

Ming Chuan University Procedures for the Reward of Faculty and Staff Members with Many Years of Service

Passed at the Administrative Council Meeting on March 12, 2007

- Article 1. Full-time faculty and staff members who have served at Ming Chuan University for ten, 20, 30, or 40 consecutive years will be awarded in accordance with the following procedures.
- Article 2. The calculation of seniority for faculty members will start from the contract starting date, and for staff members from the first day of work.
- Article 3. Ming Chuan University faculty members who resign and then later return to work for Ming Chuan University will not have their seniority before the resignation counted. Faculty members who have been officially granted leave without pay will not have the time away counted as part of their seniority, but the seniority before and after this period will be considered consecutive.
- Article 4. The Human Resources Division and the General Affairs Division will make a list in the beginning of March of faculty and staff members who have served Ming Chuan University for ten, 20, 30, and 40 years as of March 31 and submit the list to the president so that persons with many years of service may be recognized and awarded during the anniversary.
- Article 5. Faculty and staff members who will fall one semester short of reaching ten, 20, 30, or 40 years of consecutive service due to reaching retirement age will nonetheless be considered to have fulfilled this requirement for award purposes and or bonus purposes.
- Article 6. Those who have served at Ming Chuan University for ten, 20, 30 and 40 years will be awarded memorial gold medals.
- Article 7. 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.****