

## **National Yunlin University of Science and Technology Guidelines for the Management of Project Researchers Funded by University Endowment**

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Article 1: In response to research needs, National Yunlin University of Science and Technology (hereinafter referred to as YunTech) has established the "National Yunlin University of Science and Technology Guidelines for the Management of Project Researchers Funded by University Endowment" (hereinafter referred to as these Guidelines) in accordance with the "Principles for the Implementation of Researchers and Staff Funded by National University Endowment".

Article 2: The term "project researcher " in these Guidelines refers to researcher employed outside the regular staff establishment through self-funded project plans of YunTech's university endowment. The self-funding budget should be, in principle, borne by the department (institute, center). The project researcher mentioned in the first paragraph are employed on a fixed-term contract basis, and their ranks are divided into Project Researcher, Project Associate Researcher, and Project Assistant Researcher.

Article 3: Units that need to hire researcher for business needs and can self-fund may draft project plans (as in Appendix 1), which, after being approved by the department (institute) affairs meeting or center meeting, will be submitted to the Office of Research and Development, Personnel Office, and Accounting Office for administrative procedures and approval by the President, and then proceed to manage the recruitment of contracted researcher.

Article 4: When managing the employment and promotion of project researcher, if the employing unit is a college or a non-college-affiliated center, the college or non-college-affiliated center should complete the preliminary review and secondary review procedures before submitting to the University Faculty Evaluation Committee (hereinafter referred to as the University FEC) for review.

Article 5: The review process for the employment of project researcher is as follows:

(1) Preliminary review:

1. Managed by the Department (institute) Faculty Evaluation Committee (hereinafter referred to as the Department FEC) or the Researcher Evaluation Committee of the college-affiliated center (hereinafter referred

to as the Research Evaluation Committee).

2. If the employing unit is a college or a non-college-affiliated center, it is handled by the College Faculty Evaluation Committee (hereinafter referred to as the College FEC) or the Research Evaluation Committee of the non-college-affiliated center.

(2) Secondary review: Managed by the College Faculty Evaluation Committee or the Research Evaluation Committee of the non-college-affiliated center.

(3) Final review: Managed by the University Faculty Evaluation Committee.

The following documents should be attached when hiring project researcher:

- (1) Signed and approved project plan.
- (2) Application form for the proposed project researcher.
- (3) Curriculum vitae.
- (4) Graduation certificate or degree certificate.
- (5) List of works in the past five years.
- (6) Other documents sufficient to prove qualifications.

Article 6: The term of employment for project researcher is based on a one-year contract as a principle. However, if the project implementation period is less than one year, the term of employment should be shortened accordingly. When renewing the contract of contracted researcher, a research evaluation should be conducted. The evaluation is reviewed by the Department FEC or the Research Evaluation Committee of the college-affiliated center. If the employing unit is a college or a non-college-affiliated center, it is reviewed by the College FEC or the Research Evaluation Committee of the non-college-affiliated center, which serves as a reference for whether to renew the contract, and is then submitted to the College FEC or the Research Review Committee of the non-college-affiliated center for secondary review and the University Faculty Evaluation Committee for final review.

Article 7: The remuneration standards for project researcher are based on the treatment of full-time faculty members within the establishment of YunTech according to their job levels, but no living allowance is provided and pre-service years of service are not counted for salary grading. The comparison of the researcher in the preceding paragraph with faculty member levels is as follows: Project Researcher is comparable to Professor, Project Associate Researcher is comparable to Associate Professor, and Project Assistant Researcher is comparable to Assistant Professor. Project researcher with excellent service performance and who have been rehired for a full academic year may be promoted by one level in accordance with the same level of personnel within the establishment, up to the maximum years of service salary for the position

they are hired for. If the project funds are insufficient to cover the remuneration of the project researcher, the remuneration may be reduced.

Article 8: When project researchers are transferred to researcher within the establishment, the hiring process for new researcher should be followed, and their qualifications should be re-evaluated based on the principles of fairness, justice, and openness. The years of service as project researcher at the same level as the proposed position are counted for salary grading in accordance with relevant regulations.

Article 9: The promotion of project researcher at all levels should be applied for after one year of service at the university, and must meet the following requirements:

(1) Project Assistant Researchers applying for promotion to Project Associate Researchers must have served as Project Assistant Researchers for more than three years, or have a doctoral degree or equivalent academic certificate and have been engaged in related research work in universities or research institutions for more than four years with excellent performance, and have important research results, specialized works or technical reports, etc.

(2) Project Associate Researchers applying for promotion to Project Researchers must have served as Project Associate Researchers for more than three years, or have a doctoral degree or equivalent academic certificate and have been engaged in related research work in universities or research institutions for more than eight years with excellent performance, and have important research results, specialized works or technical reports, etc.

