

# 1. A brief history of National Chengchi University

The National Chengchi University was founded on the Chinese mainland in 1927 and was relocated to Taiwan in 1954. To date, it is already 94 years now, a period where it has undergone institutional status change, relocation, but it has always upheld its motto, "Harmony, Independence, Balance, and Preeminence" and has continued to refine its teaching methods and research in order to nurture talent for our country and society.

The University currently has 11 colleges, namely Liberal Arts, Science, Social Sciences, Law, Commerce, Foreign Languages and Literature, Communication, International Affairs, Education, Informatics, and International College of Innovation, encompassing 34 departments, 4 bachelor degree programs, 1 College where students enroll as non-majors during their freshman and sophomore years (Undeclared major in College of Communication), 43 Masters classes, 12 master's degree programs, 34 Ph.D's classes, 4 doctoral degree programs. In addition, there are 12 in-service master programs and 7 English-taught programs.

There are 6 administrative units on the campus: the Office of Academic Affairs, the Office of Student Affairs, the Office of General Affairs, the Office of Research and Development, the Office of International Cooperation and the Secretariat. 3 Offices: Physical Education Office, Accounting Office and Personnel Office. 1 Library. 5 Centers: Center for Public and Business Administration Education, Social Sciences Materials Center, Computer Center, Center for Industry Collaboration and Innovation and Chinese Language Center.

There are also 9 research centers, namely the Institute of International Relations, Election Study Center, Center for the Third Sector, Center for Creativity and Innovation Studies, Taiwan Studies Center, Humanities Research Center, Center for Mind, Brain, and Learning, Center for Aboriginal Studies, Center for the Study of Chinese Religions. In addition, there are affiliated high schools, affiliated experimental elementary school and kindergarten. The University, now, has a complete system from kindergarten, primary school, (complete) comprehensive junior-senior high school to university, master and doctorate.

Since its establishment, the National Chengchi University has been devoted to inheriting the fine tradition of humanities and social sciences, together with the vision of building world-class humanities and social sciences academic palace and with the important mission of cultivating new century leaders with "humanistic concern, professional innovation and international vision". Fortunately, with the support of our colleagues and students, we can steadily advance and even make breakthroughs.

## 2. The fundamental rights and obligations of Teachers

### I. Offering courses

#### (1) Hours of instruction

In conjunction with the implementation of the "Newly-developed Curriculum Restructuring Plan" of the academic year 2016, the following notes are provided:

- a. Full-time teachers shall be teaching 12 hours per academic year, the number of lessons to be prepared shall not exceed 4 courses, in principle, per academic year; teachers with promotion deadlines shall not exceed 12 hours per academic year and the number of courses shall not exceed 4.
- b. In order to reinforce students' learning, increase the time allocation for teachers to teach, the time allocation for research and services so as to improve the overall quality of education as well as the students' competitiveness, each faculty shall follow the newly-developed curriculum restructuring

g plan. Taking the college as the unit, the University shall carry out total teaching hours control; the teaching hours of individual teachers shall be allocated by the respective colleges and departments (graduate schools).

Under the total number of courses to be offered by each College, individual teachers may be given a flexible mechanism for adjusting the number of hours of instruction:

i. The College may, depending on the status of each teacher, adjust his/her number of teaching hours. Except for the reduction of part-time administrative posts prescribed by the College, any reduction in teaching hours shall be made on the premise of an individual research project presented at the Ministry of Science and Technology.

ii. Other measures currently in place to reduce teaching hours, such as faculty promotion, research, non-administrative services, seniority (new teachers) or recruitment of outstanding talents are up to the colleges to decide whether or not to apply.

iii. Teachers who teach less than 9 hours and who have, for the last 3 years (calculated from the current academic year when the number of lecture sessions was reduced) served, annually, as a principal investigator for a Ministry of Science and Technology Research Program, subject to the approval of the College-level Curriculum Committee, a full academic year's credits may be taught within one semester but the teacher must still do his research work, serve and guide students on the campus during the unscheduled semester. In the case of short-term overseas travel due to academic research during the semester, the teacher shall, still, take a leave of absence in accordance with the procedures.

c. The new curriculum restructuring plan shall be implemented during a three-year transition period (academic year 2016-2018). Full-time teachers who are not subject to the criteria of promotion deadline shall be paid overtime, in an academic year, when teaching hours exceed 16 for a Professor, 18 for an Assistant-Professor, 20 for a Lecturer up to a limit of 4 hours. Overtime teaching is regarded as similar to compulsory teaching. The overtime hourly fee is calculated on the number of teaching hours for the whole academic year and is lumped and paid in the second semester of each academic year.

d. Full-time teachers shall not exceed the total number of hours of weekly instruction outside the university structure (referring to recurrent education, continuing education, courses that are paid hourly by the instructing unit and off-campus part-time teaching) and which shall not exceed the total number of hours of instruction in the university system (referring to the University's bachelor, master and doctoral degrees courses).

e. Full-time teachers who enforce the newly-developed curriculum restructuring plan, such as concurrently serving in executive positions, shall teach the following number of hours per academic year:

i. Vice-President: 3 hours

ii. Vice-President for Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of Office of International Cooperation, Secretary-General, College Deans and others – First-level Director of Administrative Unit (Library curator, Director of Center for Public and Business Administration Education, Director of Computer Center, Director for the Center for Teaching and Learning Development): 6 hours.

