

## 教研人員常用問題彙整

### FAQ for Faculty Members and Research Personnel

1130806

編號 No.	問 Question	答 Answer
1	外籍教師如何申請工作許可? How do foreign faculty members apply for a work permit?	請洽聘任單位，由聘任單位向教育部申請。 Please contact the hiring unit, which will submit the work permit application to the Ministry of Education.
2	畢業證書若是外國學歷需注意什麼? What should be noted if my diploma is from a foreign institution?	起聘前，持外國畢業證書者，需取得駐外館處外國學歷文件之驗證。 Before starting employment, individuals with foreign diplomas must have their diplomas and related academic documents verified by the relevant embassy or consulate office.
3	薪資何時入帳，明細為何，有扣繳憑單嗎? When is my salary credited, and what details are provided? Are withholding statements available?	1. 每月 1 日發放當月薪資，惟因造冊時程未及時於當月發放者，則於次月 1 日補發。 2. 相關薪資入帳問題請洽出納組。 1. The salary for the current month is paid on the 1st of each month. If the schedule for salary processing is not completed in time for the current month, payment will be made on the 1st of the following month. 2. For questions related to salary crediting, please contact the Division of Cashier.
4	起聘前要提供的健檢內容有什麼? What health check information must be provided before starting employment?	請洽衛保組。 Please contact the Health Center.
5	如何申請職員證? How do I apply for a staff ID?	請洽資訊技術服務中心。 Please contact the IT Service Center.
6	請問要如何申請薪資證明? How do I apply for a salary certificate?	請洽出納組。 出納二組（光復校區）：大禮堂 2 樓。(03)513-1237 出納一組（陽明校區）：行政大樓 1 樓。(02)2826-7000 代表號 62218 Please contact the Division of Cashier.

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		Division Cashier 2 (Guangfu Campus): 2nd Floor, Auditorium. (03)513-1237 Division Cashier 1 (Yangming Campus): 1st Floor, Administration Building. (02)2826-7000 Ext. 62218
7	請問我該如何申請在職證明? How do I apply for an employment certificate?	<ol style="list-style-type: none"> <li>1. 請至人事室官網首頁-表格下載-※證明書申請-下載「本校在職證明申請書（限本校現職人員申請）」，填寫表單後，連同證明文件寄送至人事室承辦人信箱，作業時間1個工作日（英文版因需申請用印，需3個工作日）。經通知領取後，請持教職員證或其他證明文件至人事室領取。</li> <li>2. 如委託他人代為領取者，於申請時應特別註明，並於領取時持受委託人職員證等相關證明文件佐證查核。</li> </ol> <ol style="list-style-type: none"> <li>1. Visit the Personnel Office homepage and go to “Forms” to download the “Application of Employment Certificate” form (for current staff only). Complete the form and send it along with the necessary documents to the Personnel Office’s designated e-mail. The processing time is 1 business day (3 business days for the English version because of chop application). After receiving notification, please collect your certificate at the Personnel Office with your staff ID or other proof of identity.</li> <li>2. If you authorize someone else to collect the certificate on your behalf, please specify this at the time of application and ensure that the authorized person presents their staff ID or other proof of identity when collecting the certificate.</li> </ol>
8	我要如何申請在校服務年資證明? How do I apply for a certificate of service years at the university?	現職人員可以至人事室網頁下載服務證明申請書，填妥後連同佐證資料寄送至人事室承辦人信箱，並於接獲通知後，持身分證明文件至人事室領取。 Current staff can download the “Service Certificate Application Form” from the Personnel Office homepage. Complete the form and send it along with supporting documents to the Personnel Office’s designated e-mail. After receiving a notification, please collect your certificate at the Personnel Office with your staff ID or other proof of identity.

