

Ming Chuan University Appointment Procedures for Special Program Faculty

Revised and passed at the Administrative Council Meeting on June 18, 2020 (Effective from August 1, 2020)

- Article 1. These procedures were established to appropriately evaluate faculty members before hiring them as full-time faculty members on the official employment roster as a means of recruiting excellent faculty members.
- Article 2. The Special Program Faculty Members in these procedures are those who are appointed as contracted faculty, including the four ranks of: Special Program Professor, Special Program Associate Professor, Special Program Assistant Professor and Special Program Instructor. The appointment procedures of each level of the special program faculty are dealt with in accordance with full-time faculty appointment procedures.
- Article 3. Each Department must initially hire special program faculty as additional or replacement full-time faculty members to appropriately evaluate them before hiring them as full-time faculty members on the official employment roster. However, those who have excellent academic achievement or academic-industry research and development ability, with approval of the President as a special case, are not covered under this restriction.
- These contracts for special program faculty members are issued primarily on a one-year basis with a maximum of four years and will not be renewed after four years of service; however, those who at instructor rank are not covered under this restriction. Special program faculty members must begin their duty on the date in the contract after completing the appointment process. Those who are unable to begin their duty on the date in the contract will have their contract cancelled. Those Departments who still have vacancies for faculty members at the end of the contract of special program faculty may re-hire the new special program faculty in accordance with the procedures of faculty employment.
- Article 4. In principle, special program faculty members are required to have a doctoral degree. Units desiring to appoint special program faculty members with master's degrees are required to submit concrete evidence proving their difficulty in faculty recruitment at the doctoral level.
- Article 5. During the contract of special program faculty members, the respective department (Graduate School, Office, Center) must evaluate their performance in teaching, research, service and counseling in accordance with Ming Chuan University Procedures for Faculty Member Evaluations for consideration of contract renewal. If the special program faculty members are not approved for renewal by the hiring unit, their service is completed at the end of the existing contract and will not be renewed.
- Article 5-1 If special program faculty members appointed by each Department and Graduate School at the rank of Assistant Professor or above perform well during the period of their contract and meet the standards in Clauses 1 to 3 as below, they may apply for transfer to become full-time faculty members on the official employment roster as reviewed and passed at the University, School and Department Faculty Hiring and Promotion Committee meetings.
1. Be a Principal Investigator for at least one MOST grant.
 2. At least one academic paper or creative work:
 - (1) Be the first author of a published paper(s) included in SCIE, SSCI, A&HCI, EI (not including colloquium papers), TSSCI, THCI or CSSCI index. The publication(s) list faculty affiliation as Ming Chuan University.
 - (2) Creative work(s) must meet one of the following conditions:
 - A. Nominated for attending international exhibition or competition; awarded in domestic contest or performance.
 - B. Invited to attend or approved for individual exhibition in international exhibition venue, domestic national art museum, national art exhibition venue or type 4 venue of government unit which has previously held international exhibition(s).
 3. Top 60% in School-wide faculty evaluations for teaching and service and counseling.

4. Those who fail to meet the 1st standard may replace this with an additional academic paper that meets the criteria of Item 1 in Clause 2.

The total annual quota of special program faculty members transferring to full-time faculty members will be adjusted based on the annual overall university affairs budget situation of the current academic year.

Article 6. Those who are first appointed as special program faculty members without a Teaching License from the Ministry of Education will be dealt with in accordance with the full-time Faculty Credential Review.

The years of service for special program faculty are not cumulative for promotion after the transfer to full-time faculty members on the official employment roster.

Article 7. During the contract, the salary of special program faculty members is based on the lowest rank of same-level full-time faculty members. The teaching hours, leaves, off-campus part-time teaching, teaching evaluation, service, conference participation and student counseling for special program faculty members are dealt with in accordance with same-level full-time faculty members.

Insurance and retirement are dealt with in accordance with regulations for special program staff members.

Regulations for full-time faculty members regarding salary adjustment, leaves, further study, promotion and relevant grants do not apply to special program faculty members. Special program faculty members are not eligible to be members of any-level Faculty Hiring and Promotion Committees. Matters not covered above will be dealt with in accordance with other relevant regulations.

Article 8. During the contract, special program faculty members are not allowed to resign in the middle of the semester. If a special program faculty members must leave his/her position during the contracted period, they must submit a resignation notice at least one month prior to leaving the position. They may leave the position after approval is granted by the university and resignation procedures are completed.

During the contract, if a special program faculty members exhibits any negligence or inappropriate behavior in teaching, research, service and counseling, or they violate the contract or relevant regulations, the university may dismiss the special program faculty members and require compensation for any damage incurred.

Article 9. These regulations are applicable to special program faculty members for each department as well as General Education Center, Physical Education Office, Teacher Education Center, English Language Center and Specialized Degree Programs.

Article 10. Upon being passed at the Administrative Council Meeting and approved by the president, 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.****