Evaluation Committee required.
 - (2) At a higher level: A new external review of their works is required with an application to the Faculty Evaluation Committee for review under employment procedures.

Regarding employment changes in the preceding Paragraph, research fellows are considered as equals to professors, associate research fellows to associate professors, and assistant research fellows to assistant professors.

15. Provisions in the *Directives* may apply to national key field research institutes established by NCU under Article 3 of *National Key Fields Industry-University Cooperation and Skilled Personnel Training*.
16. Year-end bonuses and solatia of full-time supernumerary faculty shall be paid from funds for their original projects or the self-generated income of the employing unit.
17. Matters unaddressed herein shall be subject to other applicable regulations.
18. The *Directives* and any amendments made hereto shall be implemented upon passage by the Faculty Evaluation Committee and the University Council Committee.