

National Taipei University of Nursing and Health Sciences

Directions Governing Recruitment of Visiting Teachers

approved at the 206th administrative meeting on 13 March 2019

1. These Directions are created for upgrading the teaching and research standards of National Taipei University of Nursing and Health Sciences (hereinafter referred to as the "University"), and for the University to recruit domestic and foreign scholars/ experts with special expertise to engage in teaching, research and service work in the University on a short time basis.
2. The term "Visiting Teacher" as used in these Directions refers to a visiting professor, visiting associate professor and visiting assistant professor.
3. The Visiting Teachers recruited in accordance with these Directions shall possess the following qualifications:
 - 1) Visiting Professor.: Candidates shall meet any of the following qualification requirements:
 - (i) Having worked as a professor at domestic and/or foreign universities (including professor-level professional and technical personnel), with remarkable achievements. If it is a foreign university or a university in the area of the People's Republic of China, it shall be limited to those listed in the reference list compiled by the Ministry of Education.
 - (ii) Having a doctoral degree or certificate of degree equivalency, and engaged in research work, profession or duties related to the subject of his/her research for eight years or more, with remarkable achievements or special achievements.
 - (iii) Having engaged in profession work related to the nature of the appointed subject for 15 years or more, with special attainments or achievements; however, if having been bestowed any of the international awards, the year limitations may be reduced properly.
 - (iv) Possessing a high academic position and international visibility
 - 2) Visiting Associate Professor.: Candidates shall meet any of the following qualification requirements:
 - (i) Having worked as an associate professor at domestic and/or foreign universities (including associate-professor-level professional and technical personnel), with remarkable achievements. If it is a foreign university or a university in the area of the People's Republic of China, it shall be limited to those listed in the reference list compiled by the Ministry of Education.
 - (ii) Having a doctoral degree or certificate of degree equivalency, and engaged in research work, profession or duties related to the subject of his/her research for four years or more, with remarkable achievements or special achievements.
 - (iii) Having engaged in profession work related to the nature of the appointed subject for 12 years or more, with special attainments or achievements; however, if having been bestowed any of the international awards, the year limitations may be reduced properly.

- 3) Visiting Assistant Professor. Candidates shall meet any of the following qualification requirements:
- (i) Having worked as an assistant professor at domestic and/or foreign universities (including assistant-professor-level professional and technical personnel), with remarkable achievements. If it is a foreign university or a university in the area of the People's Republic of China, it shall be limited to those listed in the reference list compiled by the Ministry of Education.
 - (ii) Having a doctoral degree or certificate of degree equivalency, with remarkable achievements or special achievements.
 - (iii) Having engaged in profession work related to the nature of the appointed subject for 9 years or more, with special attainments or achievements; however, if having been bestowed any of the international awards, the year limitations may be reduced properly.
 - (iv) Having a unique talent for the special technology, area of specialty, and/or the technological research and development or management of scientific and technological institutions, which is rare domestically and overseas.

4. The Visiting Teachers recruited in accordance with these Directions are not regular faculty members specified in University's table of organization. The number of Visiting Teachers is based on the actual needs of the teaching and research units, and the resources that the University can provide. In principle, the term of appointment is one semester or one academic year. However, it may be extended or shortened in special circumstances. If an extension is necessary, it will be reviewed and approved in accordance with the original review procedures, and then be submitted to the President for ratifying the extension of the appointment.

The appointment of the Visiting Teachers and the resources to be provided by the University stated in the preceding paragraph may be processed only after that a recruiting application form (i.e., Exhibit I) has been submitted to, and approved by the President in accordance with the administrative procedure.

5. When each teaching unit plans to appoint Visiting Teachers, it shall submit a recruiting application form, the list of academic writing, certificates of academic background and experience, materials related to teaching, research or service plan, etc., to the Teacher Evaluation Committee at department level and college level for review and approval in accordance with administrative procedures. Subsequently, it shall submit such documents to the President for ratification, and then may appoint the Visiting Teachers.

When each research unit plans to appoint Visiting Teachers, it shall submit the relevant materials stated in the preceding paragraph to the relevant Committees for review and approval. Subsequently, it shall submit such documents to the President for ratification, and then may appoint the Visiting Teachers.

With regard to recruiting Visiting Teachers from foreign countries or mainland area, it shall complete the aforesaid review and approval procedures at least two months before the starting date of appointment, and submit the relevant materials to the personnel office for applying for work permits.

6. When any unit intends to extend the appointment of Visiting Teachers, it shall submit their teaching, research or service results during the appointment period to the University for review and approval in accordance with the procedures stated in Article 5

of these Directions. After obtaining the approval, such unit may then extend the appointment of Visiting Teachers.

7. Visiting Teacher's remuneration shall be decided based on the appointing unit's recommendation within the maximum standard stated in the Standards of Remuneration (see Exhibit II). The appointing unit shall submit the remuneration proposal, together with the application for recruiting Visiting Teachers, for review and approval in accordance with the procedures stated in Article 5 of these Directions. Subsequently, it shall submit the proposal to the President for ratification, and then may make the payments.
8. The rights and obligations of the Visiting Teachers in respect to teaching hours, time in school, and the nature of other work may be stated in the appointment agreement (agreement template attached as Exhibit III), after such terms are agreed by the appointing unit and appointee.

