National Changhua University of Education Guidelines for Handling Faculty Secondments

1. To regulate the secondment of full-time faculty members within the established framework, National Changhua University of Education (hereinafter referred to as "NCUE") establishes these guidelines in accordance with the "Principles for Handling Faculty Secondments" and the "Regulations for Leave without Pay for Educational Personnel."

2. Full-time faculty members at NCUE may be seconded to public or private schools, government agencies (institutions), representative bodies, administrative legal entities, or non-profit organizations to take on positions related to their teaching or research expertise.

If the secondment unit is a foundation (social) corporation or an organization established under the People’s Organizations Act, it must have government approval for its establishment.

3. Full-time faculty members at NCUE who do not hold administrative positions may be seconded to for-profit enterprises to take on full-time positions related to their teaching or research expertise as part of industry-academia collaboration.

When a faculty member is seconded to a for-profit enterprise under the preceding provision, NCUE must sign a cooperation contract with the enterprise, stipulating the collection of a certain amount of academic feedback fees, which will be included in the university’s funds.

The collection of academic feedback fees mentioned in the preceding paragraph shall be determined separately by the Office of Research and Development at NCUE.

4. Faculty secondments must be related to the faculty member's expertise or the courses they teach. After approval by the department (institute, center) and college-level Faculty Review Committee, the process should proceed following administrative procedures and be submitted for the approval of the President.

Faculty members with service obligations must complete their obligations before being seconded.

When reviewing faculty secondment proposals, department-level units should consider factors such as the faculty member's current teaching workload, student-faculty ratio, and staffing levels. If the secondment is to public or private schools and would result in a student-faculty ratio lower than that stipulated by the Ministry of Education, approval should not be granted.

The number of faculty members seconded from each department (institute, center) should not exceed ten percent of the total number of full-time faculty members in that department (institute, center). However, if this calculation results in less than one person, it should be counted as one person.

During the faculty secondment period, the courses originally taught by the faculty member should be distributed among other relevant faculty members within the department (institute, center), without increasing staffing levels as a result.

5. During the period of secondment, the maximum duration is limited to four years per instance. If the secondment involves holding a public office with a fixed term exceeding four years, the secondment period will be determined according to the term of that position. After the completion of the secondment period, faculty members may be seconded again.

The total period of secondment under the above provision shall not exceed eight years in total.

6. During the secondment period, faculty members must take unpaid leave, and their rights to vote and be elected at NCUE are suspended. They are also not allowed to participate in any NCUE meetings, including department (institute, center) meetings and promotion review meetings.

7. Faculty members on secondment must return to NCUE each semester to teach at least two credits (excluding independent research, thesis supervision, etc.) without receiving extra compensation for teaching hours. However, exceptions can be made with special approval. After returning to NCUE, the calculation of service years during the secondment period will be handled in accordance with relevant laws and regulations.

8. Seconded faculty members must follow NCUE’s renewal procedures for contract renewal. If renewed, the secondment period remains valid. If not renewed, suspended, or terminated, the secondment will be immediately terminated.

9. The secondment unit must notify NCUE in writing at least two months before the end of the secondment period about the return date of the seconded faculty member or apply for an extension of the secondment period.

10. Faculty members who plan to return to NCUE at the end of the secondment period must complete the return procedures in writing following administrative procedures before the end of the secondment period. Faculty members who do not return at the end of the secondment period will be considered to have resigned automatically.

11. For matters not covered in these guidelines, all relevant principles and regulations regarding the secondment of teachers shall apply.

12. These guidelines shall be implemented after approval by the school council. Any amendments shall follow the same procedure.