Guidelines for the Promotion Evaluation Process for Staff at National Changhua University of Education

(1) **Purpose and Basis**: National Changhua University of Education (hereinafter referred to as "the University") establishes these guidelines for the promotion evaluation process for its staff in accordance with the "Civil Service Promotion Act" and its implementation regulations.

(2) **Definition of Staff**: For the purposes of these guidelines, "staff" refers to positions defined by the University’s organizational regulations. With the exception of accounting and personnel staff, who follow the regulations of their supervisory authorities, all other staff are subject to these guidelines.

(3) **Definition of Promotion**: For these guidelines, "promotion" refers to one of the following circumstances:

(a) Promotion to a higher position.

(b) Promotion to or transfer to a supervisory position that is not a supervisory role.

(c) Transfer to an equivalent position.

(4) **Establishment of the Evaluation Committee**:

* The University shall establish an evaluation committee (hereinafter referred to as "the Committee") consisting of 11 members. The gender ratio of the committee must not be less than one-third for any gender.
* The Committee is composed of 6 members designated by the President from among the University staff, the Director of the Personnel Office as an ex officio member, 4 staff representatives elected by the University staff, and 1 member appointed by the President as the Chair.
* Elected Committee members serve a term of one year and can be re-elected. If a Committee member resigns or is otherwise unable to serve during their term, a replacement will be chosen from the current list of alternate candidates based on vote count, and the replacement’s term will end on the same date as the original term.

**(5) Responsibilities of the Committee**: The Committee is responsible for the following matters:

(a) Reviewing the qualifications of new staff and promotion candidates.

(b) Reviewing the evaluation scores of promotion candidates.

(c) Determining the ranking or selection order of promotion candidates.

(d) Discussing the methods for interviews and tests.

(e) Discussing matters referred by the President.

(f) Handling other matters related to the promotion evaluation.

(g) Addressing other matters specified by regulations for review.

(6) **Meeting Procedures of the Committee**:

* The Committee is generally scheduled to meet once a month, but can convene special meetings as needed. A meeting can only be held if more than half of the Committee members are present. Decisions require the approval of more than half of the members present. Voting is conducted by secret ballot. If the vote does not reach a majority, the Chair may cast a vote to achieve a majority agreement.
* Resolutions of the Committee must not conflict with current laws and regulations and should be submitted to the President for approval within three days of the resolution, along with the meeting minutes.
* Committee members, attendees, and other relevant personnel must maintain confidentiality regarding the meeting content and are prohibited from disclosing it. Members must recuse themselves from evaluations involving themselves, their spouse, or close relatives (within the third degree of kinship). The calculation of the number of members present for decision-making purposes should exclude recused members.

**(7) Promotion and Filling of Vacancies**:

* For positions at all levels within the University, except for transfers within the same promotion sequence or vacancies that can be filled by individuals who have passed exams or are exempt from evaluation (election), promotions should be conducted in accordance with the University’s promotion scoring standards (see Appendix 1) and promotion sequence (see Appendix 2), following the principle of merit. If there are many candidates in the same sequence, the process can be managed based on the ranking of the positions. If no suitable candidates are available in the next sequence, individuals from a lower sequence may be promoted. However, the University may recruit external candidates as needed, and such recruitment should be conducted through a public selection process.

**(8) Restrictions on Promotion**:

The following conditions disqualify staff from being promoted:

(a) A conviction for intentional criminal offenses resulting in a fixed-term imprisonment within the last three years, but suspended sentences are excluded.

(b) Disciplinary actions such as dismissal, suspension, or demotion under the Civil Service Disciplinary Act within the last two years.

(c) Disciplinary actions resulting in dismissal under the Civil Service Performance Act within the last two years.

(d) Salary reductions or demerits under the Civil Service Disciplinary Act within the last year.

(e) A performance rating of "C" or a major demerit in performance evaluations within the last year.

(f) Demerits for drunk driving, sexual harassment, or stalking within the last year, resulting in more than one demerit in performance evaluations.

(g) Approved full-time training or education exceeding six months. However, this does not apply if the training is related to a government policy or essential job-related training organized by a central government agency, including specific business-related tasks post-training.

(h) Approved leave without pay during the leave period. However, the following are exceptions:

* + 1. Leave without pay for assignments abroad to assist allied countries or secondments to other government agencies, public or private institutions with government approval.
    2. Staff on parental leave without pay may be considered for promotion upon their return.

