**Guidelines for Outstanding Administrative Personnel Awards at National Changhua University of Education**

1. These guidelines are established to reward and recognize outstanding administrative personnel and to enhance administrative efficiency.
2. The term "administrative personnel" in these guidelines refers to those who are not the heads of primary units within the university. This includes faculty members with administrative duties, teaching assistants, military instructors, researchers, staff members, and campus security personnel.
3. Administrative personnel who have demonstrated outstanding performance in the past three years and meet any of the following criteria may be nominated as candidates for the Outstanding Administrative Personnel Award:

(1) Proposed significant innovative plans for university administration that, upon implementation, have resulted in substantial and positive outcomes.

(2) Developed important policies, plans, or regulations for the university that, after implementation, have yielded significant results.

(3) Effectively managed the response to major disasters or incidents, contributing significantly to the protection of life and property.

(4) Demonstrated integrity by refusing bribes or significantly conserving university resources, and upon verification, are considered exemplary.

(5) Provided enthusiastic service, willingly taking on challenges, and proactively solving problems with tangible results.

(6) Achieved outstanding results in educational administration research and development, as evaluated by relevant authorities.

(7) Other outstanding achievements that are worthy of recognition.

4. Individuals who meet any of the following conditions are not eligible to be candidates:

(1) Those who have received criminal penalties, disciplinary actions, or any demerit or more severe punishment in regular evaluations within the last three years.

(2) Those who have received a grade of C or been retained at their original salary level in their performance evaluations within the last three years.

5. The selection procedure for the Outstanding Administrative Personnel at the university is as follows:

(1) **Nomination Methods:**

1. Colleagues within each unit may nominate candidates, and after discussion in a meeting, the unit supervisor may recommend the nominee if approved by a majority.
2. Nominations may be made by the Undergraduate Student Union or the Graduate Student Association.
3. Nominations may also be made by a petition signed by five or more faculty members or administrative personnel (no duplicate signatures allowed).

(2) **Submission of Materials and Timeline:** The nominating unit must complete a nomination form (as per the attached format), provide the reasons for the nomination, and submit related supporting materials. These must be submitted to the Personnel Office for compilation by August 31 each year.

(3) **Review Process:** The university's Staff Evaluation Committee is responsible for reviewing and approving the nominations, which will then be submitted to the university president for final approval.

6. Each year, the number of recipients for the Outstanding Administrative Personnel Award is limited to three faculty members and three other staff members. Recipients cannot be nominated again within three years of receiving the award. Additionally, those who have received the Ministry of Education’s Model Civil Servant Award cannot be nominated for this award within three years.

7. Those selected as Outstanding Administrative Personnel at the university, and who meet the selection criteria for the Ministry of Education’s Model Civil Servant Award, may be recommended by the university’s Staff Evaluation Committee to the Ministry of Education for consideration.

8. Award recipients will be publicly recognized during the university’s anniversary celebration, and will receive a certificate, a reward equivalent to NT$5,000, and five days of paid leave. Their outstanding achievements will also be published in the university bulletin for recognition.

9. These guidelines shall be implemented after approval by the Administrative Meeting and the University Fund Management Committee, and upon final approval by the university president. The same procedure applies to any amendments.

The amendment to Article 8 shall take effect on January 1, 2016.