

# **Guidelines for Temporary Transfer of Teachers at I-Shou University**

Approved in the 1<sup>st</sup> meeting of the University  
Council at the 2<sup>nd</sup> semester of the academic year  
2007 on March 12, 2008.

1. To encourage the industrial-academic interaction and integrate the educational resources, I-Shou University (hereinafter referred to as the University) hereby regulates the Guidelines for Temporary Transfer of Teachers at I-Shou University to promote the overall research development and cooperative efficiency.

2. The term of temporary transfer in the Guidelines shall mean that the administrative organizations, public/ private universities, public research institutions, state-run enterprises, profit-seeking organizations (groups), foundations constituted as judicial persons (association), and the groups set up according to the Law of Citizen's Organization (hereinafter referred to as the organizations) plan to invite the full-time teachers at the University to take a specific full-time job in the organization or institution. During the term of temporary transfer, the University may assign the proper staff to act for the teachers who are transferred to other institutions.

The establishment regulations for the foundations constituted as the juridical persons (associations) or the groups organized according to the Law of Citizen's Organizations shall be approved by the government with official registration. The said organizations shall be helpful for the entire development of the University, and must have intensive cooperation with the University as well. The profit-seeking enterprises or groups which transfer the teachers of the University must be the ones that the government or the University has part of the shareholdings or the ones which have signed the contract for the industrial-academic cooperation with the University.

3. Organizations shall inform the University by mail in advance if they need to transfer the teachers

temporarily for satisfying their special requirements of business. The application shall be reported to the President for approval after it is evaluated by the department-level Teacher Performances Assessment Committee according to the administrative procedures. Meanwhile, the application shall be forwarded to the college (center)-level Teacher Performances Assessment Committee and university-level Teacher Performances Assessment Committee for reference as well.

4. In principle, the teachers can't be transferred unless they have worked for the University for more than 3 years. The conditions for temporary transfer shall be related to teachers' professional specialties or the curriculums. The teachers who are transferred to other institutions must be qualified to take the positions according to the related regulations or laws.
5. The term for temporary transfer is 4 years. However, if the term for more than 4 years has been specified, it shall be effective as well. After the term of temporary transfer is expired and the teachers have come back to the University to teach, the application of temporary transfer shall be applied again. Nevertheless, the total amount of service years for temporary transfer as a full-time teacher at the University shall not exceed 8 years.
6. Teachers shall retain the positions without pay during the term of temporary transfer. After the term of temporary transfer is expired and the teachers have come back to the University to teach, the teachers shall apply for promotion according to related regulations.
7. Please follow the related regulations of reappointment when it is necessary to renew the appointment at the University. If the teachers are appointed again, the term of temporary transfer shall not be interrupted. However, if the teachers are suspended without pay or dismissed, the case of temporary transfer will be terminated immediately.
8. If the organizations or the duties of temporary transfer are changed during the term of temporary transfer, please apply and report to the University again according to the related regulations. The terms shall be calculated together.
9. Teachers must return to the University after the term of temporary transfer is expired. If the teachers have not applied for returning to the University within one month after the term is

expired with proper reasons, they will be regarded as resign voluntarily.

10. The state-run organizations, profit-seeking enterprises, foundations constituted as juridical persons (associations) or the groups organized in accordance with the Law of Citizen's Organization request for temporary transfer shall offer the subsidy to the University except for the affiliates or schools of E-United Group. The regulations for the subsidy shall be stated in different documents.
11. If the teachers have come back to school and teach for at least 2 credits without receiving the hourly pay each semester, the service years will be deemed without interruption. Please follow the related regulations when calculating the service years of temporary transfer.
12. In principle, the teachers of temporary transfer shall not participate in the meetings of the University or serve as the committee members of the University during the term of temporary transfer.
13. The number of the teachers who are transferred shall be calculated with the one of the teachers who are on sabbatical leave for research, go abroad for giving lectures, do research in Taiwan or other countries, and pursue further education in each unit. Basically, the number of the teachers who are transferred shall not exceed 10% of the total each academic year (the number shall be rounded up or down to the round number, e.g. 0.5 should be rounded up to 1).
14. Teachers can't apply for research on sabbatical leave, giving overseas lectures, or research/pursue further education in Taiwan or other countries unless they have worked for the University for more than one year after temporary transfer.
15. The service years of temporary transfer shall be 2 years at most when applying for research on sabbatical leave, overseas lectures, further education in Taiwan or other countries, and promotion.
16. The number of service years for temporary transfer shall be calculated according to the related regulations when applying for retirement or consolation payment, or being asked to leave office with severance pay.

17. Any affairs not being stated in the Guidelines shall be subject to other related regulations.

18. The Guidelines adopted by the University Council shall come into effect after they are approved and promulgated by the President.