

# **The Guidelines for the Review of Initial Employment, Renewed Employment, Promotion or Distinguished Employment of Research Fellows of Academia Sinica**

Approved by the President of Academia Sinica on May 20, 1996

Amended by Human Affairs Document No. 9016016341-1 on June 26, 2001

Amended by Human Affairs Document No. 9016045061-1 on January 3, 2002

Amended by Human Affairs Document No. 09200238602 on January 22, 2003

Amended by Human Affairs Document No. 09200754302 on March 13, 2003

Amended by Human Affairs Document No. 0940196400 on June 17, 2005

Amended by Human Affairs Document No. 09603587901 on November 30, 2007

Amended by Human Affairs Document No. 10105022062 on April 10, 2012

Amended by Human Affairs Document No. 1050501708 on March 11, 2016

Amended by Human Affairs Document No. 1060506121 on August 17, 2017

Amended by Human Affairs Document No. 1080508510 on September 27, 2019

Amended by Human Affairs Document No. 1090502490 on March 24, 2020

## Chapter 1 General principles

### Article 1 (Purpose and origin of legislation)

The Guidelines for the Review of Initial Employment, Renewed Employment, Promotion or Distinguished Employment of Research Fellows of Academia Sinica (below abbreviated as these Guidelines) are enacted in accordance with Paragraph 2 of Article 14 and Article 15 of the Organization Act of Academia Sinica and Articles 4, 11, 13, 16, 23 and 26 of the Organization Regulations of the Research Institutes of Academia Sinica, in order to raise the academic research level, and to protect the work rights of research fellows in Academia Sinica.

### Article 2 (Applicable objects)

These Guidelines shall apply to the initial employment, renewed employment, promotion, tenured employment and distinguished employment of full-time research fellows of Academia Sinica.

The cases of concurrently employed or jointly employed fellows transferring to the full-time employed fellows receiving remuneration from Academia Sinica shall be processed as the cases of initial employment.

The promotion and renewed employment of all ranks of research fellows who receive appointment in different period in pursuance of the Article 13 and the supplementary provisions of the Organization Regulations of the Research Institutes of Academia Sinica shall follow the regulations.

### Article 3 (Review unit of research institute, research institute preparatory office or research center)

In order for each research institute, research institute preparatory office (below abbreviated as institute (preparatory office)) or research center to handle the review matters stipulated in these Guidelines, the Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall establish the Employment Review Committee to conduct the initial review.

The Employment Review Committee is composed of 5 to 9 members, and one is convener

among them. The members and the convener are decided by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center.

#### Article 4 (Review unit for each division)

In order for Academia Sinica to review the personnel review matters stipulated in these Guidelines handled by each research institute (preparatory office) or research center, the Divisional Appointment and Promotion Committees for three divisions of “mathematics and physical sciences”, “life sciences”, and “humanities and social sciences” shall be established.

The director of each research institute (preparatory office) or research center shall recommend 2 to 3 candidates, and the President of Academia Sinica shall approve 9 to 15 candidates from among the candidates to serve as the committee members, including one from the Central Academic Advisory Committee and a maximum of 2 members shall be research fellows or the equal rank from the other two divisions. The convener and the deputy convener of each division shall be elected by the members. The member list of each Divisional Appointment and Promotion Committee shall not be published.

The term of appointment for members of the Divisional Appointment and Promotion Committee is two years. If reappointed, the member may serve for one more term thereafter. Serving as a committee member of the Divisional Appointment and Promotion Committee is a non-remunerated position, however, when appropriate, the review fee may be paid.

The President of Academia Sinica may appoint one Deputy President to coordinate the operations of each Divisional Appointment and Promotion Committee.

#### Article 5 (Review unit of Academia Sinica)

In order for Academia Sinica to review the re-deliberation of initial employment, the appeal of Promotion, tenured employment or the candidacy of distinguished fellow stipulated in these Guidelines, the General Appointment and Promotion Committee shall be established.

The General Appointment and Promotion Committee is composed of 16 members. The President of Academia Sinica shall appoint one Deputy President to serve as committee member and convener. 5 Academicians or distinguished fellows from each of the three divisions shall be appointed by the President of Academia Sinica as other committee members.