(3)

iii. Vice-Director, Faculty (including degree programs), Director of Physical Education Office, Organizational System Research Center, Chinese Language Center, Director of Innovation Incubation

Center: 9 hours.

iv. Adjunct Director of Second-Level Unit: 9 hours.

v. Adjunct to more than two administrative posts: 6 hours.

vi. Serving as a task-force or task work position at the school level as agreed upon under a full-time contract: 9-10 hours.

vii. Adjunct Principal of NCCU-affiliated High School, Headmaster/Headmistress of Affiliated Experimental Elementary School: 2 courses must be taught.

viii. Technical experts, contracted teaching staff or other persons who teach as their main task and hold concurrent administrative posts, the number of teaching hours to be reduced for each academic year is: Adjunct Director of a first-level Unit may with special consent, 8 hours and Adjunct Director of second-level Unit, 4-8 hours.

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Office of Academic Affairs, Instruction Resources Section : 63292

## (2) Course Offering

The principles of offering various courses shall be handled in accordance with the relevant provisions of the "Course Offering Rules" and the "Newly-developed Curriculum Restructuring Plan" as below:

a. Process for offering all types of courses

b. Course planning and timetable

i. Scheduling of course period

Classes are scheduled weekly, from Monday to Friday, from 08:00 to 21:00 daily. No courses will be scheduled during advisor sessions (Period 3 and 4 on Mondays) or on Saturdays and Sundays. On-the-job postgraduate courses may be arranged separately according to actual needs. For the course of practical training, it is necessary to indicate the time of practical class in the remarks column of the class schedule. In order to make efficient use of the classrooms and avoid overconcentration of classes, the courses in each department should be equally distributed throughout the day. Each department or institute should schedule the courses according to the number of courses available in each time slot and not conflict with general knowledge courses for undergraduate students.

Bachelor's degree in general knowledge courses

After being reviewed and approved by the General Education Center Committee and the Academic Affairs meeting following deliberation, they are, then, offered.

## Required courses

A required subject list shall be prepared by each Department and submitted to the University's Curriculum Committee, Academic Affairs meeting for deliberation and shall be offered in accordance with the required subject list, following approval.

## Elective courses

Take into account the total number of elective credits that students of each department shall take, courses shall be offered appropriately.

## E-learning courses

Implement according to the provisions of "National Chengchi University E-Learning Regulations".

### **Professional basic integration courses**

Implement according to the provisions of "National Chengchi University Professional Basic Integration Course Regulations".

### **Service learning courses**

Implement according to the provisions of "National Chengchi University Service Learning and Practical Course Regulations".

#### ii. Teaching hours per credit and course change

Instructors shall teach classes during the scheduled hours. One credit-course shall be taught for 18 weeks. Moreover, according to the flexible teaching plan of our university, students are enriched with multiple learning channels, enabling them to study autonomously and through inter-disciplines to develop pro-activeness in thinking, social practice and collaborative short-term program study at home and abroad, a social care attitude and problem-solving. Teachers of each course may plan to teach 18 hours for each credit course, divided into 15 hours of classroom instruction and 3 hours of multiple learning (e.g. online courses, practice, project making, topic production, collaborative short-term learning and interviews). The plan shall be reviewed and approved by the faculty before it is submitted to the Curriculum Committee for implementation.

#### iii. Number of classes offered

Except for general education, integration, and minor courses, the single-class department is not available. The offer for the same subject is limited to one class per academic year. Those with two classes or more shall be calculated as double. In special circumstances, please submit to the Curriculum Committee and the Academic Affairs meeting for discussion and approval. If approved, it shall be treated as a separate case to handle. For general education courses, only one class is offered for the same subject but if there is a need for additional classes, it should be submitted to the General Education Center Committee and the Academic Affairs meeting for deliberation and approval before it can be offered.

#### iv. Miscellaneous

Once the BA Program and general education subjects have passed the initial stage of selection by the students and if they are not due to an insufficient number of students or for specially-approved projects, those courses that have been approved will not be allowed to stop.

(3) Standards for the number of students in various courses shall be as follows:

##### a. Standards for the number of students in each academic system:

- i. BA Program, 7 or more students.
- ii. Master Program, 3 or more students, but if the number of students enrolled in the Master Program is less than fifteen, the number of students should be two.
- iii. Ph.D. Program, 1 student or more.
- iv. Courses that are jointly offered at master and doctoral levels, if no class is selected by doctoral students, the courses shall be handled as per the standards for master's class.

b. After the number of Add and Drop curricula-variable is determined, all courses shall be suspended if they do not meet the required number of students in each of the preceding paragraphs or if no student from the University takes the course but only outsiders.

c. Courses offered by full-time teachers are not up to the standard for the number of students selecting, but in one of the following circumstances, the courses must be kept being offered

i. The said course is a special language subject approved by the Curriculum Committee and the Academic Affairs meeting deliberation.

ii. If the course is discontinued, it will result in an insufficient number of teaching hours.

iii. The complete academic year course has been taught for the first semester and the number of students in the second semester is insufficient.

