

Regulations for Salary Assessment of Faculty Members & Staff at I-Shou University

Adopted on April 22, 2011 at the extraordinary session of the University Administration Council

Adopted on May 9, 2011 at the fifteenth meeting of the 8th Board of Trustees

Ratified on June 16, 2011 by the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff

Adopted on May 8, 2013 at the fourth meeting of the University Administration Council in the second semester of the academic year 2012

Adopted on June 14, 2013 at the fifth meeting of the 9th Board of Trustees

Amendments to Article 7 ratified by the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff on July 3, 2013

Adopted on April 16, 2014 at the third meeting of the University Administration Council in the second semester of the academic year 2013

Adopted on June 24, 2014 at the twelfth meeting of the 9th Board of Trustees

Amendments to Articles 3, 4, 7, and 10 ratified by the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff on July 9, 2014, and come into effect on August 1, 2014

Article 1 The Regulations for Salary Assessment of Faculty Members & Staff at I-Shou University (hereinafter referred to as the “Regulations”) are established by I-Shou University (hereinafter referred to as the “University”) pursuant to the Guidelines of Salary Assessment of Faculty Members & Staff at Institutions of Higher Education regulated by the Ministry of Education for salary assessment of faculty members and the staff at the University.

Article 2 The pay grades of faculty members and the staff are divided into 36 grades (39 if the grades of seniority pay included). As to the salary scale, please refer to the Grade Table for President, Vice Presidents, Faculty Members, and Associate Lecturers (Appendix 1) and Grade Table for Staff (Appendix 2).

Article 3 Principles for assessing the salaries of faculty members:

1. In principle, the salaries of newly-appointed faculty members shall be assessed based on the lowest salary grade applicable to their academic ranks. The salary of professors shall be assessed from NT\$475 per point; associate professors with PhD degrees from NT\$350 per point; associate professors with PhD degrees and 4 year's working experience from NT\$390 per point; assistant professors from NT\$310 per point; assistant professors with PhD degrees from NT\$330; and lecturers from NT\$245 per point.
2. The years of service as a full-time faculty member or project faculty member for teaching or research at domestic/overseas public/private universities or colleges accredited by the Ministry of Education should be considered when the salary is being assessed. The pay grade should be elevated by one grade for every one year of service at an equivalent academic rank and with excellent performance.
3. The years of service as a full-time researcher (excluding any administrative positions) at domestic research institutions certified by the government or established by non-profit corporations, or at private/public academic organizations overseas should be considered when the salary is being assessed. The pay grade should be elevated by one grade for every one year of service at an equivalent academic rank and with excellent performance.
4. The years of service as a full-time faculty member at an equivalent academic rank at public/private junior colleges should be considered when the salary is being assessed. The pay grade should be elevated by one grade for every two years of service with excellent performance.

The above-mentioned service year is calculated from the date when a PhD degree is acquired, and the maximum number of salary points granted to faculty members should not exceed that for the seniority pay applicable to their academic ranks.

Those who intend to convert their educational background or working experience into seniority shall provide the original copy of diplomas/certificates or supporting documents for the competent authorities to ratify in order to adjust the salary assessment. No conversion is allowed if nothing is provided for ratification.

Article 4 Principles for assessing the salaries of the staff:

1. Basically, the entry-level salaries of the staff shall be assessed based on their

educational background. As to the standards for assessing the salaries, please refer to Appendix 3.

2. For those who have taken a position at domestic public universities or government agencies, whose rank is equivalent to that at the University, and whose performance is good, only half of the service years shall be considered.
3. The salaries of the staff shall not exceed the highest amount of the seniority pay applicable to their ranks.
4. The pay grade of the current staff transferred from a higher position to a lower one may be the same if they are transferred due to official needs.

Article 5 As to the standards for assessing the salaries of custodians, please refer to Appendix 4.

Article 6 The following seniority shall not be considered for salary elevation:

1. Seniority of unpaid leave.
2. Seniority of less than a year.
3. Seniority during advanced studies.

The seniority of less than a year as referred to in Subparagraph 2 of the preceding paragraph shall not be combined if the seniority belongs to different units.

Article 7 New faculty members and staff shall fill in a resume, and hand over their supporting documents of educational background and working experience, employment termination certificates, etc. to the Office of Human Resources for assessing the salaries within one month after they take office. The Office of Human Resources shall make a register of salary assessment, and submit it to the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff for future reference after the register is reviewed by the Review Committee of Salary Assessment of Private Schools.

The original copy of diplomas, certificates or documents shall be provided for pay grade ratification.

The credentials on overseas educational background provided by faculty members and the staff shall be examined first for its authenticity.

Article 8 The entry-level salary of faculty members and the staff shall be reassessed according to the following rules:

1. Entry-level salary: the entry-level salary of faculty members, the staff, and custodians shall be calculated based on the starting date of employment.
2. Reassessing the entry-level salary: the salaries of faculty members and the staff who apply for reassessing the entry-level salary by handing over supporting documents of educational background or by obtaining new qualifications may be reassessed after their applications are approved.

Article 9 Any matters not mentioned herein shall be subject to the Guidelines of Salary Assessment of Faculty Members & Staff at Institutions of Higher Education, or relevant regulations and rules related to salary assessment at public schools. Salary assessment shall not begin until it is deliberated and adopted by the Review Committee of Salary Assessment of Private Schools.

Article 10 The Regulations become effective after being adopted by the University Administration Council and the Board of Trustees, and ratified by the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff.

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