

# **Guidelines on the Handling of Service Extension Cases for Professors at I-Shou University**

Adopted on November 4, 1998 at the first meeting of the University Administration Council in the first semester of the academic year 1998

Approved on November 17, 1998 by the Board of Trustees of I-Shou University

Amendments adopted on October 25, 2006 at the first meeting of the University Administration Council in the first semester of the academic year 2006

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Amendments to Provisions I, IV and VII-X ratified and promulgated by the President on September 13, 2012

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Amendments to Provision 5 ratified and promulgated by the President on January 20, 2017

Amendments to Provision 5 ratified and promulgated by the

- I. The Guidelines on the Handling of Service Extension Cases for Professors at I-Shou University (hereinafter referred to as “the Guidelines”) are made by taking into consideration the Statute Governing the Retirement of School Faculty and Staff, the Guidelines for Applications for Extension of Service for Professors and Associate Professors of Public Schools at Public Institutions of Higher Education, and the Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and Their Respective Private School(s) for the purpose of handling service extension cases for professors at I-Shou University (hereinafter referred to as “the University”).
- II. In principle, professors at the age of 65 or older shall not extend the term of service. Notwithstanding the foregoing, those who are reaching the retirement age while the University is in session are allowed to extend the term of service until the end of the semester.
- III. If a professor a) reaches the retirement age, b) has outstanding performance on teaching and research with an excellent academic reputation, c) is one of the chair professors at the University, d) meets the requirements as referred to in Provision IV, and e) wants to continue serving at the University, his/her department (institute, program or center) shall submit supporting documents about special contributions within the most recent three years to the President for ratification, to the University-level Teacher Review Committee for deliberation, and finally to the Board of Trustees as forwarded by the Office of Human Resources for review and approval. Professors shall not request for extending the term of service for themselves.
- IV. Professors who intend to extend the term of service as referred to in the preceding provision shall meet all the basic requirements and one of the special conditions:
  1. Basic Requirements:
    - a. being healthy enough to continue teaching, and providing a valid health examination certificate issued by one of the medical centers or regional hospitals in the Taiwan-Fukien Area, which are recognized by the National Health Insurance Administration, Ministry of Health and Welfare, within one year prior to applying for service extension;
    - b. having fulfilled the required weekly teaching hours, having no excessive part-time teaching hours, and being able to fulfill the required weekly teaching hours during the period of extension of service; and
    - c. having served as a full-time faculty member at the University for a minimum of three years.
  2. Special Conditions:
    - a. having been an Academician of the Academia Sinica;

- b. having held the National Professorship or being an incumbent chair professor of the University;
  - c. having been awarded the Academic Award from the Ministry of Education or having been awarded the Outstanding Research Award from the Ministry of Science and Technology for three times or more; or
  - d. having special contributions to or enjoying an international reputation for teaching, research, or service within the most recent three years.
- V. Concerning the length of extension of service, the first extension period is from the next month of reaching the age of 65 until the end of the academic year, and the length of extension of service for the second extension and so on shall not exceed one year each. Departments (institutes, programs or centers) shall review the service extension cases of chair professors every year. If the University has been rated excellent under the institutional accreditation by the Ministry of Education, and the accreditation is still in effect, the extension of service may be granted until the end of the semester when a chair professor reaches the age of 70. If a chair professor has been served as the president of the University for a minimum of six years, the extension of service may be granted until the end of the semester when he/she reaches the age of 75.
- VI. The University shall review the service extension cases of professors a) who will reach the age mentioned above or b) prior to the expiry date of the extension. The University shall submit one register to the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff for reference at least one month before professors reach the age mentioned above or prior to the expiry date of the extension.
- VII. If the reason or condition for extending the term of service no longer exists while a professor is in the period of extension of service, the University shall terminate the term and apply to the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff for his/her retirement.
- VIII. The Guidelines become effective on the third day of promulgation after being adopted by the University-level Teacher Review Committee, ratified by the President, and approved by the Board of Trustees.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*