The calculation of years of service for the promotion of project researcher at all levels in the preceding paragraph is based on the actual years of employment up to the effective date of the proposed promotion. The years of service for full-time study, internship, and research in Taiwan and abroad are not counted for promotion.

Project researcher who are approved or recommended by YunTech for further study (including degree study, post-degree study, etc.) and apply for promotion, in addition to having excellent service performance, academic value, and the ability to demonstrate independent research capabilities through important works, achievement proofs or technical reports, etc., if they are full-time students, they must continue to serve at the university for more than one year before they can apply; if they are part-time students or on-the-job students, they are not subject to this restriction.

When project researcher are promoted, they must meet the promotion threshold standards of their respective departments (centers), colleges, and the standards are set by their respective departments (centers), colleges, and reviewed by the higher-level Faculty Evaluation Committee. If there are no vacancies for the proposed promotion

level in the departments (centers), the Department FEC (or Research Evaluation Committee of the college-affiliated center), College FEC (or Research Evaluation Committee of the non-college-affiliated center), and University Faculty Evaluation Committee will not accept the review.

Each department (center) can recommend up to one-third (rounded up to the nearest whole number) of the number of project researcher in the department (center) for promotion each time as a principle. If there is any doubt about the number of project researcher at all levels, the Personnel Office will provide interpretation.

Article 10: The promotion of project researcher is performed once every semester, with the effective date of promotion being August 1 or February 1, and the procedure is as follows:

(1) Preliminary review:

1. Managed by the Department FEC or the Research Evaluation Committee of the college-affiliated center in accordance with the review regulations for the promotion of project researcher in their respective departments (centers).
2. The Department FEC or the Research Evaluation Committee of the college-affiliated center should conduct a preliminary review of the "Research and Industry-Academia Cooperation" and "Service" performance of the applicants. The full score for service is 100 points, and a score of 70 points or above is required to pass the preliminary review.
3. The convener of the Department FEC or the Research Evaluation Committee of the college-affiliated center should add comments on the research, service, and other matters to be considered for the project researcher who have passed the preliminary review, along with the review scores, various forms, meeting records, and promotion works, and send them to the respective College FEC for secondary review.
4. If the employing unit is a college or a non-college-affiliated center, the preliminary review procedure is managed by the College FEC or the Research Evaluation Committee of the non-college-affiliated center.

(2) Secondary review:

1. Managed by the College FEC or the Research Evaluation Committee of the non-college-affiliated center in accordance with the review regulations for the promotion of project researcher in their respective colleges (centers).
2. When the College FEC or the Research Evaluation Committee of the non-college-affiliated center conducts a secondary review, except for the procedures for the generation of advisory members and external review

members and the sending of works for external review, which are managed by the College FEC or the Research Evaluation Committee of the non-college-affiliated center, the rest is managed in accordance with the YunTech Regulations for the Appointment and Promotion Review of Full-Time Faculty Members.

3. The full score for the external review of works is 100 points. For those applying for promotion to Project Associate Researchers, at least four members must score 70 points or above to pass; for those applying for promotion to Project Researchers, at least four members must score 75 points or above to pass; only those who pass can be submitted to the College FEC or the Research Evaluation Committee of the non-college-affiliated center for re-review. If the external review results of the promotion works do not meet the passing standard, they should also be submitted to the College FEC or the Research Evaluation Committee of the non-college-affiliated center for review.

Applicants for promotion of project researcher can also provide a list of up to three people who they believe should not review their works, and should explain the reasons, for reference when signing the evaluation committee members.

4. The College FEC or the Research Evaluation Committee of the non-college-affiliated center should conduct a secondary review of the research and industry-academia cooperation and service performance of those who have passed the preliminary review by the Department FEC or the Research Evaluation Committee of the college-affiliated center and whose works have reached the passing standard in the external review. A score of 70 points or above and a service score of 70 points or above are required to pass the secondary review.

5. The convener of the College FEC or the Research Evaluation Committee of the non-college-affiliated center should add comments on the service and other matters to be considered for the project researcher who have passed the re-review, along with the review scores, various forms, meeting records, and promotion works, and send them to the University FEC for final review.

(3) Final review:

1. Managed by the University FEC.
2. After passing the secondary review by the College FEC or the Research Evaluation Committee of the non-college-affiliated center, those who pass can be submitted to the University FEC for final review. If the external review results of the promotion works of project researcher do not meet the

passing standard, they should also be submitted to the University FEC for review.

3. The University FEC should compile and list the promotion materials of project researcher sent by each college or non-college-affiliated center, and each evaluation committee member should personally read the submitted materials within a certain period of time.

4. The University FEC should conduct a final review of the research, service performance of those who have passed the re-review by the College FEC or the Research Evaluation Committee of the non-college-affiliated center and whose works have reached the passing standard in the external review. A score of 70 points or above and a service score of 70 points or above are required to agree to the promotion. The final review score is calculated by calculating the scores of each review item and then calculating the total according to the proportions of each item for the proposed promotion level, and factors such as quota, years of service, and service can be considered for selection.

