

# Ming Chuan University Procedures for Extending Professors' Periods of Service and Standard Relaxation on Appointing Full-time Associate Professor Due to Outstanding Performance at the University

Revised and passed at the Administrative Council Meeting on September 23, 2019  
Approved as MOE document Tai Gao (5) 1080156472 on November 21, 2019

- Article 1. These Procedures have been established in accordance with Article 16 Clause 2 of Ordinances for Retirement, Surviving Dependents' Compensation, Resignation, and Severance of Faculty and Staff Members in Education Corporations and Private Schools, and other relevant Ministry of Education regulations.
- Article 2. In principle, Professors who have reached the age of 65 cannot apply for a service extension unless the date they reach retirement age is in mid-semester, in which case their service terms may be extended to the end of that semester only.
- Article 3. Professors reaching retirement age who have been honored as invited professors or have special contributions to MCU, who have not failed to pass the most recent faculty evaluation and agree to extend their periods of service, within the five years prior to their extended period of services, will complete the extended period of service review process in accordance with the Article 5 of the procedures.  
Faculty members may not apply for the previous extension on their own behalf.
- Article 4. Professors who meet one of the following basic requirements:
1. Basic conditions:
    - (1) Have good health and ability to continue teaching.
    - (2) Have excellent teaching and research evaluation by institution.
    - (3) Have a full basic lecture schedule that does not exceed hourly limit; have the ability to teach a full schedule of lecture hours during the extension of service.
    - (4) Have been teaching at MCU for more than five years.
  2. Special conditions:
    - (1) Have a fellowship at Academia Sinica.
    - (2) Have served in National Chair Professorship.
    - (3) Have received three or more Ministry of Education academic awards or Ministry of Science and Technology awards for research excellence.
    - (4) Have individually authored books published in the previous three years; have authored three or more significant, relevant research papers and journals (corresponding author or primary author only) that are published in prestigious domestic or overseas academic periodicals within the last three years.
    - (5) Have domestic or international renown and rewards for creative works, exhibitions, or technical prowess demonstrated in the last three years.
    - (6) Have received one excellent academic award or three outstanding teaching awards.
    - (7) In last three years, have moderated Ministry of Technology and Science projects or 5 million NTD cumulative of industry-academia collaborations and have included at least 10 percent of budget for administration fees.
- Article 5. Each semester, Human Resources Division will compile a list of recommended professors who will soon reach retirement age (including professors still serving their extended periods of service). All the related directors will be assembled by the university president to review the nominees to evaluate whose expertise and administrative experiences can be further utilized in order to better promote university affairs vision and development needs. After finalizing the recommendation list, it will be redirected to respective School for processing. As mentioned in Article 4, the selected professors will be further evaluated based on their health status and their willingness to continue teaching. The nominees will be appointed as honorary invited professors after a thorough review and approval by their respective departments, (graduate schools) and the Faculty Review and Evaluation Committee. The final decision will be submitted to the university president for approval.

The number of faculty appointed (including full-time associate professor over 65 years old appointed under Article 9-1) may not exceed 3 percent of total of full-time faculty members.

- Article 6. Professors who fulfill one of the conditions mentioned in Article 4 Section 2 Item 1 to 3, are required to be evaluated by Faculty Review and Evaluation Committee each year.
- Article 7. Deleted
- Article 8. During their extension of service, faculty members are permitted to take on administrative work upon being approved by the university president. However, the faculty member may not take unpaid leave of absence or sabbatical leave during the period.
- Article 9. Service extension applications for Professors can only be made for one year of service. The first extension allows the faculty member to serve from the successive month of reaching the age of 65 through the end of that semester in which they reach the age of 66; the second and subsequent extensions shall not exceed one year; the last extension allows Professors to finish the semester in which they reach 70 years of age.
- Article 9-1 MCU's outstanding performance meets Article 9 of Procedures for University Accreditation; thus within the time period approved by MOE, the university may relax the standard to appoint full-time associate professor to up to 70 years old in accordance with Article 10 of the Procedures. In order to better promote university affairs vision and development needs, within the valid time period, the university may further utilize full-time associate professors who have reached the age of retirement. Their appointment should be reviewed, discussed and approved annually in accordance with relevant rules and procedures listed in Article 5. The term expires once the appointed faculty member reaches the age of 70. The faculty appointed under the abovementioned Article may not nominate themselves. When the term of appointment or the valid relaxation of standard retirement age expires, the university should actively initiate the retirement process for full-time associate professors who are over 65 years old and were appointed under the abovementioned terms.
- Article 10. Service extensions should be recommended by the University Faculty Hiring and Promotion Committee three months before retirement of Professors whose period of service is to be extended, receive final approval by the president, and be reported to the R.O.C. Management Board of Public Service Pension Fund for Faculty and Staff Members in Private Schools, and Bank of Taiwan Government Employee Insurance Department for reference.
- Article 11. According to the regulations, the university should halt service extensions for Professors who were approved for an extension, but who no longer meet the conditions for extension of service, and proceed to process their retirement in accordance with relevant regulations.
- Article 12. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure. Article 9-1 is passed at the Administrative Council Meeting and submitted to the Ministry of Education for approval and reference, then these Procedures are announced and 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.\*\***