When the General Appointment and Promotion Committee hold meetings, the members from the Central Academic Advisory Committee shall be invited to attend and express their opinions.

The term of appointment for members of the General Appointment and Promotion Committee is two years. If reappointed, the member may serve for one more term thereafter. Serving as a committee member of the General Appointment and Promotion Committee is a non-remunerated position, however, when appropriate, the review fee may be paid.

#### Article 6 (Focal points of review)

The cases of initial employment, renewed employment, promotion and tenured employment of research fellows shall be reviewed for the candidate’s originality, exactitude and importance of research achievements (including patent and technology transfer).

When reviewing the cases of renewed employment for assistant research fellows before the completion of the first term of employment, the research institute (preparatory office) or research center shall provide suggestions and assistances or provide improvement suggestions on research directions and achievements when it is necessary. However, for the candidates who are ineligible for the position, their renewed employment shall be denied.

The candidate's service achievements within and outside of Academia Sinica including the contributions to the public affairs at the research institute (preparatory office) or research center and in Academia Sinica, academic and professional service within and outside of Academia Sinica including academic compilation and translation, thesis advising, participation in academic conferences and other professional lectures or policy recommendations, may also be reviewed.

The focal points of review for cases of distinguished employment shall be the academic research achievements and the academic leadership.

## Chapter 2 Review of research institute (preparatory office) or research center

### Article 7 (Submission of employment cases)

The cases of initial employment shall be handled by each research institute (preparatory office) or research center in pursuance of these Guidelines after recruiting the talents.

Regarding the cases of renewed employment, Academia Sinica shall inform the research institute (preparatory office) or research center that the research fellows who need renewed employment belong by written notice one year before the expiration of the term of employment to renew the employment in pursuance of these Guidelines.

The cases of promotion and the independent cases of tenured employment for newly-employed associate research fellows who are recruited after August 1, 2012 shall be submitted by the director of institute (preparatory office) or research center after obtaining the consent of the person concerned.

The recommendations can also be made by at least 3 full-time Academia Sinica research fellows in the relevant disciplines after obtaining the consent of the person concerned. Recommendation letters stating the details of the academic contribution made by the person concerned are needed. The person concerned may also apply for his/her own promotion and tenured employment. The director of institute (preparatory office) or research center shall start the review procedure within one month after the case of promotion and tenured employment is accepted or submitted.

Regarding the cases of distinguished employment, the candidates shall be recommended by the Council of institute (preparatory office) and research center or by 3 members from the Academic Advisory Committee with recommendation letters.

The candidates of each employment case shall prepare the documents below:

- (a) Personal resume;
- (b) Publications catalogue and representative publications in recent 5 years or within the term

- of employment;
- (c) Statement of research achievements and future research aspects;
- (d) Other information required by the research institute (preparatory office) or research center.

#### Article 8 (Qualifications for the members of the Employment Review Committee)

Regarding the cases of initial employment, all assistant research fellows or above in the research institute (preparatory office) or research center may become the members of the Employment Review Committee of the institute (preparatory office) or research center, regardless of the rank that the candidate pursues.

Regarding the renewed employment cases of assistant research fellows, the members of the Employment Review Committee shall be the research fellows from inside or outside of the research institute (preparatory office) or research center sharing similar research interests with the candidates, and their ranks are above the candidates.

Regarding the renewed employment cases of associate research fellows, the members of the Employment Review Committee shall be the research fellows or the distinguished research fellows in the research institute (preparatory office) or research center.

Regarding the cases of promotion and tenured employment, the members of the Employment Review Committee shall be the research fellows from inside or outside of the research institute (preparatory office) or research center sharing similar research interests with the candidates, and their ranks are above the candidates.

Regarding the cases of distinguished employment, the members of the Employment Review Committee shall be the members of the Academic Advisory Committee of the research institute (preparatory office) or research center, or the scholars from within and outside of Academia Sinica invited by the director of research institute (preparatory office) or research center.

#### Article 9 (Procedures for the Employment Review Committee of the initial employment cases before the initial review)

Before the convener of the Employment Review Committee of the initial employment cases in the research institute (preparatory office) or research center holds the meeting, the information of the candidates stated in Article 7 shall be submitted to the members of the Employment Review Committee for reference. Other research fellows in the research institute (preparatory office) or research center may also request to read the documents, yet all the documents shall be kept confidential.

