

Ming Chuan University Procedures for Salary Payment to Faculty and Staff Members

Revised and passed at the Administrative Council Meeting on May 27, 2013

Reviewed and passed by the Pension Fund Association on June 25, 2013, document Jin-Yeh no. 1020000250

- Article 1. The Procedures for Salary Payment to Faculty and Staff Members were established in accordance with Principles for Salary Payment to Faculty Members of Private Institutes of Higher Education established by the Ministry of Education.
- Article 2. The pay rates for Instructors, Teaching Assistants, and faculty members at Ming Chuan University are divided into 36 levels. (There are a total of 39 levels, including annual bonuses.) The pay scale is shown in Table 1: Pay Rate Table for President, Faculty Members, and Teaching Assistants, and Table 2: Pay Rate Table for University Administrative Staff Members. The calculation of seniority under this method does not include the period of time during which a faculty or staff member is on unpaid leave.
- Article 3. In principle, the salary of first-year instructors at Ming Chuan University will be calculated from the basic rank. However, instructors who have held positions at public or private universities in Taiwan in a position equivalent to the one they currently hold at Ming Chuan University, and who are qualified as full-time instructors with excellent service records, are eligible for a promotion each academic year. In addition, instructors' salary levels may be raised after a number of factors are assessed including salary recommendations, performance reviews, or the seniority level of the original department. Salary is limited by the position's highest level of seniority.
- Article 4. First-year Instructors who have previously held a position with an excellent service record at a domestic or overseas university or private institution recognized by the Ministry of Education will be promoted in accordance with cumulative years of experience as outlined in the Ministry of Education Principles for Promotion for Instructors Who Have Held Positions in Private Domestic or Overseas Institutes. However, salary ranks are all limited by the position's highest seniority.
- Article 5. In principle, the salary of first-year Teaching Assistants will be calculated from the most basic rank. Teaching Assistants who have held positions at public or private universities in Taiwan in a position equivalent to the one they currently hold at Ming Chuan University are eligible to be promoted by one rank per academic year, but are limited by the position's highest seniority.
- Article 6. In principle, the starting salary of first-year staff members is based on level of education as shown in Table 3: Standards for Salary Payment to University Administrative Staff Members. Staff members who have held positions at public or private universities in Taiwan in a position equivalent to the one they currently hold at Ming Chuan University and who have excellent service performance records, or qualified full-time instructors or full-time Teaching Assistants who have excellent service performances at Ming Chuan University are eligible to be promoted one rank per academic year, but are limited by the position's highest seniority.
- Article 7. First-year staff members at Ming Chuan University are divided into General Laborers and Skilled Laborers. School bus drivers and security personnel are employed as Skilled Laborers, and their starting salaries are based on their education as shown in Table 4: Standards for Salary Payment to University Laborers. Such workers are eligible to be promoted one rank per academic year, but are limited by the position's highest seniority.
- Article 8. If the original salary rank is not equivalent to that of the new position, the salary rank of instructors who have changed positions due to promotions or the conferral of higher academic degrees must start from the lowest rank of the new position. If the original salary rank is not equivalent to that of the new position, the salary ranks of faculty members and General Laborers may be altered.
- Article 9. New staff members must fill in required work experience forms and submit both academic and work-related certificates to the Human Resources Division within five days of application. Those with foreign diplomas must have their credentials authenticated.

- Article 10. Starting salaries and salary adjustments for Instructors, Teaching Assistants, faculty members, and General Laborers are dealt with in accordance with the following regulations:
1. Starting salary: The salary will be calculated starting from first working day.
 2. Adjustment of salary: Faculty and staff members who apply for adjustment of salary by submitting resume and credential certificate. Salary will be adjusted starting on the day rank changes.
- Article 11. Upon being passed at the Administrative Council Meeting, approved by the president, and submitted to the Private Institution Faculty and Staff Pension Fund Association for reference, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****

Table 1: Pay Rate Table for the President, Faculty Members, and Teaching Assistants

Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
Salary	770	740	710	680	650	625	600	575	550	525	500	475	450	430	410	390	370	350	330	310	290	275	260	245	230	220	210	200	190	180	170	160	150	140	130	120	110	100	90
Position Title	770	President, Professor										680 – 475																											
	710			Associate Professor								600 – 390																											
	650				Assistant Professor								500 – 310																										
	625					Instructor										450 – 245																							
	450										Teaching Assistant										330 – 200																		
Notes	<p>1. The dotted line represents the Extended Salary Rank, the maximum salary possible based on a given yearly salary rank.</p> <p>2. Faculty members who have received Associate Professor rank in accordance with Article 17 of the Instructor Hiring Ordinances before they were revised on March 21, 1997 will start with a rank of 350 NTD.</p> <p>3. Faculty members who received Associate Professor rank in accordance with Article 17 of the Instructor Hiring Ordinances after they were revised on March 21, 1997 will start with a rank of 390 NTD.</p> <p>4. Assistant Professors with doctoral degrees will start from a rank of 330 NTD.</p> <p>5. Persons with technical expertise who teach will be paid on the same scale as Instructors.</p>																																						

Table 2: Pay Rate Table for University Administrative Staff Members

Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36						
Salary	770	740	710	680	650	625	600	575	550	525	500	475	450	430	410	390	370	350	330	310	290	275	260	245	230	220	210	200	190	180	170	160	150	140	130	120	110	100	90			
Position Title	770	Dean of General Affairs, Secretary General, Dean of Libraries										650 – 475																														
	740			Division, Office, Center Director (1)					600 – 475																																	
	710				Senior Specialist								575 – 370																													
	710					Board of Director's Secretary										575 – 310																										
	625						Executive Editor						450 – 370																													
	625						Section Chief, Senior Technical Specialist, Center Director (2), Secretary						450 – 310																													
	525								Editor, Counselor, Specialist								390 – 275																									
	525								Physician								390 – 245																									
	475										Registered Nurse										350 – 190																					
	475										Senior Clerk, Technical Specialist										350 – 160																					
	410												Technician, Nurse										230 – 140																			
	310																		Clerk, Superintendent						200 – 140																	
	275																						Associate Clerk						180 – 90													
	Notes	<p>1. If there are any changes in job titles or salary ranks not included in this table, Ministry of Education standards will be used.</p> <p>2. The dotted line represents the Extended Salary Rank, the maximum salary possible based on a given yearly salary rank .</p> <p>3. Persons whose salary exceeded the rate shown on the Pay Rate Table for University Administrative Staff Members will receive the salary received before changes were introduced.</p>																																								

Table 3: Standards for Salary Payment to University Administrative Staff Members

Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36								
Salary	770	740	710	680	650	625	600	575	550	525	500	475	450	430	410	390	370	350	330	310	290	275	260	245	230	220	210	200	190	180	170	160	150	140	130	120	110	100	90					
Payment Standards																									Persons with a Master's degree from a domestic or international institution				Graduates from a domestic or international university or college.		Persons who have graduated from high school and a 3-year college.		1. Persons who have graduated from high school and a 2-year college.		2. Persons who have graduated from junior high and a 5-year college.		Persons who have completed training at a 4-year nursing college.		Persons who have graduated from high school or vocational school.				Graduates of junior high school.	

Table 4: Standards for Salary Payment to University Laborers

Skilled Laborers	Annual Service Stipend		Salary																				
	二	一	九	八	七	六	五	四	三	二	一												
General Laborers					Annual Service Stipend		Salary																
	二	一	十一	十	九	八	七	六	五	四	三	二	一										
Salary Base	170	165	160	155	150	145	140	135	130	125	120	115	110	105	100	95	90						
Skilled Laborers	Graduates of high school or above																						
	Graduates of junior high school or equivalent																						
	Graduates of elementary school or equivalent																						
General Laborers	Graduates of high school or above																						
	Graduates of junior high school or equivalent																						
	Graduates of elementary school or equivalent																						
Notes	Skilled laborers must not only have the required level of education, but also possess the required professional credentials.																						