

National Taiwan Normal University

Guidelines for Employment of Professional Technicians Teaching at the College of Science

Passed by the 134th Academic Affairs Meeting of the College of Science on October 15, 2020, submitted to the 315th Faculty Evaluation Committee Meeting of the University on December 30, 2020 for review and the official letter Shi-Da-Li-Yuan-Zi No. 1101001440 issued on January 26, 2021

- Article 1 These Guidelines are formulated in accordance with Article 9 of the Employment Regulations for Professional Technicians Teaching at Universities and Article 6 of the Employment Regulations for Professional Technicians Teaching at NTNU.
- Article 2 The term “professional technicians” refers to those who have special professional practices, attainments or achievements and are qualified as teachers.
Unless otherwise stipulated by laws and regulations, matters related to the employment, employment period, qualification review and promotion of the professional technicians of the College shall be handled by the faculty evaluation meeting in accordance with these Guidelines.
- Article 3 The professional technicians employed in accordance with these Guidelines shall have the qualifications stipulated in Articles 4, 5, 6 and 7 of the Employment Regulations for Professional Technicians Teaching at Universities and in principle employed as the adjunct teacher but may be employed as the full-time teacher if necessary. The number of professional technicians serving as full-time teachers shall not exceed a quarter of the total number of teachers in each department (institute, professional school or degree program).
- Article 4 The seniority and experience of professional practices of the professional technicians stated herein refer to the seniority of full-time employment. The seniority shall be calculated in half for adjunct teachers.
- Article 5 When each department (institute, professional school, or degree program) recruits professional technicians, it shall submit the proof of professional and technical works, special attainment or achievement or receipt of any internationally-renowned awards related to the subjects to be taught by such technician.
- Article 6 The identification of specific deeds, special attainment or achievement, or achievements of professional technicians shall be determined by each department (institute, professional college, degree program) based on the guidelines formulated based on the respective fields of professional practices, which shall be passed by the Academic Affairs Meeting of the department (institute, professional college, degree program), submitted to the faculty evaluation meeting of the University for review and promulgated by the President of the University.
- Article 7 Each department (institute, professional school, or degree program) intends to recruit any professional technicians as full-time or adjunct teachers and shall submit the materials of specific deeds, special attainments or achievements to external scholars or experts for review. The number of reviewers and the regulations of the handling unit as follows:
- I. Professional technicians serving as full-time teachers: the department (institute, professional school, or degree program) shall submit a list of eight to ten external scholars or experts to the dean for review. The number of reviewers is five and at least four out of these reviewers give a rating of B or above.
The qualifications for newly recruited full-time professional technicians shall meet the thresholds for new employment stated in the regulations of the respective colleges.
 - II. Professional technicians serving as adjunct teachers: The department (institute, professional school, or degree program) shall submit a list of five to seven external scholars or experts to the dean for review. The number of reviewers is three and at least two out of these reviewers give a rate of B or above.
- The aforementioned external review is graded in four rates respectively known as A (excellent), B (good), C (average) and D (poor). The reviewers shall evaluate and compare the performance of the candidate’s specific deeds, special attainment or achievements with teachers of the same level in the same professional fields. The scores corresponding to each rate are 90 or above for A; 80 or above but less than 90 for B; 70 or above but less than 80 for

C; and less than 70 for D.

- Article 8 For professional technicians to be employed that have won any internationally-renowned awards, the required seniority may be reduced by one to three years. However, if the competition for such award is participated in by contestants of more than 20 countries, only those in which the first prizes are won may be included, and the years of seniority to be deducted shall be determined by the Academic Affairs Meeting of the University.
- Article 9 The teaching hours of full-time professional technicians shall be governed by the regulations of the University's teachers of the same level.
- Article 10 The promotion of professional technicians shall be handled in accordance with the relevant provisions of the Faculty Evaluation Guidelines of the University.
- Article 11 If it is confirmed that the certificates and/or proof of qualifications and achievements of professional technicians are forged, altered, or published falsely or the works are plagiarized, the Faculty Evaluation Committee Meeting of the University will directly handle the dismissal process.
- Article 12 Matters not covered herein shall be governed in accordance with the relevant regulations of the Ministry of Education and the University.
- Article 13 Upon these Guidelines are passed by the Academic Affairs Meeting of the College, they shall be submitted to the faculty evaluation committee meeting of the University for review and the President of the University for promulgation and implementation and the same shall apply for the amendments.