#### Article 10 (Combined cases of renewed employment and promotion)

The research fellow may apply for renewed employment and promotion at the same time. The research institute (preparatory office) or research center may submit the combined cases for review. The reviewers shall write the review opinions respectively. The votings shall also be held respectively.

#### Article 11 (Tenured employment of associate research fellows)

The term of tenured employment for associate research fellows is until the age of 65.

When assistant research fellows are promoted to be associate research fellows, or associate research fellows are having initial employment or renewed employment, they can apply for tenured employment at the same time. The reviewers do not need to write review opinions respectively, however, the reasons for recommending tenured employment are needed. The voting shall be held respectively.

Newly-employed associate research fellows who are recruited after August 1, 2012 may apply for tenured employment independently within 5 years of the first employment.

#### Article 12 (List of reviewers submitted by the Employment Review Committee)

When the initial review held by the Employment Review Committee of the initial employment cases, more than  $\frac{2}{3}$  of all members of the Committee shall present, and the approval shall obtain consent from more than  $\frac{1}{2}$  of the present members. When the initial employment cases pass the initial review, the Employment Review Committee shall make a list of reviewers on the basis of priorities. The reviewers shall be domestic or foreign scholars above the rank that the candidates pursue, and in the related research disciplines. The review of initial employment cases shall be at least 3 reviewers, and the scholars from outside the research institute (preparatory office) or research center shall not be less than  $\frac{1}{3}$ ; However, when the newly employment and tenured employment are applied at the same time, the scholars from outside the research institute (preparatory office) or research center shall not be less than  $\frac{1}{2}$ .

When the foresaid initial employment cases involve assistant research fellows or associate research fellows without tenured employment, the Employment Review Committee may decide whether or not to make a list of reviewers for review after the cases pass the initial review.

Before the Employment Review Committee of cases of renewed employment, promotion, tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) makes the list of reviewers, the candidates shall be informed to provide the Employment Review Committee with the list of eligible or ineligible reviewers for reference.

After the Employment Review Committee of renewed employment cases receives the documents of renewed employment, a list of reviewers shall be made according to priorities. . The reviewers shall be at least 3 domestic or foreign scholars who are in the related research disciplines and whose rank are above that of the candidates. Among the reviewers of renewed employment of assistant research fellows, the scholars from outside the research institute (preparatory office) or research center shall not be less than  $\frac{1}{2}$ . The reviewers of renewed employment of associate research fellows may be the scholars in the research institute (preparatory office) or research center. Among the reviewers of renewed employment and tenured employment of associate research fellows, the scholars from outside the research institute (preparatory office) or research center shall not be less than  $\frac{1}{2}$ .

After the Employment Review Committee of cases of promotion and tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) receives the documents of promotion and tenured employment, a list of reviewers shall be made on the basis of priorities. The reviewers shall be at least 3 domestic or foreign scholars who are in the

related research disciplines and whose rank are above that of the candidates. Among the reviewers, the scholars from outside the research institute (preparatory office) or research center shall not be less than 1/2.

After the Employment Review Committee of distinguished employment cases receives the recommendations for the candidates, a list of reviewers shall be made on the basis of priorities. The review of distinguished employment cases shall be at least 5 reviewers. Among the reviewers, the scholars from outside the research institute (preparatory office) or research center shall not be less than 2/3.

#### Article 13 (Submission for review)

When the list of reviewers is confirmed, the convener of the Employment Review Committee of the initial employment, renewed employment, promotion, tenured employment and distinguished employment shall submit the list and the information of the candidates to the director of the institute (preparatory office) or center to review.

#### Article 14 (Preceding procedures for the review meeting of the Employment Review Committee)

After the convener of the Employment Review Committee of the renewed employment, promotion and tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) receives the review opinions from the reviewers, an anonymous copy of the review opinions summary shall be sent to the candidates for a defense.

#### Article 15 (Review result submitted to the director of institute, preparatory office or research center)

The Employment Review Committee of the initial employment cases (including the tenured employment are applied at the same time) shall write a general report on the number of candidates, the results of initial review and submission for review, referring to the information of candidates and the review opinion letters, and deliver to the director of the institute (preparatory office) or research center.

