

Ming Chuan University Staff Members Promotion Procedures

Passed at the Administrative Council Meeting on December 5, 2011

- Article 1. These procedures were established to deal with staff members' promotions fairly, stimulate positive working atmosphere, and promote administration efficiency.
- Article 2. "Staff members" mentioned in these procedures include administrative staff members and technical staff members, and all job titles are standardized in accordance with the Ming Chuan University Organizational Code.
- Article 3. The following staff members are not eligible for promotion:
1. Staff members whose years-of-service rank does not meet the minimum rank requirements for the position of the promotion.
 2. Staff members who have received penalties within the past academic year.
 3. Staff members whose annual evaluation is 'C'.
 4. Staff members whose salary rank does not meet the minimum rank requirements for the position of the promotion.
- Article 4. The promotion of administrative staff members at Ming Chuan University will be processed in accordance with the following regulations:
1. All rank of administrative staff members
 - (1) Promotion to Clerk or Superintendent: Have been employed at Ming Chuan University as an Associate Clerk for at least three years and have received an 'A' performance evaluation for the recent three years.
 - (2) Promotion to Senior Clerk: Have been employed at Ming Chuan University as a Clerk or Superintendent for at least four years, and have received an 'A' performance evaluation for the recent three years.
 - (3) Promotion to Specialist, Editor, or Counselor: Have been employed at Ming Chuan University as a Senior Clerk for at least five years, and have received an 'A' performance evaluation for the recent three years.
 - (4) Promotion to Secretary or Section Chief: Must have Master's Degree or above and have been employed at Ming Chuan University as Specialist or above for at least three years and have received an 'A' performance evaluation for the recent three years. However, those who are served in Section Chief or higher ranking position before will not be restricted in this regard.
 - (5) Promotion to Executive Editor: Must have Master's Degree or above, and have been employed at Ming Chuan University as a secretary or above for at least three years; have received an 'A' performance evaluation for the recent three years..
 - (6) Promotion to Senior Specialist: Must have Master's Degree or above and have been employed at Ming Chuan University as a unit administrator for more than ten years; have received an 'A' performance evaluation for the recent three years.
 2. All rank of technical staff members:
 - (1) Promotion to Technical Specialist requires one of the following qualifications:
 - a. Must have graduated from junior college with professional certification and have been employed at Ming Chuan University as a Technician for three or more years; have received an 'A' performance evaluation for the recent three years.
 - b. Must have graduated from a vocational school with professional certification and have been employed at Ming Chuan University as a Technician for four or more years; have received an 'A' performance evaluation for the recent three years.
 - (2) Promotion to Senior Technical Specialist requires one of the following qualifications:
 - a. Must have Master's Degree with professional certification and have been employed at Ming Chuan University as a Technical Specialist for five or more years; have received an 'A' performance evaluation for the recent three years.

- b. Must have graduated from college with professional certification and have been employed at Ming Chuan University as a Technical Specialist for ten or more years; have received an 'A' performance evaluation for the recent three years.
 - c. Must have graduated from vocational school with professional certification and have been employed at Ming Chuan University as a Technical Specialist in the highest salary rank for at least one year; have received an 'A' performance evaluation for the recent three years.
- (3) Promotion to Registered Nurse or Dietitian require one of the following qualifications:
- a. Must have graduated from university and have been employed at Ming Chuan University as a Nurse for four or more years, with a valid Registered Nurse or Dietician license; have received an 'A' performance evaluation for the recent three years.
 - b. Must have graduated from college and have been employed at Ming Chuan University as a Nurse for eight or more years, with a valid Registered Nurse or Dietician license; have received an 'A' performance evaluation for the recent three years.

Article 5. In order to implement MCU goals of "Excellence, Professionalism and Internationalization" all the applicants must not only meet the above criteria, but also have English competence, Computer Technology Certification or Professional Certification, and have completed a Skills Training Course. The qualifications are as follows:

1. English Proficiency Test: GEPT, TOEIC, TOEFL, IELTS or BULATS.
 - (1) English Proficiency Test is divided into two categories, one is for promotion to Senior Clerk (including Technical Specialist and Senior Technical Specialist) and one is for promotion to Specialist. The evaluation standards are established according to the position being in a general unit or English-related unit.
 - (2) Promotion to Senior Clerk in a Japanese-related unit, the English Proficiency follows the standard for a general unit, and the Japanese Proficiency for promotion to Senior Clerk is N3 of JLPT and promotion to Specialist is N2 of JLPT.
2. Information Technology Certificate: Six categories of TQC-OA for 2007 version or above.
 - (1) Promotion to Senior Clerk (Technical Specialist)
 - a. General Unit: Two certifications in different categories
 - b. Information Technology-related Unit: Three certifications in different categories
 - (2) Promotion to Specialist (Senior Technical Specialist)
 - a. General Unit: Three certifications in different categories
 - b. Information Technology-related Unit: Four certifications in different categories
3. Participation in 12 hours or more of Administrative Staff Training held by the institution.
4. Technical staff members applying for non-Information Technology-related positions may present professional certification related to their job to replace the TQC-OA certifications. Promotion to Technical Specialist requires two professional certifications; promotion to Senior Technical Specialist requires four professional certifications.