The Visiting Teacher is not a regular faculty member and not applicable to teacher qualification review.

Visiting Teachers will have priority to apply for a dormitory.

9. The funds required for appointing Visiting Teachers by each unit shall proceed based on the principle of applying for project funding from the Ministry of Education, the Ministry of Science and Technology or other government organizations. If the appointment of Visiting Teachers is subsidized by the Ministry of Education and/or the Ministry of Science and Technology, the procedures for appointment, the period of appointment and the standards of remuneration shall be handled in accordance with the relevant regulations of such organizations. When subsidy is provided by external institution/organization, the Visiting Teacher's term of appointment and remuneration standard shall be handled in accordance with the agreement between the appointing unit and such institution/organization.
10. The funds required for appointment of the Visiting Teachers by each unit may be paid by the University's budget if it has a special need and is approved by the President in accordance with the administrative procedures.
11. If the Visiting Teachers are foreigners or people from the mainland area, the appointment procedures will be separately handled in accordance with Employment Services Act, Regulations on the Permission and Administration of the Employment of Foreign Workers, Regulations Governing Educational Institutions at All Levels Applying for Work Permits for Foreign Teachers and their Administration, Matters Requiring Attention in Recognition of Employing Foreigners for Short-Term Lectures and Academic Research, Act Governing Relations between the People of the Taiwan Area and the Mainland Area, Regulations Governing Permission of People of Mainland Area to Enter Taiwan Area, and Key Points for Reviewing Education Professionals and Students from Mainland Area to Taiwan to Conduct Educational Activities.
12. Any matter not stated in these Directions shall be handled in accordance with relevant regulations.
13. The enforcement of these Directions shall be subject to the approval by the administrative meeting of the University and ratification by the President. The same procedure shall be followed when an amendment is made.

Recruiting Application Form _____ Department (Institute), _____ College (Center)

National Taipei University of Nursing and Health Science

Name		Sex		Date of Birth	
Job Title	Visiting _____	ID No.		Tel. No.	
		Passport No.			
Term of Appointment	from (dd/mm/yy) to (dd/mm/yy)				
Applicable provisions	____,____,3 of Directions Governing Recruitment of NTUNHS' Visiting Teachers				
Scope of Work					
Suggested Remuneration Levels	New Taiwan Dollars				
Source of Funds					
Seals by Applicant	Person in Charge :		Superintendent :		
Subjects and Time of Lecture (Please leave it blank if there is no lecture)					
Subject		Credit/Hours Per Week	Academic Year/ Semester	1. Comments of Office of Academic Affair and Seal	
2. Personnel Office					
3. Accounting Office (review source of funds)					
<p>This form shall be submitted together with application for recruitment to the aforesaid offices for their review and comments. After the President's consent is obtained, the following relevant procedures of review meetings will be conducted continuously.</p>					
4. situation of relevant review meetings	Teaching Unit	Department's Teacher Evaluation Committee	approved at the () meeting of Teacher Evaluation Committee at department (college) level of the (first/second) semester of academic year () on (dd/mm/yy)		
			Chairperson (Director) : (seal and signature)		
	College's Teacher Evaluation Committee	approved at the () meeting of Teacher Evaluation Committee at institution (center) level of the (first/second) semester of academic year () on (dd/mm/yy)			
		Dean : (seal and signature)			
Research Unit	approved at the () meeting of the (first/second) semester of academic year () on (dd/mm/yy)				
	Unit's superintendent : (seal and signature)				

NB :

1. Application for appointing Visiting Teachers shall be attached with materials in respect of candidate's list of work, certificates of academic background and experience (photocopies of the highest academic certificate, appointment agreement or certification of current job, etc.), photocopy of passport (foreign nationality), teaching or research plan, etc.
2. The visiting faculty's job title, titles of courses and subjects, credits and teaching hours per week shall be specified in detail.
3. Administrative process: Appointing Unit ⇒ Academic Affairs Office (if there is no lecturer, countersignature is not required) ⇒ Personnel Office ⇒ Accounting Office (if it is irrelevant to budget, countersignature is not required) ⇒ Teaching Unit (if the application is filed by a department (institution), it shall be submitted to the Teacher Evaluation Committee at department (institution) level and college level; if filed by a college, it shall be submitted to the Teacher Evaluation Committee at college level) or Research Unit (to be submitted to relevant review meetings)