(4)

Teaching outline:

Teachers of the different courses shall submit the syllabus of their courses to the Department meeting or Department Committee

Each semester, teachers of the different courses shall submit the syllabus of their courses to the Department meeting or the Department Curriculum Committee of the respective teaching unit for review and approval of the course and access the internet within the prescribed time limit after its adoption.

Contact person: Instruction Resources Section, Office of Academic Affairs

## **II. Course registration system**

(1) Method of course registration

The University's course registration is processed by computer online, which is divided into initial selection, add and drop course selection, addition and withdrawal of classes and non-liability at the stage of course registration for students. In the initial and withdrawal stages, students choose courses through the computer network, in order to ensure a fair course selection.

(2) Adding and withdrawing system

For the supplementary measures outside course selection, the unit should set up the opening the Course Add selection with the consent of the class teacher before the course selection. A student may, after the completion of the Add and Drop Selection, sign up on the offered course within the maximum credit limit and under the circumstances that the course is pending to be filled up. After printing the "Selecting Course Add Form", submit to the teacher for his/her consent's signature and then hand it to the Curriculum Unit for the purpose of Manual Course Add. In the event the Course Add subject conflicts with the already selected subject, please first secure the consent of the teacher and then apply to the Registration Section of the Office of Academic Affairs to drop the course before you can sign up.

(3) Teachers' Resources Integrated Information System

To facilitate roll call in the classroom, the University has designed an Attendance Register System with photos of the students. Teachers are invited to make use of the "Teachers' Resources Integrated Information System" to download or print the course selection list online. In order to respond to a student's study situation in a timely manner, the University has designed and developed the "Mid-Semester Warning" System in the "Teachers' Resources Integrated Information System". Through the warning notice of the instructors, the students and their tutors can understand the status of the students and provide assistance and counseling in a timely manner. Teachers are invited to make full use of the system.

## **III. Teacher Performance Evaluation**

(1) Requirements and Grading

In the examination of academic achievements, the percentage score method is adopted. Students fo

Undergraduate bachelor's degree classes pass when they achieve 60% of marks; master and doctoral degree classes' students must achieve 70% to pass. Some courses, with the approval of the Academic Affairs meeting, adopt "Passed" or "Not Passed" as an assessment method.

Since the academic year 2017, the University has implemented a Chinese and English Transcript Present Streaming System. The Chinese transcript is expressed in terms of a percentage system and the English transcript has been converted to a Grade system.

(2) Grade registration and deadline:

In addition to submitting the results of co-taught courses, teachers should log in to iNCCU via their personal email account number and password and send their results on the Internet in the results system.

a. According to our school rules, the results of the last semester should be delivered within two weeks after the completion of the final examination, and for the next semester, results should be due before July 31; the final examination results of the graduates of bachelor's class should be submitted within one week after the final examination.

b. If a teacher fails to submit the results within the prescribed time limit, the Academic Affairs Office will sign the request to be approved by the President for announcement of the teacher's name.

### **(1). "I" (INCOMPLETE) results annotation :**

According to Article 3 of the "National Chengchi University Grade Guidelines", which state: "Ph.D. and Master degrees students, for whom the course instructor is unable to complete grade assessments within the given deadline for reasons attributable to the students' conduct, may be temporarily given an "I" (standing for INCOMPLETE) for the assessment. In such cases, teachers would be required to make up for the incomplete assessment before the final examination in the following semester, otherwise, they will be graded zero for the whole course.

Teachers should note "I" in the case of the above situation. However, only bachelor degrees students and those from the inter-collegiate course taking should be marked "I". Teachers are advised to pay special attention to it.

### **(2). Procedures of Grade Correction**

When a student's grades need to be changed due to registration or counting errors, not involving him/her dropping out of University, it shall be certified, in writing, by the teacher. This will be discussed at a relevant meeting of the department (or institute) and following its approval by the Vice President for Academic Affairs, will be sent to the Registrar's Office for correction and uploading. Only undergraduate students who have completed the correction process within one week of the commencement of the next semester may be included in the current term ranking assignment.

Students' grades correction should be completed no later than the closing date of the course's next semester. After the deadline, it will not be entertained.

## **IV. Teacher's Ethics**

### **(1). Teacher's Code of Ethics**

- a. After making its way to the 152nd consecutive Academic Affairs meeting of March 2nd, 2009 and after the 153rd Academic Affairs meeting deliberation of April 25th, 2009, the Code of Ethics of Teachers was promulgated and put into effect on May 21st, 2009 with a view to strengthen the self-discipline of the University's teachers and to meet the expectations of the academic community.
- b. The first chapter of this Code describes the basic concepts of teachers and then the teaching ethics, academic ethics, service ethics, interpersonal ethics and so on for its regulation, a total of five chapters.
- c. As per Article 3 of the University's Contract for full-time teachers, "NCCU teachers bear the obligation of teaching, research, service and counseling, obligations to act as a mentor and to attend to relevant meetings and shall abide by the University's Teacher Code of Ethics". In Chapter 5 of the above-mentioned Code, Interpersonal Relationships Ethics, it is stipulated that teachers shall not engage in sexual assault or sexual harassment in behavior and words against colleagues and students.

