

國立中山大學進用約聘教學人員及研究人員實施要點

Regulations for Contract Employment of Faculty and Researchers of National Sun Yat-sen University

101年11月27日本校101學年度第2次校務基金管理委員會修正通過

Amended and approved at the 2nd University Endowment Funds Management Committee meeting of the 2012 academic year

103年11月7日本校103年度第3次校務基金管理委員會修正通過

Amended and approved at the 3rd University Endowment Funds Management Committee meeting of the 2014 academic year

105年3月11日本校105年度第1次校務基金管理委員會修正通過

Amended and approved at the 1st University Endowment Funds Management Committee meeting of the 2016 academic year

107年3月9日本校107年度第1次校務基金管理委員會修正通過

Amended and approved at the 1st University Endowment Funds Management Committee meeting of the 2018 academic year

108年5月17日本校108年度第2次校務基金管理委員會修正通過

Amended and approved at the 2nd University Endowment Funds Management Committee meeting of the 2019 academic year

109年3月6日本校109年度第1次校務基金管理委員會修正通過

Amended and approved at the 1st University Endowment Funds Management Committee meeting of the 2020 academic year

一、 國立中山大學（以下簡稱本校）為因應教學及研究需要，依「國立大學校務基金進用教學人員研究人員及工作人員實施原則」訂定本要點。

I. These regulations are formulated in accordance with the provisions in “Implementation Regulations for Employment of Faculty, Researchers, and Staff of National Sun Yat-sen University Using the University Endowment Fund”. Matters of the need for teaching and research of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) shall follow these regulations.

二、 本要點所稱進用約聘教學人員及研究人員，係指以校務基金自籌收入聘用從事教學或研究之編制外人員。

II. The contract employment in these regulations refers to teaching and research personnel beyond the manning quota of NSYSU, who are employed to perform teaching and research activities using the self-generated revenue of the University Endowment Fund.

前項所稱校務基金自籌收入，係指國立大學校院校務基金管理及監督辦法所定之收入。

The said self-generated revenue of the University Endowment Fund in the preceding paragraph refers to incomes stipulated in “Regulations on

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Management and Supervision of National University Endowment Fund”.

三、 教學人員及研究人員之聘用，應本公平、公正、公開之原則辦理，並需符合下列要件：

III. The contract employment of teaching and research personnel shall be handled based on a fair, just, and openness principle. Persons who intend to apply for contract employments shall also meet all the following three conditions:

(一) 具有擬任工作所需之知能條件。

1. Possess the knowledge and skills required for the applied position.

(二) 不得有教育人員任用條例規定不得為教育人員之情事。

2. Do not involve themselves in matters stipulated in "Act of Governing the Appointment of Educators" that prohibit one from becoming an educator.

(三) 品行端正及對國家忠誠。

3. Have a decent moral character and are loyal to the country.

四、 教學人員及研究人員之聘用，應訂立契約，內容含下列各項：

IV. A contract shall be entered into for contract employment of teaching and research personnel. The said contract shall include the following contents:

(一) 聘用期間。

1. Employment term

(二) 工作內容。

2. Job descriptions

(三) 聘用期間報酬。

3. Remuneration during the employment term

(四) 受聘人違背義務時應負之責任。

4. Employee's liability for breach of contract

(五) 其他必要事項。

5. Other necessary matters

五、 各單位符合下列各款情形之一者，除第四款僅得延聘為教學人員外，其餘

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各款得延聘教學或研究人員：

V. Individual department/institute (education center, or degree program) and college (Si-Wan College included) (in aggregate hereinafter referred to as the "Units") may engage contract employment of teaching or research personnel when the Units meet one of the conditions stipulated in Subparagraph 1 through 3. Units meet the condition stipulated in Subparagraph 4 may engage contract employment of teaching personnel only.

(一) 單位有教師或研究人員缺額，擬先試聘者。

1. There are vacancies within the manning quota of faculty and researcher of the Units, and the contract employment is on a probational basis before formal appointment.

(二) 單位因業務需要且有相關經費支援者。

2. The Units' operation requires contract employment, and the Units have sufficient budget to cover all the expenses.

(三) 從事產學合作、學術研究或建教合作相關單位延聘者。

3. The contract employment is for related units carrying out industry-academia cooperation, academic research, or cooperative education.

(四) 支援全校性或跨領域課程，經簽准有案者。

4. The contract employment is for supporting the university-wise or cross-disciplinary coursework and has been specially approved.

用人單位或計畫主持人聘任教學或研究人員前，應填具相關申請表，並檢附以下證件，完成審查程序後始得聘用：

The Units or principal investigators of research projects shall fill out the relevant application forms and attach the documentation specified below before engaging the contract employment of teaching or research personnel. The employment shall commence after the evaluating procedure for the application completes.

