

Hungkuang University Guidelines Governing the Recruitment and Promotion of Professional Technicians

11000-009

Amended and approved by the University Council on September 20, 2022
(See detailed amendment history at the end of the document)

Article 1 To meet its need to appoint professional technicians for teaching purposes, Hungkuang University (hereinafter referred to as “the University”) established the Hungkuang University Guidelines Governing the Recruitment and Promotion of Professional Technicians (hereinafter referred to as “the Guidelines”) in accordance with Article 9 of the Ministry of Education’s “Employment Regulations for Professional Technicians Teaching at Universities” and Article 6 of the Hungkuang University Regulations for Faculty Appointment and Promotion.

Article 2 In the Guidelines, “professional technicians” refers to individuals whose special professional practices, expertise, or achievements qualify them as faculty.

Article 3 Professional technicians are classified by faculty rank into the four levels as follows: professor, associate professor, assistant professor, and lecturer.

Article 4 A professional technician with the rank of professor shall possess one of the following qualifications:

1. The professional technician has held the position of professional technician with the rank of associate professor for more than three years, and they have achieved outstanding performance and substantial deeds.
2. The professional technician has engaged in specialized professions related to their appointed subjects for more than 15 years, and they have special expertise or achievements; however, if they have received any international awards, the qualifying number of years may be reduced.

Article 5 A professional technician with the rank of associate professor shall possess

one of the following qualifications:

1. The professional technician has held the position of professional technician with the rank of assistant professor for more than three years, and they have achieved outstanding performance and substantial deeds.
2. The professional technician has engaged in specialized professions related to their appointed subjects for more than 12 years, and they have special expertise or achievements; however, if they have received any international awards, the qualifying number of years may be reduced.

Article 6 A professional technician with the rank of assistant professor shall possess one of the following qualifications:

1. The professional technician has held the position of professional technician with the rank of lecturer for more than three years, and they have achieved outstanding performance and substantial deeds.
2. The professional technician has engaged in specialized professions related to their appointed subjects for more than nine years, and they have special expertise or achievements; however, if they have received any international awards, the qualifying number of years may be reduced.

Article 7 A professional technician with the rank of lecturer shall have engaged in specialized professions related to their appointed subjects for more than six years and have special expertise or achievements; however, if they have received any international awards or have been recognized as with an exceptional talent for teaching, the qualifying number of years may be reduced.

Article 8 1. The standards for recognizing substantial deeds, special expertise or achievements, distinguished international awards, exceptional teaching talent, and a reduction in the qualifying number of years, as referred to in the Guidelines, may be separately defined by each teaching unit on

the basis of the distinguishing characteristics of relevant professional fields.

2. The term “international competitions” refers to competitions involving the participation of at least five countries or regions. Newly organized international competitions or those held under special circumstances, excluding those involving the participation of at least five countries or regions, must be ratified by the school president before they can be recognized.

Article 9 The recognition of substantial deeds, special expertise or achievements shall be handled in accordance with the Hungkuang University Faculty Accreditation Guidelines. The process of recognition involves a review by external scholars and experts and the submission of review results for deliberation by the Faculty Evaluation Committee of the University.

Article 10 1. The seniority levels of professional technicians and the specialized work specified in the Guidelines apply to full-time positions; for professional technicians in part-time positions, their seniority shall be reduced by half.

2. The seniority of professional technicians performing the specialized work specified in the preceding paragraph refers to their practical work experience in a given profession. The principles for reviewing and recognizing seniority are as follows:

- (1) Supporting documentation serving as evidence of engagement in professions related to appointed subjects at domestic/international public/private institutions shall be submitted.
- (2) The seniority of school faculty and staff, civil servants in administrative agencies, and military personnel (including substitute service personnel) shall not be considered.
- (3) A given period of seniority may not be counted more than once.
- (4) Seniority during a period of study shall not be considered.

However, full-time seniority validated by original supporting documents (e.g., service certificates and labor insurance slips) may be recognized by the University upon verification.

- (5) Foreign documents (documents produced overseas) must be authenticated by an embassy of the Republic of China (Taiwan), a representative office, a liaison office, or a diplomatic mission authorized by the Ministry of Foreign Affairs of the Republic of China (Taiwan) in the country from which the documents originated.

Article 11 A department intending to appoint a professional technician must, prior to appointment, submit to the Personnel Office its proposal for employing the professional technician by completing the Professional Technician Recruitment Form, along with proof of prior work related to appointed subjects, evidence of special expertise or achievements, or proof of receipt of international-level awards. After the appointment proposal passes the preliminary evaluation by the Personnel Office, the teaching unit to which the faculty belongs shall forward the proposal to the Faculty Evaluation Committee at all levels for review.

Article 12 1. Matters pertaining to the salary, benefits, research leave, continuing education, retirement, bereavement pay, severance, annual increments of a full-time professional technician shall be handled in accordance with the guidelines applicable to full-time faculty.

2. Part-time professional technicians are paid on an hourly basis in accordance with the Hungkuang University Guidelines on Calculation of Hourly Pay for Faculty Members.

Article 13 The dismissal, suspension, and denial of renewed employment for professional technicians, as well as the appeals against such decisions, shall be handled in accordance with the provisions applicable to faculty.

Article 14 If the Faculty Evaluation Committee of the University has reviewed and confirmed that the relevant certificates and documents submitted for the

review of a professional technician's qualifications are forged, altered, or published falsely, or that their achievements involve plagiarism or similar misconduct, the professional technician shall be dismissed immediately.

Article 15 Any matters not covered in the Guidelines shall be handled in accordance with the Hungkuang University Regulations for Faculty Appointment and Promotion and other relevant guidelines.

Article 16 The Guidelines and any amendments thereto shall be implemented after they are approved by the Executive Council and after they are ratified and announced by the President.

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