

TKU Regulations on the Implementation of the Flexible Salary System

TKU Regulation No. 1110009001 (10/07/2022)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

Article 1

The *TKU Regulations on the Implementation of the Flexible Salary System* (hereinafter referred to as “The Regulations”) were formulated to enhance Tamkang University’s (hereinafter referred to as TKU) academic performance, allowing it to reach a competitive standard; as well as to help nurture outstanding personnel, and to regulate the trend of growing disparity in employee salary.

Article 2

The flexible salary system is funded by the Ministry of Education (hereinafter referred to as MOE), National Science and Technology Council (hereinafter referred to as NSTC), and TKU budget. The source of funds from MOE is mainly provided for outstanding teaching and industry-academia professionals; the source of funds from NSTC is mainly injected into research and industry-academia services.

Article 3

“Flexible salary”, as referred to in The Regulations, means the additional non-statutory pay delivered over and above regular salary that does not influence the employee’s base monthly salary (or annual bonus), reimbursements for academic research, or additional pay for concurrently holding an administrative position. The flexible salary system is evaluated every academic year, with each cycle of flexible salary pay lasting for no more than 12 months.

In accordance with The Regulations, TKU full-time faculty members may repeatedly receive any type of flexible salaries, unless otherwise specified.

Article 4

The eligible recipients based on The Regulations include:

1. Exceptionally outstanding teachers and researchers.
2. Excellent mentors.
3. Non-TKU teachers employed on a short-term basis.

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4. Newly appointed international talents.
5. Assistant professors with outstanding research performance.

Article 5

The criteria and review mechanism used in the regular evaluation of the recipients of the flexible salary system are outlined below:

1. Exceptionally outstanding TKU teachers and researchers:
 - a) Those who fulfill the criteria specified in the *TKU Regulations on Rewards for Outstanding Teachers* and pass the review conducted by the Outstanding Teacher Award Review Committee.
 - b) Those who fulfill the criteria specified in the *TKU Regulations on Research Grants for Full-Time Faculty* and pass the review conducted by the TKU Academic Review and Evaluation Committee.
 - c) Those who fulfill the criteria specified in the *TKU Regulations Regarding Faculty Service and Benefits* and pass the review conducted by the TKU Faculty Review Committee.
 - d) Those who fulfill the criteria specified in the *Regulations Regarding Chair Professors at TKU* and pass the review conducted by the TKU Faculty Review Committee.
 - e) Those who fulfill the criteria specified in the *Regulations Regarding Distinguished Professors at TKU* and pass the review conducted by the TKU Faculty Review Committee.
 - f) Those who fulfill the criteria specified in the *TKU Regulations on the Payment for Applying for NSTC University Research Grants* and pass the review conducted by the TKU Applying for NSTC Research Grant Review Committee.
2. Excellent mentors:

Those who meet the criteria specified in the *TKU Regulations on Rewards for Excellent Mentors* and pass a review held by the Excellent Mentor Reward Review Committee.
3. Non-TKU teachers employed on a short-term basis:
 - a) Those who fulfill the criteria specified in the *Regulations Pertaining to Visiting Faculty at TKU* and pass the review held by the Faculty Review Committee.
 - b) Those who fulfill the criteria specified in the *Regulations Regarding National Invited Professors at TKU* and pass the review conducted by the Faculty

Review Committee.

4. Newly appointed international talents:

Full-time faculty, who have been employed by TKU for less than two years, having been employed by an overseas academic institution prior to joining TKU or having a degree from an overseas university, should have paper published in international academic journal, obtain a special approval from TKU President, and pass the review conducted by the Faculty Review Committee.

5. Assistant professors with outstanding research performance:

Full-time assistant professors, who have been employed by TKU for less than five years, have been implementing NTSC research projects since the second year after joining TKU. In their first year in TKU, they have two or more papers published in academic journals that are collected by Scopus as first author or corresponding author in the name of TKU, obtain a special approval from TKU President, and pass the review conducted by the Faculty Review Committee.

Article 6

Performance requirements in the future for outstanding talents who receive flexible salary pay are outlined below:

1. Exceptionally outstanding teachers and researchers:

a) Those who receive rewards for teaching:

Should take part in symposiums or seminars related to teaching development and write at least one related essay or paper before September 30 of the following year; or take part in conferences of departments (institutes, or divisions), centers or colleges (offices) in which they share their teaching experience and knowledge.

b) Those who receive rewards for research:

Should submit research performance report to the Academic Review and Evaluation Committee before September 30 of the following year.

c) Those who pass the review conducted by the Faculty Review Committee:

Should pass the faculty evaluation in accordance with the regulations.

d) Chair professors:

Should submit performance report on teaching and research before the end of the second semester of each academic year and pass the review conducted by the Faculty Review Committee.

e) Distinguished professors:

Should submit performance report on teaching and research before the end of

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the second semester of each academic year and pass the review conducted by the Faculty Review Committee.

f) Those who receive NTSC research grants:

Should submit a performance report before the deadline specified by NTSC; those who resign or retire from TKU during the grant period should submit the performance report before the resignation or retirement, and the performance report will be collected and submitted to NTSC by TKU.

