Seniority-Based Salary Increment Guidelines for Research Personnel at National Changhua University of Education

1. In order to enhance the professional work, research, and administrative service performance of research personnel, and to safeguard the rights regarding seniority-based salary increments for research personnel, these guidelines are hereby established.

2. The performance of research personnel at our university in professional work, research, and administrative services shall be self-evaluated by the research personnel using the Annual Work Evaluation Report Form before the end of the academic year. The self-evaluation results shall then be submitted to the unit supervisor for an initial evaluation.

3. Before the end of the academic year, the Personnel Office shall compile a list of research personnel eligible for seniority-based salary increments for that academic year. This list shall be sent to the respective units for processing the salary increments. The unit supervisors shall submit the initial evaluation results of the Annual Work Evaluation Report Forms to the Research Personnel Evaluation Committee of each unit for re-evaluation. The re-evaluation results shall be approved by the unit supervisor based on the committee's resolutions.

4. Research personnel must score at least seventy points on the Annual Work Evaluation Report Form to pass the evaluation. Those who pass will receive a one-level seniority-based salary increment. For those already at the highest salary level of their position, an additional seniority-based salary increment shall be applied.

5. Research personnel shall be deemed to have failed their annual work evaluation if any of the following circumstances occur within the academic year:

(1) The evaluation score is less than seventy points as per the previous point.

(2) Absence from work accumulating to one day or more.

(3) Violation of the employment contract or university administrative regulations, as confirmed by the respective Research Personnel Evaluation Committee.

6. Research personnel who fall under any of the following circumstances shall not be eligible for salary increment after review by the relevant units and the respective Research Personnel Evaluation Committee:

(1) Taking personal leave for more than fourteen days.

(2) Taking sick leave for more than twenty-eight days.

(3) Taking unpaid leave for any reason. However, those on unpaid leave due to secondment, where the Ministry of Education has other regulations, shall follow those regulations.

(4) Changing positions or being promoted and receiving a new salary level.

(5) Serving less than one year in their current position. However, this does not apply if they meet the Ministry of Education's regulations that allow for the inclusion of other service years.

(6) Already receiving the highest level of seniority-based salary.

(7) Going abroad during the academic year without following leave regulations.

(8) Failing the annual work evaluation for the academic year.

(9) Failing the evaluation according to Article 4 of the university's Research Personnel Evaluation Regulations.

(10) Committing significant misconduct during the academic year, as confirmed through investigation.

7. These guidelines shall be implemented after being passed by the School Affairs Meeting and approved by the university president. The same procedure applies to any amendments.