Academic Background	Name of School	Department or College		Starting Month/Year and Ending Month/Year of Study	Month and Year of Graduation or receiving degree	Degree Name	Certificates Delivered	
							Name	Number of Pieces
				From (mm/yy) to (mm/yy)	(mm/yy)	doctor		
				from (mm/yy) to (mm/yy)	(mm/yy)	master		
				from (mm/yy) to (mm/yy)	(mm/yy)	bachelor		
				from (mm/yy) to (mm/yy)	(mm/yy)			
Academic Experience	Name of School/Institution of Former Employer	Job Title	Full Time or Adjunct	Starting Month/Year and Ending Month/Year of Appointment	Name or Position of Courses Given	Certificates Delivered		
						Name	Number of Pieces	
				from (mm/yy) to (mm/yy)				
				from (mm/yy) to (mm/yy)				
				from (mm/yy) to (mm/yy)				
				from (mm/yy) to (mm/yy)				
				from (mm/yy) to (mm/yy)				
Present Job				from (mm/yy) to (mm/yy)			This Column shall be completed	
				from (mm/yy) to (mm/yy)				
Certified Teacher's Qualification	Job Title		Number of Certificates		Commencement of Seniority			

National Taipei University of Nursing and Health Sciences Visiting Teacher Remuneration Table

Level \ Item	Fee for Teaching and Research
Visiting Professor	between NT\$77,250 and NT\$194,090 per person/per month
Visiting Associate Professor	between NT\$72,100 and NT\$149,300 per person/per month
Visiting Assistant Professor	between NT\$66,950 and NT\$104,410 per person/per month
<p>Note :</p> <ol style="list-style-type: none"> 1. When each teaching and/or research department appoints Visiting Teachers, the appointing unit shall consider each Visiting Teacher's academic status and expertise and recommend his/her remuneration, within the highest standards of the table range. The remuneration, together with application for recruiting, shall be submitted to relevant meetings for review and approval, and submitted to President for ratification. After that, the payment matter shall be dealt with by the appointing unit. No year-end bonus will be paid. For those whose appointment term is less than one month, the remuneration shall be determined and paid in an amount equivalent to the remuneration he/she received for one month divided by thirty, and then multiply the number of days that he/she actually worked. 2. Airplane Ticket Subsidy: <ol style="list-style-type: none"> 1) Round-trip airfare in the most direct route to the destination may be expended in accordance with the "Standard Table for Airfare Subsidy for International Science and Technology Personnel Invited for Short-Term Visiting by the Ministry of Science and Technology". The subsidy is targeted to the Visiting Teacher himself/herself. In principle, no subsidy will be granted to those whose appointment is extended. 2) When a request for payment of airfare subsidy is lodged, the original ticket stub and the receipt for a flight ticket shall be submitted. If the fare exceeds the subsidy limit specified in the table for airfare subsidy, the excess fare shall be borne by the Visiting Teacher; if it is less than the subsidy limit, the actual payments made shall be deemed the subsidy standard. 3. If the circumstances are special and the project funding is permissible, and approval has been obtained, it may not be restrained by the aforesaid stipulation. 4. Appointing unit is required to have such appointed Visiting Teachers participate in labor insurance and national health insurance in accordance with the provisions of Labor Insurance Act and National Health Insurance Act. The insurance premiums that the employer is required to bear shall be paid in accordance with each unit's plan or the relevant budget from the school development funds. 5. The appointee' income tax shall be withheld on a monthly basis in accordance with the provisions of tax law. The income tax return shall be handled by the Visiting Teachers, while the appointing unit shall provide assistance. 	

National Taipei University of Nursing and Health Sciences Visiting Teacher Agreement (template)

1. In order to recruit domestic and foreign scholars/experts with special expertise to engage in teaching, research and service work in National Taipei University of Nursing and Health Sciences (hereinafter referred to as the "Party A"), Party A will appoint Mr./Ms. _____ (hereinafter referred to as the "Party B") as Party A's Visiting _____ (professor, associate professor, assistant professor) on a short time basis.
2. Both parties agree as follows:
 - (1) Term of Appointment: from _____ (dd/mm/yy) to _____ (dd/mm/yy)
 - (2) Remuneration of Work : NT\$ _____ per month determined in accordance with the remuneration standards stated in National Taipei University of Nursing and Health Sciences' Directions Governing Recruitment of Visiting Teachers.
 - (3) Party B shall not concurrently hold other duties during the appointment period. If the circumstances are special, Party B shall obtain Party A's consent in advance and then may engage in such other duties.
 - (4) During the appointment period, Party B is willing to accept the work assignment of Party A and abide by all the requirements of Party A. If Party B intends to quit before the expiration of the term of appointment, Party B shall notify Party A and provide the reasons in writing one month prior to the effective date, and may leave only after Party A's consent is granted.
 - (5) During the appointment period, Party B shall state its relationship with the University in the research report and the paper.
 - (6) During appointment period, if Party B has received any excess amounts of remuneration, Party B shall unconditionally return such excess amounts.
 - (7) Any matters not stated in this Agreement shall be handled in accordance with the Directions Governing Recruitment of Visiting Teachers of National Taipei University of Nursing and Health Sciences and its relevant regulations.
 - (8) This Agreement has been executed in three copies. Party B holds one copy. The other two copies are respectively held by Party A's appointing unit and Personnel Office.

Parties to this Agreement

Party A: National Taipei University of Nursing and Health Sciences
Address : 5F., No. 385, Mingde Rd., Beitou Dist., Taipei
President: _____ (seal)
Unit's superintendent: _____ (seal)
Party B: _____ (seal)
Address: _____
ID/resident certificate/passport No.: _____

Date

Month

Year