The Employment Review Committee of the cases of the renewed employment, promotion and tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) shall write a general report referring to the information of candidates, the review opinion letters, and the candidates' defense, and deliver to the director of the institute (preparatory office) or research center.

The Employment Review Committee of the distinguished employment cases shall write an academic achievement report referring to the information of candidates, the review opinion letters, and other information, and deliver to the director of the institute (preparatory office) or research center.

The director of institute (preparatory office) or research center shall submit the cases of initial employment, renewed employment, promotion, tenured employment and distinguished employment as soon as possible to the Council or the Academic Advisory Committee of each institute (preparatory office) and research center to discuss, and the information of the candidates shall be provided to all research staff in the institute (preparatory office) or research center no later than one week before the council to be held. However the review opinion letters shall only be provided to the

persons with voting right in the Council or the Academic Advisory Committee of each institute (preparatory office) and research center.

#### Article 16 (Voting on the employment case)

The ranks of research fellows who have voting rights on the employment cases shall abide by Article 23 of the Organization Regulations of the Research Institutes of Academia Sinica.

The voting on the cases of initial employment, renewed employment, promotion and tenured employment in the Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall be anonymous; the passage of the case requires more than 2/3 of eligible voters to present, and more than 1/2 of the present members to approve.

The passage of the distinguished cases shall obtain the consents of more than 2/3 members of the Academic Advisory Committee of the institute (preparatory office) or research center (vote by mail when necessary).

#### Article 17 (Special talents)

The initial employment cases of the candidates who do not meet the qualifications stated in Articles 7, 8, 9 or 10 of the Organization Regulations of the Research Institutes of Academia Sinica, yet with special contribution to the academic, shall be processed by these Guidelines. However, when the voting is held in the Council or the Academic Advisory Committee of each institute (preparatory office) and research center, the passage of the case requires more than 2/3 of eligible voters to present, and more than 2/3 of the present members to approve.

#### Article 18 (Review result submitted to Academia Sinica)

After the cases of initial employment, promotion and tenured employment are passed by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center, the director of the institute (preparatory office) or research center shall submit the information of candidates, the review opinion letters, the list of reviewers (sealed) and the opinion letters from the director of the institute (preparatory office) or research center to the Divisional Appointment and Promotion Committee for review.

After the cases of renewed employment are passed by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center, the director of the institute (preparatory office) or research center shall submit the information of candidates, the review opinion letters, the list of reviewers (sealed) and the opinion letters from the director of the institute (preparatory office) or research center to the President of Academia Sinica for approving the employment.

When the cases of renewed employment, cases of assistant research fellows promoted to be associate research fellows, and cases of promotion or tenured employment for newly-employed associate research fellows who are recruited after August 1, 2012 are not passed by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center, the director of the institute (preparatory office) or research center shall inform the candidates by written notice with the review results and the reasons 4 days within the voting day, and send a copy to Academia Sinica.

When associate research fellows apply for the renewed employment and the tenured employment at the same time, in addition to follow the regulations prescribed in Paragraph 2, the opinion letters from the director of the institute (preparatory office) or research center shall state the reasons for recommending tenured employment, and submit to the Divisional Appointment and Promotion Committee for review.

When the initial employment cases of associate research fellows or the promotion cases of assistant research fellows are applied with the tenured employment cases at the same time, it shall be reported to Academia Sinica in pursuance with paragraph 1, and the opinion letters from the director of the institute (preparatory office) or research center shall state the reasons for recommendation of tenured employment and submitted to the Divisional Appointment and Promotion Committee for review.

The opinion letters from the director of the institute (preparatory office) or research center shall illustrate the items below:

- (a) Research achievements and publication quality of the candidates.
- (b) Academic achievements and research aspects in the discipline of the candidates.
- (c) Summary of the review opinions.
- (d) Voting result (including the numbers of affirmative votes, dissenting votes and abstention votes), and the discussion before the voting (the main reasons for approval and disapproval).

After the cases of distinguished employment are passed by the Academic Advisory Committee of the research institute (preparatory office) or research center, the director of the institute (preparatory office) or research center shall submit the resumes of candidates, the publication list, the representative publications (maximum of 10 publications), the statement letters of academic achievements, the review opinion letters and the list of reviewers (sealed) to the General Appointment and Promotion Committee for review.

