

# 國立中山大學進用約聘教學人員及研究人員實施要點

## Guidelines on Contract Employment of Faculty and Researchers

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 Fund Management Committee meeting on Nov. 27<sup>th</sup>, 2012  
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 Fund Management Committee meeting on Nov. 7<sup>th</sup>, 2014  
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 Fund Management Committee meeting on Mar. 11<sup>th</sup>, 2016  
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 Fund Management Committee meeting on Mar. 9<sup>th</sup>, 2018  
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 Fund Management Committee meeting on May 17<sup>th</sup>, 2019  
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 Fund Management Committee meeting on Mar. 6<sup>th</sup>, 2020

- 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 guidelines are formulated in accordance with the provisions in *Implementation Regulations for Employment of Faculty, Research Fellows, and Staff Using the University Endowment Fund at National Universities*. Matters concerning the necessity for contract employment of faculty and researchers at 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 guidelines refers to faculty and researchers 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 Regarding the Management and Supervision of School Fund at National Universities/Colleges*.
- 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 faculty and researchers shall be handled based on a fair, just, and open principle. Those who intend to apply for the contract employment shall also meet all the following three conditions:  
Any dispute over interpretations of these guidelines shall be resolved in the court of law base on the Chinese version.

- (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 provisions stipulated in the *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 entered into for contract employment of faculty and researchers 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 conditions

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 faculty and researchers when the Units meet one of the conditions stipulated in Subparagraph 1 through 3. Units meeting the condition stipulated in Subparagraph 4 may engage contract employment of faculty for teaching 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 researchers 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.

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- (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 collaboration, 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 courses 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 faculty or researchers. The employment shall commence after the completion of the evaluating procedure for the application.

- (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 applied rank
- (三) 其他足資證明文件。  
(3) Other supporting 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. Faculty is classified into five ranks as chair professor, professor, associate professor, assistant professor, and lecturer. Qualifications for contract employment of faculty 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 faculty 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員。

VII. Researchers are classified into four ranks as chair research fellow, research fellow, associate research fellow, and assistant research fellow as well as postdoctoral research fellow.

研究人員聘任資格比照編制內專任研究人員之規定，但為應產學合作、學術研究計畫需求，得另行規定之。

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Qualifications for contract employment of researchers shall be handled in accordance with relevant regulations governing the appointment of full-time researchers within the manning quota of NSYSU. Other regulations may be established separately to cope with the needs of industry-academia collaboration and academic research projects.

博士後研究員之聘任資格為近3年內以第一作者或通訊作者身分發表 SCIE/SSCI/ AHCI 論文至少1篇，且須於審查時提供以下參考資料：

Qualifications for postdoctoral research fellows include at least one SCIE/SSCI/AHCI paper as the first author or corresponding author within the past three (3) years, and the following reference materials provided during the review:

(一) 被延攬人取得博士學位後年份及發表著作之質與量。

(1) The year after the applicant obtained his doctorate and the quality and quantity of his published works.

(二) 與用人單位之助理教授或助理研究員(含約聘教研人員)職級近3年之 FWCI及引用數比較值。

(2) Comparison of FWCI and citation counts in the past three (3) years with the counterpart figures from assistant professors or assistant research fellows (including those contract employed) of the recruiting Units.

博士後研究員聘用年限以3年為上限。學術表現優良者，得改聘為約聘教研人員。

The term of employment of postdoctoral research fellows is limited up to three (3) years. Those with excellent academic performance may be re-appointed as contract employed faculty or researchers.

研究人員聘任年齡不受已屆應即退休年齡之限制。

Contract employment of researchers may not be subject to the provisions governing the retirement age.

八、各單位聘任教學人員依下列程序辦理：

VIII. The contract employment of faculty by each unit shall be handled in accordance with the following procedures:

(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。

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- i. The employment case shall be approved first by the individual department (institute, education center, or degree program, center) Faculty Evaluation Committee (or in relevant meetings) and next by the college (Si Wan College, center, office, division). Afterwards, the employment case shall be delivered to the New Faculty Selection Committee for evaluation. After passing the evaluation, the qualifications and review procedure of 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, excluding those whose initial employment term is less than one year, shall be delivered to the Ministry of Education for 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。
  - ii. 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 employment renewal: The employment case shall be handled in accordance with provisions in *Regulations for Appointment Qualifications of Faculty and Researchers*.
- (三) 續聘條件：
- (3) Conditions for employment renewal:
    1. 服務滿一年以上，應符合下列各項條件始得申請續聘：
      - i. Faculty who have been employed for one full year and meet all the three requirements stipulated below may apply for renew:
        - (1) 主持科技部或政府部會計畫。
          - (i) The faculty member is a principal investigator of research project(s) of Ministry of Science and Technology (MOST), or of governmental projects.
          - (ii) The faculty member has published at least one academic paper.
        - (2) 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 the faculty teaching assessment survey have been reviewed and approved by the individual department (institute, education center, or degree program, center) and college (Si Wan College included) Faculty Evaluation Committee.

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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。
- ii. When the employing Units have special needs of the courses (such as supporting all-English programs) and the faculty fulfill the requirement of weekly teaching hours specified in the employment contract, or overall performance of the faculty employed using the Unit's self-generated revenue meet the requirements of (ii) and (iii) of the preceding Item, the employing Units may apply for employment renewal.

各單位聘任研究人員依下列程序辦理：

The contract employment of researchers by individual units shall be handled in accordance with the following procedures:

- (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: Employment cases shall be approved first by the individual department (institute, education center, or degree program, center) Faculty Evaluation Committee (or in relevant meetings) and next by the college (Si Wan College, center, office, division). Afterward, Vice President for 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 colleges, and 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 project researchers employed by various governmental agencies or specially approved cases using the Unit's self-generated revenue 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 and delivered to the

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University Faculty Evaluation Committee for future reference.

