

## NATIONAL TAIWAN UNIVERSITY Directives for Hiring Technical Staff

June 16, 2009	Passed by the 2,579 <sup>th</sup> Administrative Meeting
February 14, 2012	Passed by the 2,704 <sup>th</sup> Administrative Meeting
December 18, 2018	Passed by the 3,024 <sup>th</sup> Administrative Meeting
December 25, 2018	Passed by the 3,025 <sup>th</sup> Administrative Meeting
January 04, 2022	Passed by the 3,110 <sup>th</sup> Administrative Meeting
June 21, 2022	Passed by the 3,122 <sup>nd</sup> Administrative Meeting
July 08, 2022	Promulgation of amended Attachments 1 and 2
October 31, 2023	Passed by the 3,157 <sup>nd</sup> Administrative Meeting
January 09, 2024	Promulgation of amended Attachments 2

Article 1 National Taiwan University (NTU or “the University”) formulates the *Directives for Hiring Technical Staff* (“the Directives”) to meet its needs for technical staff to operate and maintain shared precision instruments or engage in other special technical operations, and to recruit persons with specialized skills in response to technology advancement to assist each college (including its affiliated units) and research center in conducting research.

Article 2 The technical staff herein shall be categorized into:

1. Quota-based technical staff: technical specialists, senior technicians, and technicians of each college. Qualifications of each technical staff member shall be subject to the *NTU Regulations Governing Recruitment and Promotion of the Staff*.
2. Contract technical staff: technical staff appointed in accordance with the *NTU Directives Governing the Management of Contract Employees Hired by the University* when a college deems it necessary to preserve the vacancies of its quota-based technical staff.
3. Project technical staff: technical staff appointed in accordance with the *NTU Directives for Services Provided by Contract Employees in Sponsored Projects* using research grants (including other sources of self-raised funds).

Ranks of the technical staff described in Subparagraphs 2 and 3 of the preceding Paragraph shall be assistant technician, associate technician, technician, and senior technician in order in accordance with the NTU List of the Contract and Project Technical Staff Ranks (“the List”; see the Attachment 1). Qualifications of each rank shall be subject to the List.

Article 3 The appointment procedures of technical staff shall be as follows:

1. Quota-based technical staff

When there is any vacancy for quota-based technical staff in a college, the recruitment application shall be submitted to the college with details about the vacancy, including the job title, description, and necessity for the position. The recruitment process may only be initiated after the application has been reviewed by the college's technical staff review committee.

Each college may centralize all the newly released vacancies based on its operational needs.

The technical staff review committee of each college shall consist of five or seven members, with up to five members holding ranks above assistant professor nominated by the affiliated departments/graduate institutes and the other two members appointed by the dean, who shall also appoint the convener of the committee.

2. Contract technical staff

The college that wishes to appoint contract technical staff to preserve the vacancies of its quota-based technical staff shall submit the recruitment application along with the job description to the Office of Research and Development (“the Office”) in accordance with the procedures outlined in the preceding Subparagraph and the Directives Governing the Management of Contract Employees Hired by the University.

Upon validation by the Office, the recruitment application shall be submitted to the NTU Contract Employee Review Committee (“the Review Committee”) for review and approval.

3. Project technical staff

Each college and research center shall submit a recruitment application to the Office based on its operational needs after it has been reviewed at relevant meetings of the respective college and center. The open recruitment process may only be initiated upon approval (the announcement shall be made available for at least three days). The candidate’s qualifications for the vacancy shall be reviewed at relevant meetings of the respective college and center, and then submitted to the Office and the Ad Hoc NTU Committee in accordance with applicable administrative procedures for review and approval, upon which the candidate may be appointed.

Article 4 The salary standards for contract and project technical staff are as follows:

1. The salary shall be calculated on a monthly basis. The salary for an incomplete month shall be prorated and issued based on the actual days of service, calculated as the monthly salary divided by the number of calendar days in each month. Salary standards shall be subject to the NTU Salary Scale Table for Contract and Project-Based Technical Staff (Attachment 2).
2. Newly hired staff who have previously served in one or more related positions with comparable remuneration to the current salary scale may apply in accordance with the applicable administrative procedures to be assigned a higher salary scale following review and approval by the (Ad Hoc) Review Committee. Once approved, they may be assigned one salary scale higher (for up to five salary scales) for each year of prior service. The service period of any previous employment must have lasted for more than six months in order to be considered. The foregoing notwithstanding, if the competencies for the position require a certain number of years of experience in a related field, the same number of years shall be deducted from the calculation of salary scale assignment.
3. Each member of the technical staff may only be eligible for salary scale assignment once. Those who fail to produce the necessary proof of work

experience upon employment may apply in accordance with the applicable administrative procedures within six months of reporting for duty. Applications beyond this time frame shall not be accepted. Salary scale assignment shall take effect on the day following review and approval by the (Ad Hoc) Review Committee and may not apply retroactively to remuneration already issued.

