

# National Taipei University of Education

## Guest Lecturer Guideline

Passed upon the 156th Administrative Meeting, dated Feb 2nd, 2005

Passed upon the 51st University Meeting, dated Mar. 30th, 2005

Submitted to the Ministry of Education for review under Administrative Letter Tai Xue Shen Zi #0940146745, dated Sep. 2nd, 2005

Passed upon the 2nd University Meeting, dated Sep. 30th, 2005

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Passed upon the 7th University Meeting, dated Oct. 24th, 2006

Passed upon the 12th University Meeting, dated Dec. 4th, 2007

Submitted to the Ministry of Education for review under Administrative Letter, Taichung (II) Zi #0970000639, dated Jan. 8th, 2008

Passed upon the 31st University Meeting, dated Nov. 12th, 2013

Submitted to the Ministry of Education for review under Administrative Letter, Tai Jiao Gao (III) Zi #1030007839, dated Jan. 22nd, 2014

Passed upon the 112th University Meeting, dated Nov. 26th, 2014

Passed upon the Endowment Fund Management Committee Meeting, dated Apr. 21st, 2016

Passed upon the 36th University Meeting, dated May. 17th, 2016

- A. The National Taipei University of Education Guest Lecturer Guideline (hereafter referred to as the Guideline) was set forth in order to expand the exchange and collaboration between the National Taipei University of Education (hereafter referred to as the University) and other Academic establishments, improve academic development, enhance education research and international competitiveness, in accordance with Article 21 of the Organization Charter of the University.
- B. Qualified Guest Lecturers of the University may be renowned scholars or experts, with outstanding academic achievement, or special skills and talents both domestically or internationally, that may improve the quality of academic research as well as the international reputation of the University.
- C. Guest Lecturers shall be renowned scholars or experts both domestically or internationally, excluding full-time or retired lecturers of the University, and should possess one of the following qualifications:
1. Nobel Prize Winner
  2. Academicians of the Academia Sinica
  3. National Professorship of the Ministry of Education
  4. Contracted Researcher of the Ministry of Science and Technology
  5. Winner of the Ministry of Education Academic Prize
  6. Winner of the National Awards of Art
  7. Members of important international academic institutions or associations
  8. Editor in chief of significant international journals

9. Winners of Excellence Scholarship Awards of the Foundation for the Advancement of Outstanding Scholarship.
  10. Winner of prestigious international awards in their respective fields.
  11. Other outstanding persons in their respective professional fields.
- D. Total number of guest lecturers shall be limited to 1 per College per school year on principle.
- E. Selection and Review of Guest Lecturer
- The selection and hiring of the Guest Lecturer should be in accordance with the academic research and education development needs of the University, the President, the Vice President, Head of Academic Affairs, Head of the R&D Office, Head of Colleges, and supervisors of departments/institutes shall submit their recommendations to the Departmental, College or University Lecturer Assessment Committee for review, after which the decision shall be submitted to the President for approval and hiring. The selection of the guest lecturer should receive an approval of two third or more majority of the attending committee members out of a two third or more attendance rate of all Lecturer Assessment Committee members.
- F. Documentation
- The hiring unit should prepare the following documentation half a year prior to the hiring of guest lecturer and submit them to the Division of International Affairs, R&D Office.
1. Resume of recommended candidate or applicant, including publication history, important literature, and proof of academic achievement.
  2. Lecture/Research Plan
  3. Documentational proof of subsidy application from third parties outside the University
  4. Other documentation that will aid the review procedure
- G. Salary and Benefits of the Guest Lecturer:
1. The salary shall be in accordance with the stipulations of level salaries listed in the Maximum Salary Standard during the Working Period of Hired Foreign Consultants, Experts and Scholars by Various Subsidiaries announced by the Executive Yuan.
  2. Offering of research facilities and space: should the guest lecturer require specific research space arrangement that is outside the scope of capability of the hiring academic unit, the University shall consolidate various relevant departments in assistance.
  3. The hiring of outstanding external lecturers shall not require third party review.
  4. Accommodation or Accommodation Subsidy shall be offered.
  5. All Benefits benefit for the University faculty shall apply.

- H. Responsibilities of the guest lecturer:
1. Offer at least 2 public academic lectures or seminars per semester.
  2. Offer at least 1 course per semester, the guest lecturer may determine the form, content and credit for the course and open joint lecture courses with the faculty of the University.
  3. Participate in the execution and leading of the research team on major research projects.
  4. Offer guidance or assist in planning of research and education of the relevant field of research.
- I. The funding of this Guideline shall be expensed through the Self-made Income of the University Endowment Fund, the budget of which shall be announced and determined by the Annual Budget Allocation Meeting of the University each year.
- J. The guest lecturer shall be, on principle, be hired for a 6 month period, with the maximum duration being 1 year. In the event further extension is required, the stipulation of Article 5 of the Guideline shall apply.
- K. The Guideline has been passed upon by the University Fund Management Committee Meeting as well as the University Meeting, and submitted to the President for approval before being implemented, as well as submitted to the Ministry of Education for review.