**National Changhua University of Education Staff Position Rotation Implementation Guidelines**

**Article 1:**

To manage the rotation of staff positions, strengthen talent development, effectively utilize human resources, enhance administrative experience, and encourage business innovation and breakthroughs, National Changhua University of Education (hereinafter referred to as "the University") has established these guidelines in accordance with the "Civil Servants Promotion Act" and the University's "Staff Promotion and Selection Operation Guidelines."

**Article 2:**

The term "position rotation" as used in these guidelines refers to the rotation of staff within the University's organizational structure between positions of equivalent rank within first-level and second-level units.

**Article 3:**

The implementation of position rotation applies to all staff within the University's organizational structure. However, personnel and accounting staff are subject to their respective regulations.

**Article 4:**

Units with special business characteristics, upon approval by the president, may be exempt from position rotation. However, such units should conduct internal staff business rotation every three to five years.

**Article 5:**

University staff shall comply with the nature of their duties and business needs to implement the following types of rotation:

1. Rotation among non-supervisory senior-ranked staff (Senior Secretaries, Senior Specialists).
2. Rotation among supervisory recommended-ranked staff (Section Chiefs, Section Heads).
3. Rotation among non-supervisory recommended-ranked staff.
4. Rotation among commissioned staff.

**Article 6:**

Staff members in each unit of the University, except those exempt from position rotation, who have served in their current position for three years, may undergo position rotation in accordance with these guidelines. However, those who apply voluntarily for rotation, or those who provide a written statement of their intention to voluntarily retire within two years or have other special circumstances approved by the unit supervisor and the president, are exempt from this requirement.

**Article 7:**

A Position Rotation Review Committee may be established to oversee the rotation of staff positions. The committee shall be chaired by the vice president and include the Chief Secretary, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Dean of Research and Development, and the Director of the Personnel Office as ex-officio members. The president may appoint additional members to the committee. The committee is responsible for discussing and resolving matters related to position adjustments and making recommendations to the president.

The term of office for the president-appointed members of the committee is one year, and they may be reappointed for consecutive terms.

**Article 8:**

**Implementation of Rotation:**

1. **Voluntary Application for Rotation:** Annually in February, the Personnel Office conducts a unified survey of staff members' willingness to rotate positions. The Personnel Office compiles a list of staff members willing to rotate positions and manages adjustments or vacancies due to promotion. The application form for rotation willingness is as per Appendix 1. The principle is that staff members should have served in the same position for at least two years.
2. **Internal Rotation within First-Level Administrative Units:** Heads of first-level administrative units may adjust positions within their units as per operational needs. However, they must notify the Personnel Office and obtain approval from the president before publishing the rotation list for notification of changes. Each college shall handle rotations of its affiliated staff members accordingly.
3. **Routine Rotation:** Staff members who have served in their current positions for more than three years or due to operational needs may be subject to position adjustments.
4. **Limitations on Service for Financial, Procurement, and Cashier Staff:** Financial, procurement, and cashier staff may serve continuously in their current positions for a maximum of six years.

The determination of service duration for rotation in the preceding paragraph is based on serving in the current position until December 31 of the year before the rotation.

**Article 9:**

Staff members subject to rotation shall report to their new units promptly upon approval by the president. They must undertake the handover procedures as required and may not refuse the rotation on the grounds of personal preference for the new position. In cases where mutual support between the old and new units is necessary due to special circumstances, as agreed upon by the supervisors of both units, the work schedule shall be determined through mutual consultation. However, this arrangement shall not exceed one month.

**Article 10:**

Staff members of the University who are being considered for promotion to non-supervisory senior-ranked, supervisory recommended-ranked positions, or positions such as secretary or specialist, and who possess qualifications from two or more units, may receive an additional score at the discretion of the evaluation committee.

**Article 11:**

The rotation of contract administrative assistants and contract assistants at the University shall be handled in accordance with these guidelines.

**Article 12:**

These guidelines shall be implemented upon approval by the Administrative Council and submission for approval by the president. Amendments shall follow the same procedure.