If the Faculty Evaluation Committee has doubts about the external review results of the works, the YunTech Regulations for Appointment and Promotion Review of Full-Time Faculty Members will be applied.

During the secondary review by the College FEC or the Research Evaluation Committee of the non-college-affiliated center and the final review by the University FEC, each applicant can be invited to attend and report.

The Faculty Evaluation Committee at all levels should specifically state the reasons for not agreeing to the promotion (including the failure of the thesis external review) and notify the parties concerned.

After applying for promotion, project researcher can withdraw their promotion application in writing before their submitted works are sent for external review. Those who do not apply for withdrawal of promotion within the above period will not have their withdrawal accepted.

The promotion process schedule for project researcher is managed in accordance with the regulations for full-time faculty members of YunTech.

Article 11: Project researcher, according to their professional fields, can submit their professional theory or practical research or R&D results in the form of specialized works, works, achievement proofs, technical reports, etc. for review. The reviewer can select up to five works and choose one as the representative work, and the rest are listed as reference works.

If the name or content of the submitted representative work is similar to the

representative work that has been submitted for past reviews, a comparison of the differences between the previously submitted representative work and the current representative work should be attached; if the name or content has been changed, the same applies; if the art works submitted for review has not passed, at least half of the works should be newly added works before they can be submitted for review again; if the sports achievement proof submitted for review has not passed, the achievement proof that meets the relevant regulations can be resubmitted for review with a competition practice report that has revised more than half of the content.

The works submitted to the Faculty Evaluation Committee (or Research Evaluation Committee) at all levels for review should be consistent before and after, and no works can be replaced or added during the review process of the promotion case. Those who submit their degrees for review in accordance with legal regulations can replace specialized works for review with their thesis, creation, performance or written report, technical report for obtaining their degree.

Article 12: The review items and standards for the promotion of project researcher are as follows:

(1) Review items:

1. Research and Industry-Academia Cooperation: Divided into external review of research results and research plan awards, industry-academia results, and other academic or industry-academia guidance achievements during the promotion period at YunTech at the current level.
2. Service: Administrative duties, handling or assisting in business promotion, participating in various seminars, participating in international certification and general professional certification business, and other service or guidance achievements, etc. during the promotion period at YunTech at the current level.

(2) Review standards: Research and Industry-Academia Cooperation 70%, Service 30%.

The full score for each item of research and industry-academia cooperation, service, etc. is 100 points, and the scoring standards are set by each college (or non-college-affiliated center), department (or college-affiliated center), and reviewed by the higher-level Faculty Evaluation Committee. The scoring standards for each item at the university level are separately set by the University FEC.

Article 13: Project researcher who apply for promotion by works and do not pass the final review by the University FEC can reapply for promotion in the next semester

after receiving the notice, and follow the procedures stipulated in these Guidelines. However, before the promotion review process is completed, one cannot apply for promotion of the same level again.

Article 14: Project researcher should join labor insurance and National Health Insurance in accordance with the Labor Insurance Act and the National Health Insurance Act. Those who do not meet the qualifications for joining labor insurance can choose to join the Comprehensive Insurance for International Technical Cooperation Personnel and pay 35% of the insurance premium themselves. The employing unit or project leader should provide retirement funds in accordance with the Labor Pension Act. Foreign nationals should provide severance savings in accordance with the regulations for the provision of severance pay for hired personnel in various agencies and schools.

Article 15: Project researcher whose term of employment expires and are not rehired should be given a consolation payment in accordance with the ninth subparagraph of Point 5 of the "Principles for the Implementation of Researcher and Staff Funded by National University Endowment". The consolation payment for project researcher should be provided by the employing unit or project leader from their management fees or surplus funds, providing an average salary of 0.65 months per person per year as a reserve fund. For less than one year, the provision should be made proportionally, up to a maximum of twelve years.

Article 16: The term of employment, remuneration standards, leave, benefits, retirement, and other rights and obligations of project researcher are determined by contract.

Article 17: The intellectual property rights of the R&D results produced by project researcher using YunTech's resources during the contract period belong to YunTech, and related matters are managed in accordance with the "National Yunlin University of Science and Technology Guidelines for the Management of R&D Results and Technology Transfer".

Article 18: During the contract period, if project researcher are unable to conduct research, violate the obligations to be performed under the contract, or have other improper behaviors, and the relevant units verify that they are true, the contract can be terminated and they can be dismissed; in addition to deducting the overpaid remuneration, if there is damage, they should also be liable for damages.

Article 19: If there are matters not covered in these Guidelines, they shall be managed in accordance with the "Principles for the Implementation of Researcher and Staff Funded by National University Endowment" and other relevant laws and regulations.

Article 20: These Guidelines shall be implemented after being approved by the Administrative Meeting, and the same applies to amendments.