#### Article 19 (Waiting period in promotion cases)

When the promotion cases are not passed after the procedures of employment and review, it may be raised again 1 year after the date of confirmation, and shall be equipped with the new research achievements.

### Chapter 3 Review of the Divisional Appointment and Promotion Committee

#### Article 20 (Procedures for review of initial employment, tenured employment and promotion at the Divisional Appointment and Promotion Committee)

Each of the Divisional Appointment and Promotion Committees shall hold review meeting every 2 months, and shall announce the review meeting schedule for next year in December.

Before the review meeting is held, the convener of the Divisional Appointment and Promotion Committee shall submit the information of candidates, the publication list, the representative publications and other relevant information to the committee members for reference.

When the review meeting of the Divisional Appointment and Promotion Committee is held, the director of the institute (preparatory office) or research center which submits the cases may provide



written supplementary explanations within a deadline.

When necessary, the director or the appointed representative of the institute (preparatory office) or research center which submits the cases may be called on phone by the review meeting to make an oral statement. The attendees shall keep all the information confidential.

If the Divisional Appointment and Promotion Committee has any doubt regarding the cases of promotion, tenured employment or the initial employment cases of the rank above associated research fellows after the said oral statement, a special project committee shall be organized to make a list of reviewers, and the cases shall be submitted to the reviewers for review. Paragraphs 1 and 5 of Article 12 shall apply to it. The research institute (preparatory office) or research center which submits the cases shall be informed about the processing time for the cases.

#### Article 21 (Voting in the Divisional Appointment and Promotion Committee)

After the Divisional Appointment and Promotion Committee review and discuss the cases of initial employment, tenured employment and promotion in pursuance of the said procedures, an anonymous vote may be held. The passage of the cases requires more than 3/5 of the members to present, and more than 1/2 of the present members to approve. If the case is not passed, the specific reason shall be submitted.

When the Divisional Appointment and Promotion Committee makes a resolution on the cases of initial employment, tenured employment and promotion, the convener of the Committee shall submit an explanation of the specific reason to the President of Academia Sinica for approval. When necessary, the President of Academia Sinica may request the Divisional Appointment and Promotion Committee to re-deliberate on those cases passed by the resolution; When the approval is made by the President of Academia Sinica, the resolution shall be submitted to the Council of Academia Sinica for approval for reference.

#### Article 22 (Time-efficient procedures for initial employment cases)

When the initial employment cases are special and need to be processed efficiently, the Council or the Academic Advisory Committee of each institute (preparatory office) and research center may resolve and the specific reason shall be submitted by the director of the institute (preparatory office) or research center after the Employment Review Committee of initial employment cases processes it in pursuance of these Guidelines. After receiving the consent from the convener of the Divisional Appointment and Promotion Committee and the Vice President of the division, they shall request the President of Academia Sinica to approve the employment.

The said approval of the employment shall be submitted to the next General Assembly of Academia Sinica for approval for reference.

#### Article 23 (Appeal the cases of renewed employment, promotion and tenured employment)

When the cases of renewed employment, promotion or tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) are not passed by the research institute (preparatory office) or research, the candidates may file an appeal to the Divisional Appointment and Promotion Committee within one month after the next day of receiving

the notice.

If the appeal is not made within the deadline, then the decision of denial of renewed employment, promotion or tenured employment is confirmed.

When the cases of promotion or tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) are passed by the research institute (preparatory office) or research center, yet not passed by Divisional Appointment and Promotion Committee, the convener of the Divisional Appointment and Promotion Committee shall promptly inform the research institute (preparatory office) or research center which submits the case and the candidates about the review results and the reasons; the candidates may file an appeal to the General Appointment and Promotion Committee within one month after the next day of receiving the notice. If the appeal is not made within the deadline, then the decision of non-promotion is confirmed.

#### Article 24 (Review procedures for appealing the cases of renewed employment, tenured employment and promotion)

When processing the appeal, the Divisional Appointment and Promotion Committee shall hold a meeting within 1 month after receiving the appellants' applications.