4. Units seeking to hire contract or project technical staff for precision instrument maintenance or equipment assembly and design may submit supporting documents to the Office for validation, and to the (Ad Hoc) Review Committee for review and approval in accordance with applicable administrative procedures. If approved, the issuance of the special additional remuneration shall begin from either the date of employment or the day following the (Ad Hoc) Review Committee's approval.
5. In principle, the special additional remuneration in the preceding Subparagraph shall be, at most, NT\$30,000 for senior technicians and technicians; NT\$20,000 for associate technicians; and NT\$15,000 for assistant technicians.
6. The special additional remuneration, including the year-end bonus, labor/health insurance premiums, severance pay, etc. which may be incurred, shall be funded by the hiring unit's self-raised funds and may not impact the management fee charged by NTU. If the hiring unit's self-raised funds cannot cover the incurred expenses and other available resources are used instead to cover the expenses, related details shall be provided.
7. If the salary standards are otherwise stipulated by the project technical staff's project commissioning/sponsoring unit, the commissioning/sponsoring unit's regulations shall prevail. Where the technical staff is not allowed to take a part-time position by applicable regulations, sources of self-raised funds for special additional remuneration may not be funds from other ongoing projects.

Article 5 Performance evaluation procedures for the contract and project technical staff are as follows:

1. Contract technical staff

A work assessment report shall be submitted to the Office by the end of the year for evaluation and review. Technical staff who will have served for at least one full year at the University at the end of the year shall undergo the annual performance review. Those whose period of service is less than one year do not need to undergo the aforementioned review for salary scale advancement.

2. Project technical staff

The term of the project technical staff's contract shall be aligned with the schedule of their research project, which shall be one year in principle. If the employment/appointment is to be renewed, a work assessment report shall be submitted to the Office for review and approval before the contract may be renewed with an advanced salary

scale. If not approved, the staff may be subject to non-renewal of their appointment.

- Article 6 Contract and project technical staff who wish to resign before their employment contract terminates shall apply for resignation in advance, and may only resign after all relevant procedures are completed. NTU may also terminate the employment contract prior to the date specified in the event of reduced or withdrawn funding or for other major reasons.
- Article 7 Contract and project technical staff who meet the qualifications for a higher rank listed in the List may submit the Technical Staff Promotion Application to the technical staff review committee of each college for a preliminary review. If passed, the application shall be submitted to the Office and the (Ad Hoc) Review Committee for review, and shall take effect on the 1st of the next month following review and approval by the (Ad Hoc) Review Committee.
- Article 8 Matters not addressed herein shall be handled in accordance with other applicable regulations.
- Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Attachment 1

**NATIONAL TAIWAN UNIVERSITY**  
**List of the Contract and Project Technical Staff Ranks**

Position	The staff shall meet at least one of the qualifications
Assistant technician	<ol style="list-style-type: none"> <li>1. Possesses a bachelor's degree or its equivalent, and has shown outstanding academic performance.</li> <li>2. Graduated from a junior college, has engaged in research, professional services, or positions relevant to the subject they studied for at least four years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> </ol>
Associate technician	<ol style="list-style-type: none"> <li>1. Possesses a master's degree or its equivalent, and has shown outstanding academic performance.</li> <li>2. Possesses a bachelor's degree or its equivalent and has shown outstanding academic performance, has engaged in research, professional services, or positions relevant to the subject they studied for at least six years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> <li>3. Has served as an assistant technician for at least six years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> </ol>
Technician	<ol style="list-style-type: none"> <li>1. Possesses a master's degree or its equivalent and has shown outstanding academic performance, has engaged in research, professional services, or positions relevant to the subject they studied for at least six years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> <li>2. Has served as an associate technician for at least six years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> </ol>
Senior technician	<ol style="list-style-type: none"> <li>1. Possesses a doctoral degree or its equivalent, and has shown outstanding academic performance.</li> <li>2. Has served as a technician for at least six years and shown outstanding performance, and possesses a service report of specialized skills pertinent to the position they wish to take.</li> </ol>

Attachment 2

**NATIONAL TAIWAN UNIVERSITY**  
**Salary Scale Table for Contract and Project-Based Technical Staff**

Salary point	Monthly base salary	Salary scale				Notes	
881	101104				22	1. Salary rate conversion shall be NT\$114.76 per point (the sum calculated by the rate shall be unconditionally rounded up to an integer).	
861	98809				21		
841	96514				20		
821	94218				19		
801	91923				18		
781	89628				17		
761	87333				16		
741	85038				15		
721	82742				14		
701	80447				13		
681	78152				12		
661	75857			20	11		2. The Salary Scale Table shall be passed by the Administrative Meeting, and then implemented on the date of promulgation.
641	73562			19	10		
621	71266			18	9		
609	69889			17	8		
597	68512			16	7		
585	67135			15	6		
573	65758			14	5		
561	64381			13	4		
549	63004			12	3		
537	61627			11	2		
525	60249			10	1		
513	58872		18	9			
503	57725		17	8			
493	56577		16	7			
483	55430		15	6			
473	54282		14	5			
463	53134		13	4			
453	51987		12	3			
443	50839		11	2			
433	49692		10	1			
423	48544		9				
413	47396		8				
405	46478		7				
397	45560	13	6				
389	44642	12	5				
381	43724	11	4				
373	42806	10	3				
365	41888	9	2				
357	40970	8	1				
349	40052	7					
342	39248	6					
335	38445	5					
328	37642	4					
321	36838	3					
314	36035	2					
307	35232	1					
<b>Job title</b>		<b>Assistant technician</b>	<b>Associate technician</b>	<b>Technician</b>	<b>Senior technician</b>		