

Ming Chuan University Procedures for Faculty Secondments

Revised and Passed at the Administrative Council Meeting on May 2, 2016

- Article 1. The Procedures for Faculty Secondments were established to allow full-time faculty members to take full-time positions at outside institutions while retaining their rights as faculty members.
- Article 2. Full-time Professors or full-time Associate Professors who have served at Ming Chuan University for three years or longer are allowed to take full-time secondments at outside institutions in accordance with these procedures.
However, with the president's approval, those who are taking secondments as indicated in Clause 1 of Article 3 are not restricted by the service years.
- Article 3. The type of positions that can be accepted are restricted to the following:
1. The deputy or vice deputy of a central government unit or equivalent position in the provincial, county or municipal governments.
 2. Committee member of a Central Government Yuan.
 3. Top level position at a state-owned enterprise, prestigious domestic or overseas enterprise, or well-known domestic or overseas research institute.
 4. Dean of a domestic or overseas public or private university of similar or higher standing than Ming Chuan University.
- Article 4. Secondments must be approved by the department (graduate school, center, office, section) to which the full-time instructor belongs, at the School Affairs Committee Meeting, and by the president. Any extension of the secondment must follow the same procedure.
- Article 5. The secondment is restricted to three years; however, if warranted, it may be extended for a second three year period. For those whose tenure exceeds three years, the assignment will be processed in accordance with the actual length of the tenure and the service will be restricted to one term only.
- Article 6. Faculty members who have accepted a secondment should submit a notice of resumption of service for returning to this institution one month ahead of the completion of the secondment unless they have been given approval by Ming Chuan University for an extension of said. Those who fail to return within this period will automatically be seen as having resigned. Those who are eligible for retirement may follow the procedures in accordance with the Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff Members.
- Article 7. Instructors who wish to accept a temporary outside assignment should complete leave without pay procedures prior to beginning the service. Time spent on the secondment will be counted toward faculty members' seniority at Ming Chuan University.
- Article 8. During the service period, faculty members are obliged to accept at least one lecture course without pay per academic year. However, faculty members who have difficulty fulfilling this responsibility may be exempted.
- Article 9. Faculty members can be assigned to an outside positions again only after returning to Ming Chuan University for two or more years from a previous secondment.
- Article 10. In order not to impede the smooth execution of Ming Chuan University affairs, the number of faculty members who are temporarily assigned to outside positions cannot exceed 5% of the total number of full-time Professors and full-time Associate Professors at any one given time.
- Article 11. Ming Chuan University will not continue to employ faculty members who violate Article 14 of the Faculty Employment Law during their service tenure. Those who are compelled to retire in accordance with such regulations during their secondment must retire from Ming Chuan University.
- 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.

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