(一) 最高學位證書。

1. Graduation certificate of the highest degree

(二) 符合擬聘等級最低資格資歷證明文件。

2. Documentation indicating conformity with the minimum qualifications and work experience for the planned contract employment of professorship rank

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(三) 其他足資證明文件。

3. Other supporting certification documents

六、 教學人員分為講座教授、教授、副教授、助理教授及講師等五職務等級，其聘任資格比照編制內專任教師相關規定辦理。

VI. Teaching personnel is classified into five ranks of professorship as chair professor, professor, associate professor, assistant professor, and lecturer. Qualifications for contract employment of teaching personnel shall be handled in accordance with relevant regulations governing the appointment of full-time faculty within the manning quota of NSYSU.

前項人員聘任年齡不受已屆應即退休年齡之限制。

Contract employment of personnel referred to in the preceding paragraph shall not be subject to the provisions governing the retirement age.

七、 研究人員分為研究講座、研究員、副研究員、助理研究員等四職務等級及博士後研究人員。

VII. Research personnel is classified into four ranks as chair researcher, researcher, associate researcher, and assistant researcher as well as postdoctoral fellow. Research personnel hiring qualifications shall be handled in accordance with relevant regulations governing the appointment of full-time researcher within the manning quota of NSYSU. Other regulations may be established separately to cope with the needs of industry-academia cooperation and academic research projects.

博士後研究員之聘任資格由計畫主持人依計畫需求自訂之。

Qualifications for employment of postdoctoral fellows shall be individually established by principal investigators based on the needs of the projects.

研究人員聘任年齡不受已屆應即退休年齡之限制。

Contract employment of research personnel shall not be subject to the provisions governing the retirement age.

Any dispute over interpretations of these regulations shall be resolved in the court of law base on the Chinese version.

八、各單位聘任教學人員依下列程序辦理：

VIII. The Units shall follow the procedure stipulated below for contract employment of teaching personnel.

(一) 新聘程序：

1. Procedure for new employment:

1. 教學人員應先由提聘單位系(所、教育中心、學位學程、中心)教評會(或相關會議)通過、學院(西灣學院、中心、處、室)同意後，由本校新進教師遴聘委員會進行審查。審查通過後其聘任資格及審查程序比照專任教師聘任規定辦理送審。請頒教師證書者，依程序送教育部審查，但初聘聘期未滿一學年者，不予送審。

(1). The employment case shall be approved first by the individual department (institute, education center, or degree program, center) Faculty Evaluation Committee (or in relevant meeting) and approved next by the college (Si-Wan College, center, office, division) Faculty Evaluation Committee. Afterwards, the employment case shall be delivered to the New Faculty Selection Committee of NSYSU for evaluation. After passing the said evaluation, the employment qualifications and review procedure of the planned contract employment shall be handled in accordance with relevant regulations governing the appointment of full-time faculty. Cases concerning applicants who wish to apply for a Teacher's Certificate at the same time, except those that are granted an initial employment term of less than one year, shall be delivered to the Ministry of Education for approval upon review.

2. 前目人員已具擬聘職級教師證書者，得免辦理著作外審。

(2). Applicants referred to in the preceding item who already possess a Teacher's Certificate of the applied professorship rank shall be exempt from the external review of their academic works.

(二) 續聘程序：比照本校教師及研究人員聘任規則辦理。

2. Procedure for renewed employment: The employment case shall be handled in accordance with provisions in “Regulations for Appointment Qualifications of Faculty and Researchers of NSYSU”

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(三) 續聘條件：

3. Conditions for renewed employment:

1. 服務滿一年以上，應符合下列各項條件始得申請續聘：

(1). Personnel who have been employed for one full year and meet all the three requirements stipulated below may apply for renewed employment:

(1) 主持科技部或政府部會計畫。

i. He/She is the principal investigator of research project(s) of Ministry of Science and Technology (MOST), or of governmental projects.

(2) 有學術論文發表者。

ii. He/She has published an academic paper(s).

(3) 教學意見調查結果經系(所、教育中心、學位學程、中心)、學院(西灣學院)教師評審委員會審議通過者。

iii. Results of his/her teaching assessment survey has been approved by the individual department (institute, education center, or degree program, center) or college (Si-Wan College included) Faculty (and Researchers) Evaluation Committee.