The Divisional Appointment and Promotion Committee shall establish a special project committee after more than 2/3 of the members to present, and more than 1/2 of the present members to approve. A list of reviewers shall be made, and the appeals shall be submitted to the reviewers for review as soon as possible. Paragraphs 3, 4 and 5 of Article 12 shall apply to it.

If the appeal does not gain the consent from more than 1/2 of the said present members, the decision made by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall be confirmed.

After the Divisional Appointment and Promotion Committee receive the review opinions from the special project committee, a discussion and an anonymous vote shall be held. The change of the decision made by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center requires more than 2/3 of the members to present, and more than 2/3 of the present members to approve.

When the appeal is passed by the said voting, the convener of the Divisional Appointment and Promotion Committee shall request the President of Academia Sinica to approve for employment and submit to the General Assembly of Academia Sinica to approve for reference; If the appeal is not passed, then the decision made by the Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall be confirmed.

The Divisional Appointment and Promotion Committee shall make a decision on the appeal within 3 months upon receiving the appeal. It can be extended by another 2 month when necessary. The appellant shall be informed of the resolution of the appeal with written notice, and the copy shall be submitted to the research institute (preparatory office) or research center.

#### Chapter 4 (Review of the General Appointment and Promotion Committee)

##### Article 25 (Re-deliberation procedures for cases of initial employment)

When the cases of initial employment are not passed by the Divisional Appointment and Promotion Committee, the convener of the Divisional Appointment and Promotion Committee shall promptly inform the research institute (preparatory office) or research center which submits the case about the review results and the reasons; the research institute (preparatory office) or research center may apply to the General Appointment and Promotion Committee for re-deliberation within 1 month after the next day of receiving the said notice.

The General Appointment and Promotion shall hold a meeting within one month after receiving the application from the research institute (preparatory office) or research center for re-deliberation. The Committee shall establish a special project committee after more than 2/3 of the members to present, and more than 1/2 of the present members to approve. A list of reviewers shall be made by the special project committee, and the application shall be submitted to the reviewers for review as soon as possible. The review opinions shall be collected and submitted to the General Appointment and Promotion. Paragraphs 1 of Article 12 shall apply to it.

If the case of initial employment does not gain the consent from more than 1/2 of the said present members, then the initial employment is denied.

After the General Appointment and Promotion Committee receive the review opinions from the special project committee, a discussion and an anonymous vote shall be held within one month. The change of the decision on the initial employment denial made by the Divisional Appointment and Promotion Committee requires more than 2/3 of committee members to present, and more than 2/3 of the present committee members to approve.

When the re-deliberation of the initial employment case is passed by the said voting, the convener of the General Appointment and Promotion Committee shall request the President of Academia Sinica to issue the employment letter, and submitted to the General Assembly of Academia Sinica for approval for reference.

#### Article 26 (Review procedures for appealing the cases of promotion and tenured employment)

The General Appointment and Promotion Committee shall hold a meeting within 1 month after receiving the appeal of promotion and tenured employment (excluding the cases of initial employment and tenured employment applied at the same time).

The General Appointment and Promotion Committee shall establish a special project committee after more than 2/3 of the members to present, and more than 1/2 of the present members to approve. A list of reviewers shall be made by the special project committee, and the case shall be submitted to the reviewers for review as soon as possible. Paragraphs 3 and 5 of Article 12 shall apply to it.

If the case of promotion does not gain the consent from more than 1/2 of the said present members, then the denial of promotion or tenured employment is confirmed.

After the General Appointment and Promotion Committee receive the review opinions from the said special project committee, a discussion and an anonymous vote shall be held. The change of the decision on the denial of promotion or tenured employment made by the Divisional Appointment and Promotion Committee requires more than 2/3 of committee members to present, and more than

2/3 of the present committee members to approve.

When the appeal of the promotion or tenured employment (excluding the cases of initial employment and tenured employment applied at the same time) is passed by the said voting, the convener of the General Appointment and Promotion Committee shall request the President of Academia Sinica to issue the employment letter, and submitted to the General Assembly of Academia Sinica for approval for reference. If the case of promotion is not passed, then the promotion denial is confirmed.

The General Appointment and Promotion Committee shall make a decision on the appeal within 3 months upon receiving the appeal. It can be extended by another 2 month when necessary.