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## **(2). Academic Ethics Issue**

In order to resolve violations of academic ethics involving teachers and research fellow students during their studies at this University, provisions are to be made to submit teachers' qualifications for review, the University shall, in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, Principles for Handling Teachers Violating Academic Ethics at Institutions of Higher Education, formulate measures for the examination of academic ethics cases for teachers and research fellow students in our University, the provisions of which are as follows:

- a. Our school has an Academic Ethics Committee which is responsible for accepting, investigating and deliberating cases of violations of academic ethics and the requirements for teachers' qualifications for review.
- b. A violation of academic and qualification provisions for a teacher that is submitted for review refers to any of the following situations of the teacher or research fellow student of the University:
  - i. Fabrication: Making up application materials, study data or research results that do not exist.
  - ii. Falsification: Manipulating or changing application materials, study data or research results.
  - iii. Plagiarism: Appropriation of other person's application materials, study data or research results without giving their sources. Citation with an indication of the source is deemed a plagiarism if it is indicated inappropriately to a great extent.
  - iv. Written by others.

- v. The research result is taken into account repeatedly because it is published repeatedly without any note.
  - vi. The contents of the own works are substantially cited in a research project or paper without proper citation.
  - vii. Using translation as own work and it is not properly indicated.
  - viii. False information found in resume for teacher's qualifications screening or co-author's signature certificate; not truthfully included the co-author(s) in the representative works or no co-author's certificates being handed in.
    - (1) The applicant, himself/herself or through others has entrusted, lobbied, threatened and bribed, threatened or otherwise disturbed the Reviewer or the reviewing process or review procedure or use illegal or improper means to influence the review of the paper.
    - (2) Any other action that constitutes severe violations against research ethics.
- (3).** The Academic Ethics Committee may, in light of the seriousness of the circumstances, recommend one or more of the following for disciplinary action against a case of academic ethics, established after examination and submit it to the Committee for Educational Evaluation Committee for consideration:
- 1. For a certain period of time, no raise in salary will be given, no application for promotion, for temporary transfer shall be made, no part-time work or part-time courses in and outside the campus. No application for various research projects, incentives and subsidies is to be made.
  - 2. For a certain period of time, professors are not allowed to apply for sabbatical leave for research, for extended service or serve as member of the University Faculty Committee at any level or as Academic Administrative supervisor.
- c. The research awards and subsidies related to the issue shall be recovered and statutory pay shall be stopped or statutory pay shall be legally recovered.
  - d. According to the provisions of Article 14 of the Teachers' Act and our University's regulations, the Ministry of Education shall review the matter and approve the disciplinary measures and then dismiss, suspend or not renew their employment.
  - e. Academic ethics cases involved in "Accreditation Regulations Governing Teacher Qualifications", in accordance with Article 43 of "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education", Article 9 of the "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education" provides for unsatisfactory cases of teacher's qualifications screening, the teacher's application for qualifications screening should be inadmissible during the period specified in the provisions of Paragraph. For Teacher's Certificate issued after qualifications screening, the teacher's qualifications from this rank up should be revoked and the Teacher's Certificate should be recovered.



- f. In cases involving academic ethics other than those regarding violations of "Accreditation Regulations Governing Teacher Qualifications" and in accordance with the 10th clause of the Principles for Handling Teachers Violating Academic Ethics at Institutions of Higher Education, a written admonishment shall be given. And the teacher must attend a certain period of academic ethics-related courses and need to obtain proof and so on.

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## V. Wages

### (1). Contracted Salary Principles for each pay range and monthly expenditure

| Contacted Standard Salary (NT\$)<br>Job Level | Starting Salary Point/ Monthly Salary (A) | Base salary maximum point/ Monthly Salary | Annual salary maximum point/ Monthly Salary (B) | Academic Research Allowance (C) | Monthly Salary payment (NT\$)<br>(A+C~B+C) |
|---|---|---|---|---------------------------------|--|
| Lecturer                                      | 245 salary points /<br>NT\$26,210         | 450 salary points /<br>NT\$37,530         | 625 salary points/<br>NT\$48,505                | NT\$31,925                      | NT\$58,135 - NT\$80,430                    |
| Assistant Professor                           | 330 salary points /<br>NT\$31,355         | 500 salary points /<br>NT\$41,645         | 650 salary points/<br>NT\$49,875                | NT\$40,455                      | NT\$71,810 - NT\$90,330                    |
| Associate Professor                           | 390 salary points /<br>NT\$34,440         | 600 salary points /<br>NT\$47,130         | 710 salary points/<br>NT\$53,305                | NT\$46,230                      | NT\$80,670 - NT\$99,535                    |
| Professor                                     | 475 salary points /<br>NT\$40,270         | 680 salary points /<br>NT\$51,250         | 770 salary points/<br>NT\$56,930                | NT\$59,895                      | NT\$100,165 - NT\$116,825                  |

Notes: Lecturers and assistant professors with doctoral degrees, starting at 330 salary points

### (2). Additional audit academic research allowance

1. Applicable targets: Newly appointed full-time assistant professors and assistant researchers.
2. Procedures: For the first year, within 1 month after the newly-appointed Assistant Professor (Assistant Researcher) has received the contracted salary; for the second year, one month after the start of University. After the newly-appointed Assistant Professor (Assistant Researcher) has filled out the application form, it will be sent to the Department according to the procedure.