2. 提聘單位如因課程特殊需求(如全英語學程)且每週授課時數達契約約定授課時數，或由提聘單位自籌聘任之教學人員表現符合前目之(2)、(3)者，亦得申請續聘。

(2). When the employing Units have special needs of coursework (such as supporting All-English Programs) and the teaching personnel have fulfilled the requirement of weekly lecturing hours specified in the employment contract, or performances of the teaching personnel employed using the self-generated revenue of the employing Units meet the requirements of Items 1-ii and 1-iii of the preceding item, the employing Units may apply for renewed employment of the said teaching personnel.

各單位聘任研究人員依下列程序辦理：

The Units shall follow the procedure stipulated below for contract employment

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of research personnel.

(一) 新聘程序：研究人員之聘任應經系(所、教育中心、學位學程、中心)教評會(或相關會議)通過、學院(西灣學院、中心、處、室)同意後，由研發長召集教務長、產學處處長、各院院長、西灣學院院長組成審查小組進行審查。通過後送校教評會備查。惟已獲政府部會審查通過之計畫研究人員，或以單位自籌經費經專案簽准聘任之研究人員，得逕送審查小組備查。

1. Procedure for new employment: The employment case shall be approved first by the individual department (institute, education center, or degree program, center) Faculty Evaluation Committee (or in a relevant meeting) and approved next by the college (Si-Wan College, center, office, division) Faculty Evaluation Committee. Afterwards, Vice President of Research and Development shall organize an evaluation team consisting of Vice President of Academic Affairs, Vice President of the Office of Global Industry-Academe Collaboration and Advancement, Deans of each college, and Dean of Si-Wan College as members for evaluating the employment case. Cases approved by the said evaluation team shall be delivered to the University Faculty Evaluation Committee for future reference. Cases concerning research personnel employed in projects granted by various governmental agencies, or research personnel who will be employed using the self-generated revenue of the employing Units and the cases have been specially approved shall be delivered directly to the said evaluation team for future reference.

(二) 續聘程序：依前款新聘程序辦理，提校教評會備查。

2. Procedure for renewed employment: The employment case shall be handled in accordance with the provisions stipulated for renewed employment in the preceding subparagraph. The employment case shall be delivered to the University Faculty Evaluation Committee for future reference.

(三) 續聘條件：

3. Conditions for renewed employment:

1. 服務滿一年以上未滿二年，表現符合第一項第三款第一目之(1)或(2)者。

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(1). Personnel who have been employed for one year or longer but less than two years and their performance meets the requirement in Item 1-i or 1-ii, Subparagraph 3 in Paragraph 1 may apply for renewed employment.

2. 服務滿二年以上，符合第一項第三款第一目之(1)及(2)者，提聘單位得申請續聘。

(2). The employing Units may apply for renewed employment for the research personnel who have been employed for more than two years and their performance meets the requirements in Items 1-i and 1-ii, Subparagraph 3 in Paragraph 1.

博士後研究人員續聘條件依第七點第三項規定辦理之。

Qualifications for renewed employment for postdoctoral fellows shall be handled in accordance with the provisions in Paragraph 3 of Article 7.

九、 教學人員參加編制內專任教師甄選時，依新聘專任教師之程序重新審查，免辦理著作外審。但聘任時未辦理著作外審者，不在此限。

IX. Cases concerning teaching personnel participating in the selection for full-time faculty positions within the manning quota of NSYSU shall be handled in accordance with the procedure, excluding the external review of the applicants' academic works, stipulated for the appointment of new full-time faculty members. The academic works of the teaching personnel shall be subject to external reviews if the said academic works were not reviewed by external scholars or experts when they were employed.

研究人員參加本校編制內專任教師甄選時，應依新聘專任教師之程序重新審查並辦理著作外審。

Cases concerning research personnel participating in the selection for full-time faculty positions within the manning quota of NSYSU shall be re-evaluated in accordance with the procedure stipulated for the appointment of new full-time faculty members. The applicants' academic works shall be subject to external reviews.

十、 研究人員於本校授課時，依兼任教師提聘程序辦理，不另支給鐘點費。但

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如利用公餘時間兼課者，仍得另支給鐘點費，每週最多以四小時為限。

X. Research personnel who wish to lecture shall follow the procedure stipulated for the appointment of part-time faculty members. Research personnel who lecture at the same time shall not be remunerated for hourly salary. Research personnel who lecture at the same time may be remunerated for hourly salary if the lecturing is conducted in off-duty time. The hourly salary shall not exceed four hours every week.