2. Excellent mentors:

Should share their experience and thoughts on mentorship in a college-level mentorship meeting. Those who were named “Exceptional Mentors” must write at least one essay with a minimum of 1,600 characters in length on a related topic. The essay should be submitted to the Office of Student Affairs, where it will be compiled into a collection of such essays, so as to provide others with information and knowledge on excellent mentorship.

3. Non-TKU teachers employed on a short-term basis:

a) Visiting faculty:

Should submit a performance report before the end of their contract and pass the review conducted by the Faculty Review Committee.

b) Chair professors from Taiwan:

Should submit a performance report before the end of their contract and pass the review conducted by the Faculty Review Committee.

4. Newly appointed international talents:

Should have paper published in international journal or academic research achievement reported by international media in the name of TKU annually during their employment contracts, and must submit a performance report before the end of the second semester of each academic year and pass the review conducted by the Faculty Review Committee.

5. Assistant professors with outstanding research performance:

Should submit a performance report before the end of the second semester of each academic year and pass the review conducted by the Faculty Review Committee.

Article 7

After being considered and approved, each type of flexible salary will be paid following the stipulations as below:

1. Exceptionally outstanding teachers and researchers:
 - a) Those who receive rewards for teaching will receive the flexible salary pay in accordance with the *TKU Regulations on Rewards for Outstanding Teachers*.
 - b) Those, whose academic journal-published papers, creative work and exhibition, or research result are authorized or transferred to others, will receive the monthly flexible salary pay in accordance with the *TKU Regulations on Research Grants for Full-Time Faculty*.
 - c) Full-time associate professors (or higher), who have been employed before 2019 academic year and possess PhD degrees, gain monthly flexible salary grants of NT \$7,000. Those who don't meet the aforementioned criterion but have already gained the flexible salary grants will continue to be paid.
 - d) The project coordinators may receive 10% of the "management fees" of project that is paid to TKU. The recipients will receive such funds in monthly flexible salary grants. If these monthly grants equate to less than NT \$1,000, the entire grant will be paid in one lump-sum payment.
 - e) Newly employed full-time assistant professors, who meet the qualification specified by NTSC for new employees that their research projects can be accepted at any time and be reviewed upon receipt, and who applied for NTSC research grants in their first semester and obtained approval, will receive flexible salary grants equivalent to 25% of the general operating expenses of the research project approved by the NSTC. This flexible salary grant will be distributed monthly. For research projects that span for multiple years, the amount of the flexible salary grants will be calculated on the general operating expenses that are approved in the first year. For the one-year research projects that exceed the 12-month limit, the total amount of the flexible salary grant equals the total amount of the general operating expenses divided by the number of months the research projects span and multiplied by twelve (months). Those who have already gained approval to receive this type of flexible salary grant will no longer be eligible to receive the flexible salary outlined in the preceding item.
 - f) Chair professors will receive the flexible salary grants monthly in accordance with the *Regulations Regarding Chair Professors at TKU*.
 - g) Distinguished professors will receive the flexible salary grants monthly in accordance with the *Regulations Regarding Distinguished Professors at TKU*.
 - h) Recipients of NTSC research grants will receive the flexible salary grants monthly in accordance with the *TKU Regulations on the Payment for Applying for NSTC University Research Grants*.
2. Excellent mentors:

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Will receive the flexible salary grants monthly in accordance with the *TKU Regulations on Rewards for Excellent Mentors*.

3. Non-TKU teachers employed on a short-term basis:
 - a) Visiting faculty will receive accommodations or monthly subsidies for accommodation in accordance with *Regulations Regarding Visiting Faculty at TKU*.
 - b) Invited professors employed at TKU will receive an hourly salary in accordance with the *Regulations Regarding National Invited Professors at TKU*.
4. Newly-appointed international talents:

Will receive the flexible salary grants monthly on the basis of related budget.
5. Assistant professors with outstanding research performance:

Will receive the flexible salary grants monthly on the basis of related budget.

Article 8

The ratio of flexible salary grants paid for each category of outstanding talents is as follows:

1. The percentage of each category of outstanding talents and the ratio of minimal disparity in salary levels is given as follows:
 - a) Exceptionally outstanding teachers and researchers: less than 80% of full-time faculty of TKU. The ratio of minimal disparity in their salary levels is 1.01~2.30 to 1.
 - b) Excellent mentors: less than 5% of full-time faculty of TKU. The ratio of minimal disparity in their salary levels is 1.02~1.15 to 1.
 - c) Non-TKU teachers employed on a short-term basis: less than 2% of full-time faculty of TKU. The ratio of minimal disparity in their salary levels is 1.26~1.80 to 1.
 - d) Newly appointed international talents: less than 2% of full-time faculty of TKU. The ratio of minimal disparity in their salary levels is 1.07~1.80 to 1.
 - e) Assistant professors with outstanding research performance: less than 3% of full-time faculty of TKU. The ratio of minimal disparity in their salary levels is 1.04~1.10 to 1.
2. The lowest percentage of the flexible salary recipients with a title of associate professor (or below) to total number of recipients is 35%.

Article 9

Any matters not covered under The Regulations will be handled in accordance with related TKU regulations.

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Article 10

This set of regulations will take effect on the date of its publication after being passed in a TKU administrative conference and sent to the Ministry of Education for future reference. The same applies to any later amendments made.