

Ming Chuan University Staff Members Appointment Procedures

Passed at the Administrative Council Meeting on April 18, 2011

- Article 1. These procedures have been established to create standards for staff appointment.
- Article 2. Appointment of Ming Chuan University staff members will be processed in accordance with these procedures unless other laws and regulations apply.
- Article 3. "Staff members" mentioned in these procedures include administrative staff members and technical staff members; all job titles are standardized in accordance with the Ming Chuan University Organizational Code.
- Article 4. The channels that each unit in Ming Chuan University uses for filling vacant job positions are stated below:
1. Administrators of units with vacancies check with the Human Resources Division to see if a suitably qualified existing staff member is available for transfer.
 2. Public Recruitment:
 - (1) The Human Resources Division advertises vacancies in newspapers.
 - (2) Administrators of units with vacancies form a hiring committee, which is composed of three to five people and includes the Executive Director of the Human Resources Division. The method for the applicant screening process is determined by the unit requiring the staff member.
 - (3) Hiring committees select two to three candidates for employment. The administrator of the unit establishes an order of suitability for the candidates, and submits the name of the person to be hired, as well as one other person on the Alternates' List for approval of the president.
- Article 5. New administrative staff members at Ming Chuan University will be appointed in accordance with the following regulations.
1. The qualifications for appointment as Associate Clerk are as below:
 - (1) Have graduated from senior high school, vocational school, or higher.
 - (2) Possess an education level similar to that specified above, in addition to relevant work experience and skills.
 2. The qualifications for appointment as Clerk and Dormitory Superintendent are as below:
 - (1) Have graduated from junior college or higher.
 - (2) Possess an education level similar to that specified above, in addition to relevant work experience and skills.
 - (3) Have graduated from senior high school, vocational school, or higher (for dormitory superintendents).
 3. The qualifications for appointment as Senior Clerk are as follows:
 - (1) Possess a master's degree.
 - (2) Have graduated from an institute of higher education, and have more than five years of work experience.
 - (3) Possess an education level similar to that specified above, and have more than seven years of work experience.
 4. The qualifications for appointment as Specialist, Editor, and Counselor are as follows:
 - (1) Possess a master's degree or Instructor rank, and have more than three years' work experience.
 - (2) Have graduated from an institute of higher education, and have more than ten years of work experience.
 5. The qualifications for appointment as Section Chief or Secretary are as follows:
 - (1) Possess a doctoral degree or Assistant Professor rank.
 - (2) Possess a master's degree or Instructor rank, with three years of work experience.
 - (3) Have graduated from university or similar institution and have more than ten years of work experience.

experience.

6. The qualifications for appointment as Executive Editor are as follows:

- (1) Possess a doctoral degree or Assistant Professor rank.
- (2) Possess a master's degree or Instructor rank, and have more than five years work experience related to editing.

7. The qualifications for appointment as Senior Specialist are as follows:

- (1) Possess a doctoral degree or Assistant Professor rank, and have more than three years of work experience.
- (2) Possess a master's degree or Instructor rank, and have more than six years' experience as a unit administrator.
- (3) Have graduated from a university or independent institute, and have more than ten years' experience as a unit administrator.

8. Those who have previously undertaken equivalent positions in government organizations or public and private universities may be employed in accordance with Clauses 1 to 7.

Article 6. With the exception of technical staff required to have professional certification, the qualifications for appointment as Ming Chuan University technical staff are as follows:

1. Technician:

- (1) Have graduated from vocational school with a relevant major.
- (2) Have graduated from vocational school and have more than three years of relevant work experience.
- (3) Possess an education equivalent to the above, and have more than five years of relevant work experience.

2. Technical Specialist:

- (1) Possess a master's degree with a relevant major.
- (2) Have graduated from an university or independent institute and have more than two years of relevant work experience.
- (3) Have graduated from a vocational school with a relevant major, and have more than four years of relevant work experience.

3. Senior Technical Specialist:

- (1) Possess a doctoral degree with a relevant major.
- (2) Possess a master's degree or Instructor rank and have more than four years of relevant work experience.
- (3) Have graduated from a vocational school with a relevant major and have more than nine years of relevant work experience

4. School physicians and nurses will be appointed based on their qualifications as doctors and nurses.

5. Those technical staff who have skills that are in high demand may be appointed based on professional certification.

6. Those who have previously undertaken equivalent positions in government organizations or public and private universities may be appointed in accordance with Clauses 1 to 3 above.

Article 7. After the salary rank of new staff members is established, new staff members who wish to have their salary rank reconsidered may submit substantial proof or reasons to apply for reconsideration within one month of accepting the position.

Article 8. The probation period for new staff members is three months, after which they will be formally appointed upon receiving a satisfactory evaluation from the unit administrator.

Article 9. 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.****