**National Chung Hsing University**

**Contract Employee Consent Form for Promotion**

Promote to Position: \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_Unit 🞎 Horizontal transfer 🞎 Internal promotion

|  |  |  |  |
| --- | --- | --- | --- |
| Unit |  | Position |  |
| Name |  | Pay Grade | Level: $ |
| Gender |  | Date of Birth | (YYYY/MM/DD) |
| Start Date | (YYYY/MM/DD) | Date of Arrival | (YYYY/MM/DD) |
| English Proficiency |  | Academic Credentials |  |
| Source of Funding |  | | |
| Rewards and Disciplinary Actions Over the Last 5 Years |  | | |
| Performance Rating Over the Last 5 Years | Years \_\_\_\_\_ ~ \_\_\_\_\_: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ | | |
| Signature/Seal of Applicant |  | Seal of Unit Director |  |

Notes:

1. Article 5 of the *Contract Employee Management Guidelines* stipulates that the term ‘promotions’ includes both horizontal transfers and internal promotions with seniority calculated based on the contract employee’s years of service at NCHU. Eligibility criteria are as follows:

I. Horizontal Transfers: at least 3 years of service in current unit.

II. Internal Promotions: Employees with 6 years of service or above may request a promotion to the next pay grade level. Requests for 4th level or lower shall be handled by the associated unit. All requests for the 5th level shall be handled by NCHU in accordance with Article 17, Paragraph 7.

Depending on operational needs and nature of tasks involved, employment units may concurrently hold interviews for both horizontal transfer and internal promotion requests.

1. The applicant must sign and affix their seal on this form and submit it along with photocopies of supporting documents and the Contract Employee List of Achievements for Promotion to the employment unit before the announced deadline.

**National Chung Hsing University  
Contract Employee List of Achievements for Promotion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit** | | **Position** | | **Name** | |
|  | |  | |  | |
| **Achievements** | | | | | |
|  | | | | | |
| Job Description |  | | | | |
| Applicant |  | | **Unit Director** | |  |