3. Additional Audit Standard: The academic allowance shall be increased monthly and the total salary of a full-time Associate Professor with starting salary points of 390 (currently at NT \$80,670) shall be taken as the level. If the total salary of the newly-appointed Assistant Professor does not reach the opening standard, the difference shall be made up.
4. Deadline for collection of allowance: Additional audit academic allowance shall be granted for up to 2 years and will be paid on a monthly basis and it is not allowed to duplicate payments with newly hired researcher grants.
5. Restriction on its collection:
  - (1). During the period of its collection, except for special cases approved by the project, the beneficiary may not take part-time or hold more teaching jobs concurrently (including recurrent education and continuing education related courses).
  - (2). If the Ministry of Science and Technology subsidizes the recruitment of outstanding researchers at the same time, only one subsidy shall be granted as an additional academic allowance. If the subsidy period of the Ministry of Science and Technology is for one year, after the end of that period, you may apply for the additional audit academic research allowance for the second year of the newly-appointed Assistant Professor.

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## **VI. Newly-appointed teachers' promotion deadline**

In order to encourage new teachers to upgrade their teaching, research and service standards, the University has set a deadline for the promotion of new teachers, which shall take effect as from the beginning of the academic year 2002. The key provisions of the regulations are as follows:

- (1). Applicable targets and promotion period:
  1. Full-time assistant professors and lecturers who newly accept the University's appointment shall be promoted within 6 years from the beginning of their employment, and Associate Professors who are newly appointed shall be promoted within 8 years from the beginning of their employment.
  2. New lecturers who are full-time professional and technical personnel and who are mainly engaged in foreign language training may apply through their Units to be excluded from the restrict these measures. After the approval by the President, the University shall apply the "Teacher's Basic Achievement Evaluation".
  3. Since August 1st, 2009, these measures have been applied to our University's newly appointed Project Associate Research Fellow, Assistant Research Fellow and Research Assistant.
- (2). Extending Promotion Deadlines: Due to Maternity leave or major illness, following approval of your application for the extension of sick leave, you may ready your documents and apply with the Teacher Evaluation Committee, which shall extend the period to be two years; except for Maternity leaves, all other leaves shall be limited to one year only.

- (3). Teaching restrictions: Newly-appointed teachers are not allowed to teach more than 12 hours per academic year, to prepare more than 4 courses and cannot be paid over-expenditure hourly fee. Except for the approved project, they are not allowed to work or study part-time or hold more teaching jobs concurrently in or out the University campus.
- (4). Reports on promotion deadline: New teachers shall provide written statements on the progress of teaching, research and service in every academic year. The Department Head shall make written proposals on the contents of the statements to assist them in completing the promotion as scheduled and submit a report to the Department (Institute) or College Teacher Evaluation Committee.
- (5). Failing to be promoted within the prescribed time limit: teachers at all levels who fail to be promoted within the prescribed time limit shall not be given a raise pay; they shall not be allowed to work part-time or hold more teaching jobs concurrently inside and outside the campus; they shall not serve as members of educational evaluation committees at any level; they may not apply for temporary transfer, do research projects abroad, give lectures or take further studies. The seniority of a senior excellent teacher should be counted again after 10 consecutive years of good performance and upon the expiry of 10, 20, 30 and 40 years of service, an application for a senior teacher incentive shall be made. Assistant Professors and lecturers who have not been promoted by their eighth year and Associate Professors by their tenth year respectively, in addition to apply for retirement, if eligible, must also be reviewed by the Teacher Assessment Committee, of which more than 2/3 of its members must be present and following a resolution approved by more than 2/3 of the members present, it will be sent to the competent educational administration authority for review and approval. Then a renewed employment denial will be issued to the applicant.

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## VII. Performance Appraisal

### (1). Basic Provisions

1. W o r k S u m m a r y T a b l e  
Since the academic year 2016, teachers are required to submit an annual work summary table for the previous year, on all aspects of teaching, research and service. The Supervisors and Deans may make recommendations on their contents.
2. P e r f o r m a n c e A p p r a i s a l  
The University's Teacher Performance Appraisal evaluates the overall performance (including teaching, research and service and so on) of a teacher over a period of three years, in accordance with the measures and implementation rules of the Teachers Performance Appraisal of which the key provisions are as follows:

- (1). Our teachers must be evaluated in the first semester of the 4th year after they have completed three years of service and the minimum assessment criteria shall be awarded by the colleges in order to pass the current assessment. Those who fail may apply for counseling and submit an improvement plan and complete the re-assessment within 2 years. The semester when the assessment is performed shall not be postponed due to re-assessment.
- (2). If the application for extension of sick leave is approved for maternity leave or major illness. The application may be deferred by a decision of the Teacher Review and Evaluation Committee at all levels for up to a maximum of 2 years at a time.
- (3). If the teacher fails to pass the assessment, re-evaluation or does not submit the assessment during the term of assessment, the Department (Institute) should notify the teacher (s) to state in writing his/her reasons and submit the case to the Faculty Committee for discussion. Describe the follow-up counseling measures and required support, before submitting to the University and the University Faculty Committee for reference.
- (4). The newly-appointed Associate Professor-level Technical Expert, Assistant Professor and Lecturer will be handled according to the new teacher's promotion deadline and those who pass the promotion will be regarded as passing the first evaluation. The remaining teachers who pass the promotion may be treated as having passed one evaluation. The promotion may be used to exempt the teacher from the assessment for the next semester, beginning with the effective term of promotion on the next due date. Teachers who pass promotion are regarded as passing an evaluation.

