

National Taiwan Normal University College of Arts

Employment Regulations for Professional Technicians Teaching at the College

2014.3.13 Passed at the 2nd College of Arts Affairs Meeting in the 1st Semester of Academic Year of 2013

2014.5.14 Passed at the 271st Faculty Evaluation Committee

2018.9.21 Revised and passed at the 1st College of Arts Affairs Meeting in the 1st Semester of Academic Year of 2018

2019.1.11 Revised and passed at the 3rd College of Arts Affairs Meeting in the 1st Semester of Academic Year of 2018

2021.5.18 Revised and passed at the 2nd College of Arts Affairs Meeting in the 2nd Semester of Academic Year of 2020

- Article 1** National Taiwan Normal University has formulated these Regulations in accordance with Article 9 of the *Employment Regulations for Professional Technicians Teaching at Universities* promulgated by the Ministry of Education and Article 6 of NTNU's *Employment Regulations for Professional Technicians Teaching at the University*.
- Article 2** The College may employ professional technicians in specialized fields, or with unique and valuable achievements who are qualified to teach at the Professor, Associate Professor, Assistant Professor, and Lecturer rank in accordance with its academic needs.
- Article 3** Professor-rank professional technicians employed by the College shall possess one of the following qualifications:
- I. At least 3 years as a professional technician at the Associate Professor rank with outstanding performance and substantial achievements.
 - II. At least 15 years in a specialized profession related to the subject being taught, with special attainments or achievements. This requirement may be reduced to 1-3 years for candidates who have received major international awards.
- Article 4** Associate Professor-rank professional technicians employed by the College shall possess one of the following qualifications:
- I. At least 3 years as a professional technician at the Assistant Professor rank with outstanding performance and substantial achievements.
 - II. At least 12 years in a specialized profession related to the subject being taught, with special attainments or achievements. This requirement may be reduced to 1-3 years for those who have received major international awards.

Article 5 Assistant Professor-rank professional technicians employed by the College shall possess one of the following qualifications:

- I. At least 3 years as a professional technician at the Lecturer rank with outstanding performance and substantial achievements.
- II. At least 9 years in a specialized profession related to the subject being taught, with special attainments or achievements. This requirement may be reduced to 1-3 years for those who have received a major international award.

Article 6 Lecturer-rank professional technicians employed by the College shall possess the following qualification: at least 6 years in a specialized profession related to the subject being taught, with special attainments or achievements. This requirement may be reduced for those who have received a major international award.

Article 7 Seniority for professional technicians and specialists of all ranks shall be equivalent to that of full-time employees. Seniority for part-time positions shall be discounted by half.

Article 8 Specific deeds, special attainments, and achievements shall be recognized in the following manner:

- I. "Specific deeds" as mentioned in Subparagraph 1, Paragraph 1 of Articles 3, 4, and 5 refers to one of the following:

- I) Publication or advising students who publish in indexed journals such as SCI, SSCI, TSSCI, EI, A&HCI, and THCI Core, or other academic journals approved by the college affairs meeting and the University's Faculty Evaluation Committee. Alternatively, at least 2 cases of advising students who win research paper competitions. Proof of advisorship must be provided.

- II) At least 1 solo exhibition (20 graphic works, 10 three-dimensional works, or 5 comprehensive works) or at least 3 works in an international group exhibition, or the creation of unique, representative works, participation in open public competitions, or participation in a specialized research topic (3 works in environmental spatial design, 15 works in visual communication design, or 5 works in product or multimedia design).

- III) At least 2 cases of acting as advisor to students who place in the top 2 of national- or international competitions, or who obtain patents. Proof of advisorship must be provided.

- II. "Special attainments and achievements" as mentioned in Subparagraph 2, Paragraph 1 of Articles 3, 4, 5, and 6 refers to one of the following:

- I) At least 2 international competition awards (not including judges' awards and below) or patents obtained from personal works or works for which the candidate was the CEO or creative director.
- II) Having served as a judge of an international competition or a committee member at an international academic research institution at least 3 times.
- III) Achievement awards from national or international institutions.
- IV) Works that have been collected by national or city government institutions or a request from foreign academic research institutions to collect works by the candidate.

Article 9 The seniority requirement may be reduced by 1 year for employed professional technicians who have received 2 major international awards. The seniority requirement may be reduced by 2 years for those who have received 4 major international awards.

At least one of the international competitions mentioned in the preceding paragraph must have participants from over 20 countries or be an internationally renowned competition (as determined by the Faculty Evaluation Committee). The professional technician must have received the winning prize.

Article 10 The rank of newly-recruited professional technicians shall be determined by the department (institution) based on their experience and seniority. The Employment Form shall be submitted to the Personnel Office for review. However, documentation of specific deeds and special attainments and achievements shall be submitted for review by scholars and professionals outside of the University. The requirements for the number of evaluators and the handling units are as follows:

- I. Full-time professional technicians: The department (institute) shall nominate a list of 8-10 academics and professionals who are not from the University and submit it to the Dean for selection and approval. There shall be 5 evaluators, at least 4 of whom must assign a grade of B or above for the candidate to pass.

The qualifications for newly recruited full-time professional technicians shall meet each college's qualification requirements for new recruits.

- II. Part-time professional technicians: The department (institute) shall nominate a list of 5-7 scholars and professionals who are not from the University and submit it to the Convener of the Faculty Evaluation Committee for selection and approval. There shall be 3 evaluators, and at least 2 must assign a score of B or above for the candidate to pass.

The scoring of the abovementioned evaluation shall be divided into four letter grades: A (outstanding), B (excellent), C (average), and D (unsatisfactory). Evaluators shall evaluate the performance of the professional technician with special attention to their specific accomplishments, specialized attainments, and achievements compared with other teachers in the same field and teaching rank. The letter grade may be converted to a 100-point scale based on the following scheme: A = 90 points or above; B = 80-89 points; C = 70-79 points; and D = below 70 points.

- Article 11** When applying to employ professional technicians, the department (institute) shall include proof of professional technical work related to the subject to be taught and proof of special attainments and achievements or certifications of international major awards.
- Article 12** All departments (institutes) must formulate guidelines in accordance with these Regulations and may establish more detailed standards for specialized attainments and achievements and major international awards. The guidelines shall be passed by the department (institute) affairs meeting, submitted to the University's Faculty Evaluation Committee for approval, and submitted to the University President for implementation.
- Article 13** Any matters not addressed in these Guidelines shall be handled in accordance with relevant regulations established by the Ministry of Education and the University.
- Article 14** These Regulations shall take effect upon approval by the college affairs meeting, submission to the University Faculty Evaluation Committee for review and approval, and submission to the President for publication and promulgation. The same shall apply to all amendments hereto.