十一、教學人員之出國、差假及授課時數，比照編制內專任教師之規定辦理(聘期未滿一年者按比例計算)。惟有關授課時數，聘用單位與教學人員另有特別約定者，從其約定，並於聘用契約載明。

XI. Matters on request for going abroad or leave of absence, holidays, and weekly lecturing hours of teaching personnel shall be handled in accordance with relevant regulations for full-time faculty members. (Cases concerning teaching personnel whose service time has not exceeded one year shall be adjusted based on the ratio of service time to one year.) When there exists a special agreement reached between the employing Units and the teaching personnel, matters on lecturing hours shall follow the agreement. The said special agreement shall be clearly stipulated in the employment contract.

十二、教學人員之報酬標準，以比照編制內專任教師之規定為原則，經考核通過者，得逐年晉薪，惟如研究或建教合作計畫另有約定者，從其規定。

XII. The standard of remuneration for teaching personnel shall, in principle, follow the regulations for the remuneration for full-time faculty members within the manning quota of NSYSU. Upon the completion of one academic year of teaching at the end of the school year, teaching personnel shall receive a pay raise by one seniority level. When there exists an additional agreement specified in research projects or cooperative education projects concerning remuneration, such agreement on remuneration shall be followed instead.

十三、研究人員之聘期、差假、報酬標準、福利、勞工保險及全民健保等事項，比照教學人員之規定，惟報酬標準如研究或建教合作計畫另有約定者，從其規定。

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XIII. Matters on the employment term, request for leave of absence, holidays, standards of remuneration, benefits, Labor Insurance, and National Health Insurance of research personnel shall follow relevant regulations for teaching personnel. When there exists an additional agreement specified in research projects or cooperative education projects concerning remuneration, such agreement on remuneration shall be followed instead.

十四、博士後研究之差假、勞退金、福利、勞工保險及全民健保等事項比照教學人員之規定，惟其報酬標準依契約規定辦理。

XIV. Matters on request for leave of absence, holidays, labor pension, benefits, Labor Insurance, and National Health Insurance of postdoctoral fellows shall be handled in accordance with relevant regulations for teaching personnel. The standards of remuneration shall follow the provisions in the employment contract.

博士後研究轉任編制內專任教師、研究人員後，其博士後研究之服務年資得比照教學人員之規定提敘薪給；惟該年資不得採計為退撫年資。

After postdoctoral fellows transfer to full-time faculty members or reserachers, matters concerning the calculation of their work seniority into the remuneration may follow the regulations for teaching personnel. Nevertheless, the said work seniority as a postdoctoral fellow shall be discounted when calculating their years of service for retirement payment, severance pay, or bereavement compensation.

十五、教學及研究人員離退金(離職儲金)規定如下：

XV. Regulations on the separation payment (Severance Savings Fund) are as follows:

(一) 一〇一年八月一日起聘用人員，依勞工退休金條例辦理勞退金之提繳及請領。

1. Anyone employed after August 1st, 2012 shall follow the provisions in “Labor Pension Act” in matters concerning the contribution to and application for issuance of Labor Pension Fund.

(二) 一〇一年七月三十一日前聘用人員，仍比照「各機關學校聘僱人員離職儲金給與辦法」規定，辦理離職儲金之提撥及核發。

Any dispute over interpretations of these regulations shall be resolved in the court of law base on the Chinese version.

2. Anyone employed before July 31st, 2012 shall follow the provisions in “Regulations of Granting Severance Savings Fund for Contract Employees of Government Agencies and Public Schools” in matters on the contribution to and application for issuance of Severance Savings Fund.
 - (三) 未具參加勞工退休金條例提撥勞退金資格者，準用「各機關學校聘僱人員離職儲金給與辦法」規定，辦理離職儲金之提撥及核發。
3. Anyone not qualified in accordance with “Labor Pension Act” to contribute to Labor Pension Fund shall follow the provisions in “Regulations of Granting Severance Savings Fund for Contract Employees of Government Agencies and Public Schools”, mutatis mutandis, in matters concerning the contribution to and application for issuance of Severance Savings Fund.

十六、教學及研究人員於聘用期間，得依本校有關規定，享有下列權益：

XVI. Teaching and research personnel shall own the following rights during their employment term:

- (一) 識別證與汽機車停車證之請領。
 1. Applications of employee identification and parking permit of cars and motorcycles.
- (二) 參加文康活動(自費或由各單位計畫內經費勻支)與各項聯歡等活動。
 2. Participation of cultural or entertaining activities (expenses paid for by oneself or covered by the project budget of the Units hosting the activities) and various joyous activities.
- (三) 圖書與資訊處及體育場館等公共設施，得依各單位之規定使用之。
 3. Access to public facilities such as the Building of Library and Information Services and sports facilities, following the regulations of the Units providing the facilities.
- (四) 衛生保健醫療服務。
 4. Services in personal hygiene, healthcare and medical treatment
- (五) 參加勞工保險、全民健保，惟機關補助經費部份由用人單位於計畫經費內自行負擔。

Any dispute over interpretations of these regulations shall be resolved in the court of law base on the Chinese version.