(1) The overall assessment of the teachers for 3 years has not been approved by the University Faculty Committee, no promotion shall be raised up as from the next semester, they shall not be given a pay raise; they shall not be allowed to work part-time inside and outside the campus; they shall not serve as members of educational evaluation committees at any level; they may not apply for temporary transfer, take leave for research work, do research projects abroad, give lectures or take further studies, they shall not participate in the selection of the University's Excellent Teachers, Outstanding Service Teachers and Fellow Researchers and the Distinguished Professor of Education Award. The seniority of a senior excellent teacher should be counted again after 10 consecutive years of good performance and upon the expiry of 10, 20, 30 and 40 years of service, an application for a senior teacher incentive shall be made. Assistant Professors and lecturers who have not been promoted by their eighth year and Associate Professors by their tenth year respectively, in addition to apply for retirement, if eligible, must also be reviewed by the Teacher Assessment Committee, of which more than 2/3 of its members must be present and following a resolution approved by more than 2/3 of the members present, it will be sent to the competent educational authority for review and approval. Then a renewed employment denial will be issued to the applicant.

- (2) These measures shall apply to the full-time professional and technical personnel of our University and the evaluation criteria may be determined separately by the employing unit in accordance with the evaluation measures. In addition, these measures shall apply also to the full-time fellow researchers of our University.

## **(2). Work Schedule**

1. The timetable for teachers to submit their annual work summary tables is as follows:
  - (1) By August 15th, the Personnel Office shall notify teachers to provide the annual work summary table of the current academic year.
  - (2) Teachers shall complete the work summary table information supplement and review the schedule before September 30th.
  - (3) Each college shall send the approved annual work summary tables, and signed by the Supervisor, to the teachers for reference before October 31st.
  
2. The time schedule for Teacher Performance Appraisal is as follows:
  - (1). The Personnel Office shall notify separately the teachers who would be assessed for the current semester before February 15th and August 15th, respectively.
  - (2). The assessed teacher shall complete the self-evaluation report before March 31st or September 30th and send to the College, Department (Institute) for reference handling.
  - (3). All faculties are advised to submit their assessment results and review sessions to the Teacher Assessment Committee for review before May 15th and November 15th.

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## **3. Teaching-related Resources**

### **I. Teaching profession's growth resources**

#### **(1) Teaching Excellence and Teacher's Faculty Development Group**

In the face of the transfer of teaching models brought about by science and technology, the Center for Teaching and Learning Development screens out appropriate teaching or evaluation strategies according to the University's disciplines, which is the basis for the establishment of a relevant faculty development group. In addition to providing relevant administrative backstopping, we look forward to combining interdisciplinary teachers, through mutual dialogue, understanding and cooperation, learning, stimulate the momentum of teaching innovation, taking the lead in experimenting with a new teaching revolution and serving as seeding teachers. Develop more innovative instructional strategies and curriculum modules and look forward to playing a key role in the transfer of teaching models. In order to encourage teachers to share their teaching experience, the Center for Teaching and Learning Development has established eight teaching communities with more than 70 te

achers, including a variety of major teaching methods and teaching materials, including case method, social participation, practice of action, English teaching, macro teaching, Rubrics, team-based learning (TBL) and other communities. Among them, are two faculty development groups which have set up a flipped classroom and learning analytics that emphasize the integration of teaching media. In 2018, teachers applied for the establishment of a community. At present, the College of Foreign Languages and Literature has set up a language education curriculum innovation community. Each semester, the Center for Teaching and Learning Development is open to teachers to apply for the "Teaching Excellence and Teacher's Faculty Development Group" program, which is funded by the Center and subsidizes the Teaching Assistant (TA).

### **(2) Newly-appointed teacher study camp**

In order to achieve the goal of quality teacher training and teaching excellence, the Center for Teaching and Learning Development, through the newly-appointed teacher study camp, enables the newly-appointed teacher to have a holistic understanding of the University's environment, institutions, resources and vision and provides a channel for teaching, research knowledge and training. It can stimulate the creativity and enthusiasm of newly-appointed teacher teaching and research, enhance the interaction and exchange between each other, thus stimulating and activating the enthusiasm of our University's teaching team.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development Campus Extension 62862

### **(3) New Faculty Mentorship**

In order to assist new teachers to integrate into the campus smoothly and engage in teaching, research and service, the Center for Teaching and Learning Development has planned the "New Faculty Mentorship" to encourage senior, outstanding teachers and new teachers alike to form a training team. Through the guidance of experienced, outstanding teachers and the multi-discussion activities of the Center for Teaching and Development, ideas and opinions can be exchanged so that new teachers can adapt to the teaching and research work as soon as possible.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development Campus Extension 62862

### **(4) Teaching Assistant (TA) Application**

In order to assist teachers to improve their teaching quality and improve their teaching knowledge and ability, a teaching assistant (TA) subsidy application is provided. With the help of the Teaching Assistant (TA) to lead the discussion class, the exercise class, help the course to manage the relevant auxiliary teaching or develop innovative teaching methods to deepen the course content and improve the students' learning outcomes.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development Campus Extension 62865

