

# YZU Regulations of Salary Assessment for Faculty And Staff

Passed by the 14<sup>th</sup> Administrative Committee of the 1992 School Year, November 9, 1992  
Approved by Letter (81)-Jen-Tzu No.70434 of the Ministry of Education, December 22, 1992  
Amended by the 35<sup>th</sup> Administrative Committee of the 1993 School Year, April 25, 1994  
Approved by Letter (83)-Jen-Tzu No.025790 of the Ministry of Education, May 19, 1994  
Amended by the 6<sup>th</sup> Administrative Committee of the 1996 School Year, January 13, 1997  
Approved by Letter (86)-Jen-1-Tzu No.86018247 of the Ministry of Education, March 4, 1997  
Amended by the 5<sup>th</sup> Administrative Committee of the 2009 School Year, November 16, 2009  
Approved by Letter (98)-Chi-Tzu No.0124 of the ROC Private School Staff Retirement and Bereavement  
Compensation Fund Management Committee, December 24, 2009  
Amended by the 2<sup>nd</sup> Administrative Committee of the 2014 School Year, August 20, 2014  
Approved by Letter Chu-Jin-Ye-Tzu No.1030000210 of the ROC Private School Staff Retirement and Bereavement  
Compensation Fund Management Committee, September 2, 2014  
Amended by the 26<sup>th</sup> Administrative Committee of the 2022 School Year, July 20, 2022  
Approved by Letter Chu-Jin-Ye-Tzu No.1110001510 of the ROC Private School Staff Retirement and Bereavement  
Compensation Fund Management Committee, August 2, 2022

Article 1 The assessment criteria of salary grades for full-time faculty and staff within the staffing complement in Yuan-Ze University (hereafter, ‘the University’) are set forth based on these regulations.

Article 2 The salary grade for the University’s faculty and staff shall refer to the salary grade of public junior college and above. Please refer to Appendix I: YZU Salary Grade Criteria for President, Faculty/Assistant; Appendix II: YZU Salary Grade Criteria for Staff.

Article 3 For a newly appointed teacher, the salary shall be paid start from the lowest salary grade applicable to the professional rank of the position to which the teacher is appointed. A lecturer or assistant professor who has a doctorate degree may be assigned a starting salary grade of 330 salary points. For faculty who gave instructions in domestic colleges/universities or abroad or holding positions in research institutions whose ranks equal their current positions, and possessing outstanding service performance, his/her work experience can be accumulated into the calculation of seniority. The method of calculating the seniority shall exclude any working period less than one year or the period of leave without pay.

The assessment criteria of salary grades are processed based on the following guidelines:

1. Work experience of a qualified full-time teacher who gave instructions at public or private colleges/universities which are ratified by the Ministry of Education will be accumulated

into the seniority after getting approval from the University's Teacher Evaluation Committee. One grade will be raised after a complete teaching year and is subject to the maximum seniority salary applicable to the professional rank of the appointed position.

2. For a teacher holding a doctorate degree and a full-time position at a domestic academic research institute or abroad whose research field and the planned teaching curriculum or its nature is similar, his/her work experience will be accumulated into the seniority after getting approval from the University's Teacher Evaluation Committee. The calculation is subject to the maximum seniority salary applicable to the professional rank of the appointed position.
3. Required documents of educational degrees or working experience shall be the original diplomas or official certificates.

Article 4 The salary grade for staffs and janitors who are not appointed by the University to be in charge of the administrative units shall be ranked by their educational degrees; please refer to Appendix II: YZU Salary Grade Criteria for Staff, and Appendix III: YZU Salary Grade Criteria for Janitors. For those who have served at administrative authorities, public or private universities or colleges with good service records, the years of working that are equivalent to current jobs may be accumulated into the seniority and may be raised for a higher rank for each year of working. The salary grade for staffs and janitors who are appointed by the University to be in charge of the administrative units shall be ranked by their educational degrees and the above mentioned criteria; and the revised salary shall be paid based on the salary grade applicable to the positions to which the staffs and janitors appointed.

Article 5 The seniority that faculties and staffs have served for the University may be raised for a higher rank for each year of working, till the highest salary grade of the position concerned.

Article 6 Newly appointed faculty/staff shall submit required documents of educational degrees or working experience to the Personnel Office for salary assessment within one month beginning from the date of service.

Article 7 The paying of salary and reassessment of salary grade of faculty/staff shall be processed in accordance with the following regulations:

1. The paying of salary: The salaries of faculty, staff, and janitor will be paid starting from the actual work date.
2. Reassessment: For faculties who apply for reassessment of salary grade due to re-submission of diploma or application for new qualification, the revised salary will be paid starting from the date of ratification. Staffs and janitors who obtained a higher educational degree shall not apply for reassessment of salary grade.

Article 8 Matters not stipulated in these regulations shall comply with 私立專科以上學校教職員工敘薪原則and relevant regulations.

Article 9 These regulations are passed by the Executive Committee and will be adopted before being reported to The ROC Private School Staff Retirement and Bereavement Compensation Fund Supervisory Committee for ratification, as shall amendments when they are made.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**