**NATIONAL CHUNG HSING UNIVERSITY**

**Guidelines for Appointing Specialists as Instructors**

May 5, 2006—Formulated by the 50th University Council Meeting

May 9, 2008—(Articles 9 and 11) passed by the 54th University Council Meeting

December 12, 2011—(Title and Articles 1, 4, 10, 11, 12, and 15) amended and passed by the extended 61st University Council Meeting

October 25, 2019—(Article 4) amended by the 86th University Council Meeting

April 23, 2021—(Article 11) amended by the 92nd University Council Meeting

Article 1 The following guidelines have been formulated in accordance with the Ministry of Education’s *Employment Regulations for Professional Technicians Teaching at Universities* and Article 32 of the National Chung Hsing University (hereinafter, NCHU or “the University”) *Organizational Charter*.

Article 2 NCHU academic units may appoint specialists as instructors only if the specialist possesses extraordinary professional skills, achievements, and/or practical experience of sufficient magnitude to qualify them as competent instructors.

Article 3 In principle, specialists shall only be appointed to part-time positions within the faculty quota of each academic unit. They may only work on a full-time basis if it is strictly necessary.

Article 4 The number of specialists on staff may not exceed 10% of the total number of faculty members in each college or each department, graduate institute, office, center, and degree program (collectively, “academic unit”). However, if the product of the calculation is less than one, then one specialist may be appointed. Academic units with urgent educational needs may be exempt from the 10% restriction provided that the cost of appointing additional part-time specialists is covered by the academic units’ self-raised funds.

Article 5 As with faculty members, specialists shall be ranked as either professor, associate professor, assistant professor, or instructor.

Article 6 Specialists with the rank of professor shall satisfy one of the following criteria:

1. Having held the rank of associate professor for over three years with outstanding performance and tangible accomplishments

2. Having over 15 years of professional experience related to the courses that they are appointed to teach, with extraordinary skills or achievements (the aforementioned number of years may be reduced if the specialist has won a major international award)

Article 7 Specialists with the rank of associate professor shall satisfy one of the following criteria:

1. Having held the rank of assistant professor for over three years with outstanding evaluations and tangible accomplishments

2. Having over 12 years of professional experience related to the courses that they are appointed to teach, with extraordinary skills or achievements (the aforementioned number of years may be reduced if the specialist has won a major international award)

Article 8 Specialists with the rank of assistant professor shall satisfy one of the following criteria:

1. Having held the rank of instructor for over three years with outstanding evaluations and tangible accomplishments

2. Having over nine years of professional experience related to the courses that they are appointed to teach, with extraordinary skills or achievements (the aforementioned number of years may be reduced if the specialist has won a major international award)

Article 9 Specialists with the rank of instructor shall have over six years of professional experience related to the courses that they are appointed to teach, with special skills or achievements. However, the aforementioned number of years may be reduced if the specialist has won a major international award or has been confirmed to be urgently needed as an instructor by the University.

Article 10 In regard to the calculation of seniority, “years of professional work” and “years of practical experience” as described herein shall pertain to full-time work only. The number of years counted for part-time work shall be reduced by half.

Article 11 Guidelines for the recognition of specialists’ seniority, tangible accomplishments, extraordinary achievements, international awards, urgency of need for instructors, and reduction in or waiver of seniority requirements shall be formulated by individual academic units based on the nature of the field of expertise and then submitted to the competent college-level faculty evaluation committee and the NCHU Faculty Evaluation Committee for recordation.

The recognition of tangible accomplishments and extraordinary achievements, as described in the preceding paragraph, shall be submitted together with the corresponding course syllabus/syllabi for review by a panel of three external scholars/experts (see Review Recommendations Form) and approved by at least two of the scholars/experts.

Article 12 Appointments of part-time specialists shall be reviewed by the department- and college-level faculty evaluation committees and then submitted to the NCHU Faculty Evaluation Committee for recordation, with the exception of part-time specialists appointed directly by a college, which shall be exempt from department-level review. Part-time specialists appointed directly by a college shall be ineligible for promotion.

Reviews of part-time specialist appointment and promotion cases must be conducted at all three levels of faculty evaluation committee.

The term of appointment for part-time specialists shall be based on the academic year and may be renewed for another academic year at the end of the current term. Part-time specialists’ weekly teaching hours shall be subject to the applicable regulations of the University.

Article 13 Regulations pertaining to faculty members’ termination, suspension, non-renewal of appointment, and appeals shall apply *mutatis mutandis* to specialists.

Article 14 Regulations pertaining to faculty members’ remuneration, benefits, sabbaticals, further studies, retirement, pension, severance, seniority calculation, and pay raises shall apply *mutatis mutandis* to specialists based on their rank. The hourly lecture fee standards for part-time specialists shall be the same as those for part-time faculty members of the same rank.

Article 15 These guidelines and any amendments made hereto shall be implemented upon review and passage by the University Council.