## **(5) Teachers' International Teaching Resources**

### **1. English course subsidy**

Since 2013, the University has set up the "English Taught Courses Subsidy Review Committee", revised and passed the "National Chengchi University English Taught Courses Subsidy Measures" and implemented simultaneously. The object of the new law is expanded to each college, and the whole university's English course plan is put forward by the integration of the college, and the subsidized funds are used by the college as a whole. Subsidies will be given to the Systematic English Module Course of College Integration as a priority, and to individual courses (the required courses for Master's or Ph.D.) as well as to the quality improvement of English teaching practices proposed by the colleges. Through the overall planning of the college, the quality of English teaching in our University will be improved, and the English teaching environment will be shaped. Students will have more choice of courses and systematic study of English teaching courses to promote the integration of teaching in line with international practice. Moreover, the Center for Teaching and Learning Development regularly holds English teaching seminars or workshops to strengthen the teaching knowledge and ability of English-speaking teachers. The quality of English teaching in each college is carefully planned and the center is invited to assist in joint implementation to improve the overall quality of English teaching.

Contact: Academic Affairs Section, Teaching and Learning Resources Group, Center for Teaching and Learning Development

### **2. Rewarding the BA Program English Specialized Course**

In order to encourage full-time teachers to offer high-quality English courses in the undergraduate classes and to provide these classes with sound English teaching courses, the Office of International Cooperation, in February and August of each year, accepts applications for awards for the preceding semester, which are recommended by the colleges and then sent to the Committee for International Cooperation for review.

Recommended courses should be open to international exchange students and the teachers should cooperate with the University's teaching development center to conduct intensive English teaching activities. Award-winning teachers rewarded, awarded and publicly recognized. In the course of the review, the rewards will be awarded at NT\$12,800 per credit for the recommended credits.

Website pathway: Office for International Cooperation homepage → (Top banner) [Forms](#) → Curriculum Plan → National Chengchi University Undergraduate English Specialized Course Awards

Contact: Development Planning Section, Office for International Cooperation

Joyce Huang 62827

## **II. Teachers attending the meeting to apply for rewards and subsidies**

### **1. Off-campus part**

| Overview of projects or regulations   | Application date  | Unit to contact or website  | Case Officer and Telephone  |
|---|---|---|---|
| <ul style="list-style-type: none"> <li>Ministry of Science and Technology subsidizes domestic experts and scholars to attend international academic conference</li> </ul> | <p>The application will be sent to the Ministry of Science and Technology 6 weeks before the date of the meeting.</p> <p>To improve the international status of the nation's academic research and apply for subsidies for domestic experts and scholars to attend international academic conferences and publish research results.</p> | <p>Miss HSIEH WAN-LIN<br/>Department of International Cooperation and Science Education<br/>2737-7987<br/><a href="https://www.most.gov.tw/">https://www.most.gov.tw/</a></p> | <p>Mr.<br/>C H A N G - HUNG-YEN<br/>Office of Research and Development<br/>Campus Extension<br/>66899</p> |

## 2. University part

| Overview of projects or regulations   | Application date   | Unit to contact or website  | Case Officer and Telephone  |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>NCCU grants to teachers and researchers to attend international academic conferences to present papers</li> </ul> <p>A fixed grant is provided to encourage teachers and researchers to attend major international conferences and present papers, thereby establishing links with international academic networks to enhance the international visibility of the university</p> | <p>The application is submitted to the R&amp;D department seven working days before the meeting day, and each person is limited to one subsidy per year.</p> | <p>R&amp;D Department<br/><a href="http://ord.nccu.edu.tw/main.php">http://ord.nccu.edu.tw/main.php</a><br/>Regulations Reference: Academic Research Grants</p> | <p>Mr.<br/>C H A N G - HUNG-YEN<br/>Office of Research and Development<br/>Campus Extension<br/>66899</p> |



## 4. Living and Welfare

### (1). Children's Education

#### (1) The Affiliated Experimental Elementary School's Kindergarten

1. Admission qualification: Children, aged 3 to 5, of the University's current full-time faculty and staff, contract teachers and employees who have more than 2 years of service. If the quota of students is exceeded, their admission will be processed as follows:

- (1) The years of service of the parent will be used to determine the order of admission.
- (2) If there are still seats for admission, children of contracted teachers and employees who have more than 2 years of service shall then apply. If the demand is exceeded, then a random draw will be organized.

2. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, it will still be necessary to regard the enrollment situation in the current year. If there are available seats, the vacancy will be filled according to the application procedures.

Contact: The Affiliated Experimental Elementary School's Kindergarten:

(02) 2939-3091#80105

#### (2) The Affiliated Experimental Elementary School

1. Admission qualification: Children, aged 6, of the University's current full-time faculty and staff, contract teachers and employees who have more than 2 years of service. If the quota of students is exceeded, their admission will be processed as follows:

- (1) The years of service of the parent will be used to determine the order of admission.
- (2) If there are still seats for admission, children of contracted teachers and employees who have more than 2 years of service shall then apply. If the demand is exceeded, then a random draw will be organized.

2. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, midway admission procedure must be followed. Therefore, it will still be necessary to regard the enrollment situation in the current year. If there are available seats, the vacancy will be filled according to the application procedures.