5. Joining Labor Insurance and National Health Insurance with the government subsidy paid for by the employing Units out of project budget.

十七、教學及研究人員於聘用期間，得申請發給在職證明書；離職時，應依規定辦妥離職手續後，始得發給離職證明書。

XVII. Teaching and research personnel may apply for issuance of employment certificate during their employment term. When they are resigning, they shall complete the resignation procedure in accordance with the regulations before receiving a certificate of termination .

教學及研究人員如因故須於聘期屆滿前離職時，應於離職前一個月提出申請，經行政程序核准且依「公務人員交代條例」辦理後移交始得離職，否則致生損害，應負賠償責任。

Teaching and research personnel who wish to resign due to unforeseeable reasons before the completion of their employment term shall submit an application one month prior to their resignation. The resignation shall be effective after receiving approvals following administrative procedure and transferring matters specified in the subparagraphs of the following paragraph in accordance with the "Act Governing the Handover of Civil Servants". Teaching and research personnel shall be liable for the damages if they fail to transfer the said matters.

前項移交手續事項包括：

Procedure and matters referred to in the preceding paragraph to be transferred:

(一) 經管財務。

1. Fiscal positions under one's jurisdiction

(二) 經管業務。

2. Business under one's jurisdiction

(三) 待辦或未了案件。

3. Pending or outstanding projects

十八、教學及研究人員之報到、離職及權利義務依契約規定辦理，聘用期間以執行契約所訂之工作內容為主，且不得要求擔任或兼任本校組織編制內法定主管職務。

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XVIII. Matters concerning the report for duty, resignation, and rights and obligations of teaching and research personnel shall be handled in accordance with the employment contract. The primary duty of teaching and research personnel during the employment term shall follow the job descriptions specified in the employment contract. The said personnel shall not request to serve statutory supervisory positions of academic affairs or administrative affairs within the organizational structure. Neither shall they request to serve the said positions as concurrent posts.

教學及研究人員於聘用期間之工作成果，除法律或合約另有約定者外，悉依本校「研究發展成果及技術移轉管理辦法」之規定辦理。

Matters concerning the work results of teaching and research personnel during their employment term, unless otherwise dictated by law or agreed upon in the contract, shall be handled in accordance with the provisions of "Regulations for the Management of Research and Development Results and Technology Transfer of NSYSU".

十九、教學人員職前曾任與現職職務等級相當、服務成績優良之年資得採計提敘薪級。

XIX. The work seniority that the teaching personnel earned in a previous position comparable to their current professorship rank, with good performance, may be counted towards advancing their remuneration grade.

教學及研究人員不適用公務人員相關規定。

Relevant regulations pursuant to civil servants do not apply to the teaching and research personnel.

二十、本校退休之專任教師轉任為相當等級之教學或研究人員時，仍應依第八點規定之新聘程序辦理；惟其續聘條件得應業務或計畫需求另訂之。

XX. Matters concerning the employment of full-time faculty of NSYSU who retired then transfer to teaching or research personnel positions comparable to their professorship rank shall be handled in accordance with the procedure for new employment stipulated in Article 8. Requirements for their employment renewal may be specified separately based on the needs of work or project.

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前項退休教師轉任教學人員時，免送外審。

Employment of the teaching personnel referred in the preceding paragraph shall be exempt from external review.

退休教師轉任後之工作酬勞及參加保險事宜，應符合「公立學校教職員退休資遣撫卹條例」及「勞工保險條例」之規定。

Matters concerning remuneration and insurance plans of the said teaching personnel shall comply with the provisions in "Act Governing Retirement, Severance, and Bereavement Compensation for the Teaching and Other Staff Members of Public Schools" and "Labor Insurance Act".

二十一、本要點未規定事項，依「國立大學校務基金進用教學人員研究人員及工作人員實施原則」及相關規定辦理。

XXI. Matters not covered in these regulations shall be handled in accordance with "Implementation Regulations for the Employment of Teaching Personnel, Research Personnel, and Staff Members Using the National University Endowment Funds" and relevant regulations.

二十二、本要點經校教師評審委員會及校務基金管理委員會通過，陳請校長核定後實施，修正時亦同。

XXII. These regulations have been approved by the University Faculty Evaluation Committee and the University Endowment Funds Management Committee and have been submitted to the President for approval and implementation. Amendments to these regulations shall follow the same procedure.

Any dispute over interpretations of these regulations shall be resolved in the court of law base on the Chinese version.