(三) 續聘條件：

(3) Conditions for employment renewal:

1. 服務滿一年以上未滿二年，表現符合第項第三款第一目之(1)或(2)者。
  - i. Those who have been employed for at least one year but less than two years and their performances meet the requirement in (i) or (ii) of Item i of Subparagraph 3 in Paragraph 8 may apply for employment renewal.
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。
  - ii. The employing Units may apply for employment renewal for researchers who have been employed for more than two years and their performances meet the requirements in (i) and (ii) of Item I of Subparagraph 3 in Paragraph 8.

博士後研究員續聘條件為每年以第一作者或通訊作者發表SCIE/SSCI/AHCI論文至少1篇Q2(含)以上級別期刊(含已被接受之論文)，且須於審查時提供以下參考資料：

Qualifications for employment renewal of postdoctoral research fellows include at least one SCIE/SSCI/AHCI paper (including those accepted for publication) in the Q2 journals or above as the first or corresponding author every year, and the following reference materials provided during the review:

- (一) 與用人單位之助理教授或助理研究員職級(含約聘教研人員)近3年之FWCI比較值；另佐以本身在前次延攬時引用數之比較值。
  - (1) Comparison of FWCI in the past three (3) years with the counterpart from assistant professors or assistant research fellows (including those contract employed) of the recruiting unit and comparison of citation counts with the figure in the last employment.
- (二) 聘用單位之教師與申請人是否共同向政府機關、法人機構或產業界爭取計畫，且申請人是否擔任共同計畫主持人。
  - (2) Information regarding whether any faculty of the employing unit and the applicant jointly apply for a project from a government agency, legal entity, or industry, and whether the applicant is a co-principal investigator of the project.

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 contract employed faculty participating in the selection for full-time faculty positions within the manning quota of NSYSU shall be handled Any dispute over interpretations of these guidelines shall be resolved in the court of law base on the Chinese version.

in accordance with the procedure stipulated for the appointment of new full-time faculty, without the external review of academic works. The academic works of the applicant 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 contract employed researchers participating in the selection for full-time faculty positions within the manning quota of NSYSU shall be handled in accordance with the procedure stipulated for the appointment of new full-time faculty. The applicant's 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. Cases concerning researchers who also teach shall be handled in accordance with the procedure stipulated for the appointment of part-time faculty and without receiving additional hourly fees. Teaching may be paid for hourly fees up to four (4) hours per week when it is conducted during off-duty time.
- 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 concerning faculty's request for going abroad or leave of absence, holidays, and weekly teaching hours shall be handled in accordance with relevant regulations for full-time faculty. (Those whose service time is less than one year shall be adjusted proportionally to service time.) When there exists a special agreement reached between the employing Units and the faculty, matters on teaching 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 faculty shall, in principle, follow the regulations for full-time faculty within the manning quota of NSYSU. A pay raise advancing to next level shall be granted each year after the approval of performance. When there exists an additional agreement specified in the research projects or industry collaboration projects concerning remuneration, the agreement shall be followed accordingly.

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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。

XIII. Matters concerning researchers' employment term, request for leave of absence, holidays, standards of remuneration, benefits, Labor Insurance, and National Health Insurance shall follow relevant regulations for faculty. When there exists an additional agreement specified in the research projects or industry collaboration projects concerning remuneration, the agreement shall be followed accordingly.

十四、博士後研究員之差假、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 research fellows shall be handled in accordance with relevant regulations for faculty. The standards of remuneration shall follow the provisions in the employment contract.  
博士後研究員轉任編制內專任教師、研究人員後，其博士後研究員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。  
Postdoctoral research fellows transferring to full-time faculty or researchers shall have their work seniority factored into the remuneration in accordance with regulations for full-time faculty. Nevertheless, the said work seniority as a postdoctoral research 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) Those who are employed after August 1st, 2012 shall follow the provisions in the *Labor Pension Act* in matters concerning the contribution to and application for issuance of the 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。  
(2) Those who are employed before July 31st, 2012 shall follow the provisions in the *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 the Severance Savings Fund.

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(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) Those who are not qualified in accordance with the *Labor Pension Act* to contribute to the 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 the 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. Faculty and researchers shall be granted for the following rights during their employment term:

(一) 識別證與汽機車停車證之請領。

(1) Applications for employee identification card and vehicle parking permit.

(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 in cultural or entertaining activities (expenses paid for by oneself or covered by the 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。

(5) Joining the 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. Faculty and researchers 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.

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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。

Faculty and researchers who wish to resign before the expiration 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 stipulated below in accordance with the *Act Governing the Handover of Civil Servants*. Faculty and researchers shall be liable for possible 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 include:

- (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。

XVIII. Matters concerning the report for duty, resignation, and rights and obligations of faculty and researchers shall be handled in accordance with provisions in the employment contract. The primary duty of faculty and researchers during the employment term shall follow the job descriptions specified in the employment contract. Contract employed faculty and researchers shall not request to serve supervisory positions of academic units or administrative units within the organizational structure.

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 faculty and researchers 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.

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

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 faculty earned in a previous position comparable to their current professorship rank, with good performance, may be counted towards advancing their salary 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 shall not apply to the contract employed faculty and researchers.

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 retire and transfer to teaching or research 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.

前項退休教師轉任教學人員時，免送外審。

Employment of the faculty 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 faculty shall follow 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 guidelines shall be handled in accordance with provisions in the *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 guidelines have been approved by the University Faculty Evaluation Committee and the University Endowment Fund Management Committee and

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have been submitted to the President for approval and implementation.  
Amendments to these guidelines shall follow the same procedure.

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on the Chinese version.