Contact: The Affiliated Experimental Elementary School: (02) 2939-3610 # 610 ~ 612

#### (3) The Affiliated High School

The current University's staff and employees may Apply to study at the junior high division of the affiliated high school for their children and be given priority with the allocation of seats.

If there are still seats available, then the children of professors and contract teachers may apply for the seats.

The procedures of application for a new student are as follows:

1. Applicants should complete the application form and submit the household registration certificate or other supporting documents to the Personnel Office within the period of application (around mid-March of each year).
2. Application for admission form, if the number of applicants exceeds the quota, the priority list will determine the admission list.
3. The signed application for admission form shall be endorsed by the President and submitted to the affiliated high school for processing.

Contact: Jen 3<sup>rd</sup> Group Campus Extension 63510

**The Affiliated High School: (02) 8237-7500 # 9221**

## (2.) Accommodation Resources

### (1) Application for the accommodation of new teachers

There are two channels through which newly-appointed teachers apply for dormitories:

| 1. Management Rules for temporary accommodation of newly-appointed teachers   | 2. Measures of allocation of accommodation to faculty staff and employees  |
|---|--|
| <p>If a newly-appointed teacher applies for temporary accommodation, he/she should submit photocopies of his/her letter of appointment, ID card and his/her application to the Property Section of the Office of General Affairs, within one year before arrival date after taking up duties and shall, after the approval of the President, rent it accordingly, on a first come first served basis.</p> | <p>The assignment of faculty and staff dormitory at the University is scheduled to be announced in the first month after the start of each semester. All faculty members of the university's establishment may apply and the application period shall be subject to the announcement. The staff dormitory is divided into single room and multi-room, these two categories.</p>              |
| <p>Those who have been employed may apply for the staff dormitory once and up to a limit of 2 years only.<br/>                     . Unless a case is specially approved by the President, it may, then, be extended.<br/>                     Notes:<br/>                     1. Upon receipt of the New Teacher Position Dormitory Borrowing Contract (duplicate copies), it shall be signed and</p>    | <p>During his/her employment at the University, the teacher may apply for the staff dormitory once and up to a limit of 5 years only.<br/>                     Notes:<br/>                     1. Upon receipt of the Notary notice for the signing of the Staff Dormitory Contract, the teacher shall complete the contract notarization exercise so as to conclude the loan procedure.</p> |

|   |  |
|---|--|
| <p>returned back to the Property Section of the Office of General Affairs to complete the rental process.</p> <p>2. Dormitory check-out procedures should be completed by filling the name and the post occupied on the Dormitory Check-Out Form and returning it back to the Property Section of the Office of General Affairs to complete the check-out procedure.</p>  | <p>2. Dormitory check-out procedures should be completed by filling the name and the post occupied on the Dormitory Check-Out Form and returning it back to the Property Section of the Office of General Affairs to complete the check-out procedure.</p>   |
| <p>Multi-rooms:</p> <p>(1) Nan Yuan:<br/>NT\$22,000.</p> <p>(2) Huanan New Village and Daonan New Village:<br/>NT\$16,000.</p> <p>(3) Xue Yuan, Zhinan New Village, Qixian New Village:<br/>NT\$12,000.</p> <p>(4) 2nd Faculty Dormitory (Floor 2 to 5):<br/>NT\$11,000</p> <p>2. Single room:</p> <p>(1) 2nd Faculty Dormitory (Floor 2 to 5):<br/>NT\$9,000.</p> <p>(2) Xin Yuan and Mei Yuan:<br/>NT\$8,000. (One room and one living room)</p> <p>(3) Xin Yuan and Mei Yuan:<br/>NT\$4,800. (Studio)</p> <p>Notes:<br/>Multi-room and single-room dormitory management fees, FTTP campus network and rent allowance, single-room's water and electricity bills are directly deducted from salary. In addition, you should pay for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.</p> | <p>Grade A: Units for faculty members with dependents, multi-room (above 27 pings (approx. 89m<sup>2</sup>) NT\$9,000/month</p> <p>Grade B: Units for faculty members with dependents, multi-room (more than 22 pings (82m<sup>2</sup>) but less than 27 pings (89m<sup>2</sup>)) NT\$7,000/month</p> <p>Grade C: Units for faculty members with dependents, multi-room (below 21 pings (69 m<sup>2</sup>)) NT\$5,000</p> <p>Grade D: Units for single faculty members (two-rooms+1 bathroom studio) NT\$3,300</p> <p>Grade E: Units for single faculty members (one-room+1 bathroom studio) NT\$2,000.</p> <p>Notes:<br/>Multi-room and single-room dormitory management fees, FTTP campus network and rent allowance, single-room's water and electricity bills are directly deducted from salary. In addition, you should pay for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.</p> |
| <ul style="list-style-type: none"> <li>• For details of the above two methods, please refer to the regulations published on the website of the Property Section of the Office of General Affairs website.</li> <li>• The daily management and maintenance of the studios during the rental period are to be handled by the occupants themselves, such as horticultural management, the yard and outdoor cleaning up to a distance of 2 meters surrounding your studio.</li> </ul>   |  |

Contact: Property Section, Office of General Affairs Campus Extension 62802