Please refer to the appendix for the standards and explanation of the above qualifications. In case of any discrepancy, the announcement of the current academic year will serve as the standard.

Article 6. All applicants must not only meet the criteria of Article 4 and Article 5, but also pass the promotion examination. The examination includes basic evaluation, comprehensive evaluation and professional competency examination.

The basic evaluation includes years of service and performance; comprehensive evaluation includes working attitude and problem solving ability; professional competency examination includes official document writing and project writing abilities.

1. Basic evaluation accounts for 40 percent of total score (years of service accounts for 10 percent and performance for the previous three years accounts for 30 percent.)
2. Comprehensive evaluation accounts for 40 percent of total score (working attitude accounts for 20 percent and problem solving ability accounts for 20 percent.)

3. Professional competency examination accounts for 20 percent of total score (official document writing and project writing abilities will depend on the requirement of the unit.)

Applicants with other special achievement may be reported by the administrator to the president for approval for up to five additional evaluation points.

Article 7. In principle, staff promotion will be conducted once every academic year. The Human Resources Division will announce the quota for the number and level rank of staff required for each unit every March.

Applicants must submit the Promotion Evaluation Recommendation Form with the relevant documents for the administrator's initial review. The administrator must evaluate the criteria of the applicant in accordance with Article 4 and 5. In addition, working attitude and problem solving ability must also be evaluated. The compiled file must be submitted to the Human Resources Division before the end of May.

Article 8. The promotion examination will be held at the end of June, and the Human Resources Division will compile all the scores with the reference documents for evaluation by the Employee Review Committee. The standard for reviewing applicants is in accordance with the overall score ranking and reference documentation. However, the sequence may be changed if any committee member raises any objection which is supported by more than two thirds of the committee members.

Article 9. The roster of promotion evaluation results will be announced after approval by the president. If the president has a special reason to do so, he/she can ask the Employee Review Committee to review the applicants again.

Article 10. Promotion to Senior Clerk from Teaching Assistant must be conducted in accordance with these procedures. The accumulated years of service as Teaching Assistant can be calculated as years of employment.

Article 11. Ming Chuan University unit administrators and other significant positions should be filled by personnel selected by the president.

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.****

Appendix: Explanation of English Proficiency Test, Information Technology Certificate and Related Units

1. English Proficiency Test:

Test	GEPT	TOEIC	TOEFL			IELTS	BULATS
			Internet-based Test (IBT)	Computer-based Test (CBT)	Paper-based Test (PBT)		
(1) Promotion to Senior Clerk (including Technical Specialist and Senior Technical Specialist)							
General Unit	First Test of Elementary Level	Above 350	29	90	390	Above 3	Level 1
English-related Unit	Second Test of Intermediate Level	Above 550	47	137	457	Above 4	Level 2
(2) Promotion to Specialist or above							
General Unit	Second Test of Elementary Level	Above 450	38	113	423	Above 3	Level 1
English Related Unit	Second Test of High Intermediate Level	Above 750	71	197	527	Above 5.5	Level 3

2. Information Technology Certificate:

Office Software (TQC-OA)	Number of Certificates	Word (R)	PowerPoint (P)	Excel (X)	Chinese Typing (C)	English Typing (E)	Internet & Mobile (IM)
(1) Promotion to Senior Clerk (Technical Specialist)							
General Unit	2 or more different certificates	R1	P1	X1	C1 or E1		
IT-related Unit	3 or more different certificates	R2	P2	X2	C1 or E1		IM1
(2) Promotion to Specialist or above (Senior Technical Specialist)							
General Unit	3 or more different certificates	R2	P2	X2	C2 or E2		
IT-related Unit	4 or more different certificates	R2	P3	X2	C2 or E2		IM2

3. Related Unit:

- (1) English-related Unit
Unit in charge of international accreditation affairs (Bilingual Translation Team), International Education and Exchange Division, International Relations Center, Office of International Student Service, Applied English Department, English Language Center and International College.
- (2) Japanese-related Unit: Applied Japanese Department (including Japanese Language Section)
- (3) Information and Technology-related Unit (IT-related): Information and Network Division, Digital Education and Internet Television Station Division, Electronic Resources and Information Technology Section of the Library, Taoyuan Information Service Section, The School of Information Technology.
- (4) Non-Information and Technology-related Technician (general technician): Construction and Buildings Section, Section and Creative Design Section.

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