(i) Leave of absence or extended sick leave as authorized by law.

These disqualifications also apply to external recruitment promotions.

**(9) Priority Promotion Without Evaluation**:

* The following individuals, provided they do not meet any of the disqualifications listed in Article 8 and have the qualifications required for promotion, may be promoted without undergoing the evaluation process:

(a) Those who have been awarded a Merit Medal, Model Medal, or Professional Medal within the last three years.

(b) Those who have been officially recognized within the last three years with a special performance evaluation resulting in two major merits.

(c) Those who have been elected as Model Civil Servants within the last three years.

(d) Those who have received a medal or the Outstanding Contribution Award for Civil Servants (individual category) within the last five years.

(e) Those who have passed the civil service examination and were initially appointed to a position lower than their qualification level.

(f) Those who meet the conditions for priority promotion under other legal provisions.

* If there are two or more individuals eligible for priority promotion under the above conditions, those qualifying under item (e) should be promoted first. For the others, promotion will be based on the evaluation score after applying the promotion standards, with the highest score being promoted. The facts that constitute eligibility for priority promotion can only be used once, even if multiple conditions are met simultaneously.
* The Professional Medal mentioned in item (a) of the first paragraph does not include medals awarded based on years of service.

1. **Exceptions for Appointment of Senior Unit Heads**:

* The appointment of senior unit heads at the University is not subject to the restrictions in Article 8, Item 7 of these guidelines.
* Positions classified as concurrent appointments under relevant regulations are not subject to the restrictions of these guidelines.

1. **Promotion Process for Internal Staff**:

* When a vacancy arises at any level within the University, the Personnel Office should create a list of qualified candidates for promotion based on their scores or qualifications. The list, along with relevant documents, should be submitted to the President, who will forward it to the Committee for evaluation. The President will then select a candidate from the top three for promotion. If more than two individuals are being promoted, the President will select from a pool of twice the number of positions available.
* If two or more candidates have the same score, their ranking will be determined by their work experience and potential for development, with those scoring higher in these areas ranked first.
* When filling vacancies, candidates should generally meet the qualifications for the job level of the position. If no suitable candidates are available, the procedure may follow the previous provisions, allowing for the temporary appointment of a lower-ranked individual within the same official grade.
* Staff members who qualify for promotion may, by written or other verifiable means, declare that they do not wish to participate in the promotion evaluation. In such cases, they may be excluded from the current promotion evaluation list.
* If the President disagrees with the Committee’s recommendation for promotion and returns the decision for reconsideration, the process should follow the relevant provisions of the Civil Service Promotion Act, with reasons for the decision annotated.

1. **Job Transfers**:

* The University shall implement job transfers for staff in positions of equivalent grade, aligned with the nature of the job and business needs. The guidelines for implementing such transfers will be established separately, approved by the Administrative Meeting, and then submitted to the President for final approval before implementation.

1. **Criteria for Promotion**:

* When promoting staff, the University should consider the individual's character, loyalty to the nation, and the knowledge and skills required for the position. Promotion standards should be established based on factors such as examination results, academic qualifications, work experience, training, continuing education, seniority, performance evaluations, awards, disciplinary actions, potential for development, and overall assessments. Depending on the responsibilities of the position and the nature of the work, additional points may be awarded for significant honors, outstanding work performance, specific language skills, experience in grassroots service, or possession of professional licenses. For supervisory positions, leadership abilities should also be assessed.

1. **Promotion Evaluation Process**:

* When the President initiates a promotion evaluation, the promotion scoring sheets should be sent to the unit supervisors for assessment before being submitted to the Committee for review. The overall assessment score is determined by the President. If necessary, interviews or job-related tests may be conducted as part of the evaluation, with the weighting of these results decided by the Committee. The Committee will rank the candidates based on their scores, and the Personnel Office will compile the list and submit it to the President for final selection and promotion.

1. **Application to Current Staff**:

* Current staff who were appointed before the implementation of the Educators Appointment Act may apply the provisions of these guidelines.

1. **Right to Appeal**:

* University staff who believe that their rights have been violated due to illegal actions in the promotion process may seek redress in accordance with the Civil Service Protection Act.

1. **Supplementary Provisions**:

* Matters not covered by these guidelines shall be handled in accordance with relevant laws and regulations.

1. **Implementation and Amendments**:

* These guidelines shall be implemented after approval by the Committee, the Administrative Meeting, and the President. The same process shall apply to any amendments.