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9	<p>教師升等要準備什麼資料？ What documents are required for a faculty promotion?</p>	<p>1. 至人事室首頁/法令規章/附表 3_國立陽明交通大學教師升等表件(ODF) 2. 另須依據老師所屬學院(系、所)的規定，提供相關資料。</p> <p>1. Please visit the Personnel Office homepage and go to “Enactment” to access Appendix 3: National Yang Ming Chiao Tung University Faculty Promotion Documents (ODF). 2. Additionally, provide the relevant documents as required by your respective college, department, or institute.</p>
10	<p>老師兼職有什麼規定？/老師下班後還能從事其他的工作嗎？ What are the regulations for faculty members undertaking part-time jobs? / Can faculty members work other jobs outside of their regular working hours?</p>	<p>1. 教師兼職(課)應與教學或研究專長領域相關，不得影響本職工作，且應符合校內基本授課時數及工作要求。並依本校專任教師兼職兼課處理要點規定辦理。 2. 請至人事室首頁/表格下載/借調、兼職、兼課/本校專任教師校外兼職評估表，評估表填寫並經單位主管同意後，循行政程序簽核。</p> <p>1. Faculty members may work part-time jobs or teach courses related to their teaching or research specialties part-time, provided that these do not interfere with their primary duties and that they meet the basic teaching hours and work requirements of the university. The process must comply with the university’s Guidelines for Managing Part-Time Jobs and Part-Time Teaching Positions of Full-Time Faculty. 2. To apply, visit the Personnel Office homepage and go to “Forms” to download the “Evaluation Form for Faculty Members Working Part-Time Jobs Outside of the University.” After completing the form and obtaining approval from your department head, follow the administrative procedures for final approval.</p>
11	<p>我是學校專任老師，現在要離職，如何辦理離職手續？ I am a full-time faculty member, and I am planning to resign. How do I complete the resignation process?</p>	<p>請您先以電子公文依行政流程（請加會人事室），簽請學校核准。 Please submit your resignation request through the electronic document system in accordance with the administrative process (please ensure that the Personnel Office is included in the process) and await the school’s approval.</p>

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12	<p>我的身分是教授，職務薪點已達到最高級 770 薪點，我還需要接受每學年度年資晉薪之單位的考評嗎？</p> <p>As a professor whose salary points have reached the maximum of 770, am I still required to undergo the annual performance evaluation for a salary increase?</p>	<p>依照教師待遇條例規定，公立大專教師服務滿一學年，由學校按學年度評定其教學、研究、輔導、服務等成績，並得依評定結果晉本薪(年功薪)一級，至所聘職務等級最高年功薪為限。依照前開規定，並無排除教授已支所聘職務等級最高年功薪者，故仍需要接受單位年度考評。</p> <p>According to the Teacher Remuneration Act, after completing one academic year of service, public university faculty members are evaluated annually by the university on their teaching, research, counseling, and service performance. On the basis of the evaluation results, a faculty member's basic salary (and any seniority salary) may be increased by one grade, up to the maximum salary grade for their position. The regulation does not exempt professors who have reached the maximum salary points for their position from the annual performance evaluation by their unit, and their evaluation is still required.</p>
13	<p>請問老師要如何申請 email 信箱？</p> <p>How do faculty members apply for an e-mail account?</p>	<p>請洽資訊技術服務中心。</p> <p>Please contact the Information Technology Service Center.</p>
14	<p>外籍研究人員如何申請工作許可？</p> <p>How do foreign research personnel apply for a work permit?</p>	<p>請洽聘任單位，由聘任單位向勞動部申請。</p> <p>Please contact the hiring unit, which will apply to the Ministry of Labor on your behalf.</p>
15	<p>新聘專任研究人員程序是什麼？</p> <p>What is the procedure for hiring new full-time research personnel?</p>	<p>1. 依本校研究人員聘任及升等審查辦法第 5 條，研究人員之聘任應比照教師經本校新聘教師委員會審查。</p> <p>2. 通過審查後，送系、院、校教評會辦理三級三審，需檢附徵人公告、外審意見(外審委員須 5 個以上)、學歷(國外學歷需有駐外單位驗證)、系、院教評會會議紀錄、新聘資格審查申請表、個人簡歷、著作清單及經歷證明。其他相關資料依聘任單位規定辦理。</p> <p>1. According to Article 5 of the university's Regulations on the Appointment and Promotion Assessment of Research Personnel, the appointment of research personnel must undergo a review process, similar to that for faculty m</p>

