

## Guidelines for Taipei Medical University Project Teacher Appointment

Taipei Medical University, 2015.06.23 Modified

- Article 1 In response to the needs of teaching and research, the University sets up Guidelines for Taipei Medical University Project Teacher Appointment (hereafter referred to as “The Guidelines”).
- Article 2 The project teacher (hereafter “Project Teacher”) refers to the project-based, non-tenured faculty.
- Article 3 A Project Teacher is a contract position. The applicable ranks include professor, associate professor, assistant professor and lecturer.
- Article 4 The department/program intends to appoint Project Teachers shall complete the application form and get approvals of the department/program chair and dean, submit the request to the Research and Development Office, the Academic Affairs Office, the Human Resources Office, the Finance Department, and finally the President Office for further review. After the approval of the President, the department/program shall start processing the appointment of Project Teachers.
- Article 5 The appointment qualification and review procedure of the Project Teacher shall abide by the rules of the Appointment of Full-time Faculty of the University, without restrictions on the retirement age. The personnel management of Project Teachers after appointment shall be overseen by the Human Resources Department.
- Article 6 In addition to the requested documents for the newly-recruited teachers of the University, the application package for the position of Project Teachers shall include an approved application form and be submitted to the Faculty Review Committees at all levels.
- Article 7 The Project Teachers is one-year position. In the case that project period runs less than one year, the Project Teacher shall be appointed accordingly. If a renewal is applicable due to the continuation of the project, a Teacher Renewal Assessment shall be conducted as a reference to the renewal of the employment. The

employment of the Project Teacher ends as the project ends.

Article 8 The Project Teacher is entitled to apply for the examination of teacher qualification and obtain teacher certificate in accordance with the Qualifying Examination Regulations of the full-time Faculty of the University. If the Project Teacher satisfies the requirements for the promotion, the Project Teacher may apply for a promotion review in accordance with the Faculty Promotion Guidelines of the University.

Article 9 During the appointment period, if the research performance of the Project Teacher is excellent with sufficient proof, the appointing department/program may submit an application to transfer the Project Teacher from contract-based position to full-time position.

Article 10 In the case when a Project Teacher is transferred to a full-time teacher, his/her credentials shall be re-examined in accordance with the hiring procedures of the newly-recruited teachers. Teachers with the same level of current job rank, and with excellent service performance are qualified to claim the same salary scale; If a teacher's certificate is issued by the Ministry of Education, the seniority is recognized as the start date of the certificate stated.

Article 11 The remuneration policy of Project Teachers abides by the same as the full-time faculty of the University. In addition to the regular salary, the hiring Department/Program may grant a work allowance to the Project Teacher as long as the funds are raised by the department/program itself.

Article 12 Project Teachers must enroll in the Labor Insurance and the National Health Insurance.

Article 13 The teaching-hour policy of the Project Teachers abides by the same as the full-time teachers in medical related departments.

Article 14 The employment period, vacation, welfare, insurance, pension, and other rights and obligations of the Project Teachers are established in the contract. However, a certain amount of salary will be drawn from the foreign Project Teachers' paycheck regularly into the Pay-As-You-Go contribution benefits account in accordance with the related regulations.

Article 15 The Guidelines have been ratified and enacted by the University Meeting; all amendments shall be made according to the aforementioned procedure.