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		<p>embers, conducted by the university's New Teacher Committee.</p> <p>2. After passing the review, the case is forwarded to the departmental, college, and university teacher evaluation committees for a three-tier review process. The required documents include the recruitment announcement, external review opinions (from at least five external reviewers), academic qualifications (foreign degrees must be verified by an overseas representative office), meeting minutes of the departmental and college teacher evaluation committees, the Application Form for New Appointment Qualification Review, personal resume, list of publications, and proof of experience. Additional materials should be provided in accordance with the requirements of the hiring unit.</p>
16	<p>新聘專案研究人員需檢附什麼資料？</p> <p>What documents are required for newly appointed project research personnel?</p>	<p>各單位辦理新聘專案研究人員時，應檢附徵人公告、外審意見(外審委員須5個以上)、學歷(國外學歷需有駐外單位驗證)、系、院教評會會議紀錄、新聘資格審查申請表、個人簡歷、著作清單及經歷證明。其他相關資料依聘任單位規定辦理。</p> <p>When hiring new project research personnel, the unit must submit the recruitment announcement, external review opinions (from at least five external reviewers), academic qualifications (foreign degrees must be verified by an overseas representative office), meeting minutes of the departmental and college teacher evaluation committees, the Application Form for New Appointment Qualification Review, personal resume, list of publications, and proof of experience. Additional materials should be provided in accordance with the requirements of the hiring unit.</p>
17	<p>編制內外研究人員新聘、升等資格審查申請表可以去哪裡下載？</p> <p>Where can I download the new research personnel appointment and research personnel promotion-related qualification review</p>	<p>請至人事室網頁/法規/陽明交大人事法規/本校研究人員聘任及升等審查辦法項下下載。</p> <p>Please visit the Personnel Office homepage and go to "Enactment" to download the relevant forms under the section "Regulations on the Appointment and Promotion Assessment of Research Personnel."</p>

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	application forms for both research personnel inside and outside the staffing complement?	
18	<p>專案研究人員有發聘書嗎？</p> <p>Will project research personnel receive an appointment letter?</p>	<p>專案研究人員係依聘期簽訂契約書，契約書可至本校人事室網站/法規/陽明交大人事法規/任免項下下載本校專案研究人員契約書。</p> <p>Project research personnel sign a contract based on their employment period. The Appointment Contracts for Project Research Personnel can be downloaded from the university's Personnel Office webpage under "Enactment."</p>
19	<p>專案研究人員薪資是否可另訂？</p> <p>Can the salary for project research staff be determined separately?</p>	<p>依本校進用專案研究人員實施要點第 8 點規定，專案研究人員之薪酬及晉薪規定，比照本校編制內專任研究人員之規定辦理。但經費來源另有約定或特殊情形經雙方同意薪酬調整，且敘明不能比照編制內專任研究人員敘薪規定之理由者，循行政程序簽核後從其約定。</p> <p>According to Article 8 of the university's Guidelines on the Hiring of Project Research Personnel, the salary and promotion regulations for project research personnel should follow the same rules as those for the full-time research personnel of the university. However, if a specific funding source has different terms or special circumstances require salary adjustments, and both parties agree, with the reasons clearly stated for not following the standard salary regulations, the adjusted salary may be implemented upon administrative approval.</p>
20	<p>專案研究人員如未獲再聘，單位需發給慰問金嗎？</p> <p>If a project research personnel member is not reappointed, is the unit required to provide a consolation payment?</p>	<p>依本校進用專案研究人員實施要點第 6 點規定，專案研究人員於聘期屆滿未獲再聘時，且無編外研究人員實施原則第六點及第七點所定情事者，本校應依上開規定第五點發給慰助金。前開慰助金之來源與薪資來源一致為原則。專案研究人員如經各單位決定不予再聘時，各單位應至遲於聘期屆滿前一個月通知當事人。</p> <p>According to Article 6 of the university's Guidelines on the Hiring of Project Research Personnel, if a project research personnel member is not reappointed upon the expiration of their contract and does not meet the conditions specified in Articles 6 and 7 of the Implementation Principles for the Hiring of Project Research Personnel Outside the Staffing</p>

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		<p>Complement, the university should provide a consolation payment as stipulated in Article 5 of the Implementation Principles. In principle, the consolation payment should come from the same source as the personnel member's salary. If a unit decides not to reappoint a project research personnel member, they must notify the individual at least one month before the individual's contract expires.</p>