The appellant shall be informed of the resolution of the appeal with written notice, and the copy shall be submitted to the research institute (preparatory office) or research center.

## Chapter 5 Review of the qualifications for distinguished research fellows

### Article 27 (Quota for distinguished research fellows)

The total number of distinguished research fellows shall not exceed 25% of the total number of in-service distinguished research fellows and research fellows in Academia Sinica; Among them, the distinguished research fellows who are academicians shall be excluded from the limitation. Each research institute (preparatory office) or research center shall at least retain the quota of one distinguished research fellow or allocate one distinguished research fellow.

### Article 28 (Review and voting of distinguished employment cases)

The Central Academic Advisory Committee shall submit the case to the General Appointment and Promotion Committee within 1 month after receiving the applications of candidates for distinguished research fellows proposed by the research institute (preparatory office) or research center.

After the General Appointment and Promotion Committee reviews the information of the candidates, an anonymous vote may be held. The passage of the cases requires more than 3/5 of the members to present, and more than 2/3 of the present members to approve.

After the cases of research fellows elected to be academicians submitted to the General Appointment and Promotion Committee by the Central Academic Advisory Committee for review, the President of Academia Sinica shall reappoint them as distinguished research fellows, without the procedures of recommendation and review.

The applications for domestic or international scholars who are elected to be the academicians of Academia Sinica and transfer to be full-time research fellows in Academia Sinica shall be proposed by the research institute (preparatory office) or research center that plans to employ them.

After the cases submitted to the General Appointment and Promotion Committee by the Central Academic Advisory Committee for review, the President of Academia Sinica shall reappoint them as distinguished research fellows, without the procedures of recommendation and review.

The cases of distinguished employment shall be submitted to the General Assembly of Academia Sinica for approval for reference after passed by the General Appointment and Promotion Committee. And the President of Academia Sinica shall be requested to issue the employment letter.

Article 28-1 (Assessment of research grants for distinguished research fellows)

The Academic Advisory Committee of each research institute (preparatory office) or research center shall propose the research grant grading of distinguished research fellows to the Central Academic Advisory Committee for assessment.

The Central Academic Advisory Committee may request the standing committee members in the relevant research fields to express their opinions through mails. After the chairman of the committee collects all the opinions, the President of Academia Sinica would be requested to decide on the research grant grading.

After the distinguished research fellows are employed, their research grant may be reassessed based on the research achievement and academic leadership performance.

Chapter 6 Supplementary provisions

Article 29 (Personnel review of assistants and research assistants)

The Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall review the initial employment and the renewed employment of assistants and research assistants and the promotion of assistants in pursuance of these Guidelines. However, the right of deliberation of the Divisional Appointment and Promotion Committee on the said personnel shall be given to the Personnel Committee of Academia Sinica following Paragraph 2 of Article 14 of the Organization Act of Academia Sinica.

The appeal made by the said research fellows shall follow the regulations of these Guidelines. Only when the personnel are deliberated by the Divisional Appointment and Promotion Committee, their appeal shall be deliberated by the Personnel Committee of Academia Sinica instead.

Article 30 (Operation directions in each research institute (preparatory office) or research center)

Each research institute (preparatory office) or research center shall enact (or amend) supplementary provisions and report to Academia Sinica for approval. However, the supplementary provisions shall not be more loose than these Guidelines. The succeeding procedures for the pending cases of initial employment, renewed employment and promotion before the implementation of the amendments of these Guidelines shall follow the amendments of these Guidelines. After the amendments of these Guidelines are implemented and before the supplementary provisions of each research institute (preparatory office) or research center are reported to Academia Sinica for approval, the pending cases of initial employment, renewed employment and promotion shall follow the amendments of these Guidelines.

Article 31 (Counting of the expected attendance)

The counting of the expected attendance for each voting shall exclude the personnel below:

- (a) Personnel who take oversea business trips
- (b) Personnel who have position retained with pay (or without pay).
- (c) Personnel who are hospitalized due to illness.

- (d) Personnel who recuse due to conflicts of interest in pursuance of regulations.

#### Article 32 (Explanation for above or below)

The term “above” or “below” also includes the number or rank itself; the term “more than” does not include the number itself.

#### Article 33 (Review of jointly appointed and adjunct fellows)

The initial employment regulations of these Guidelines shall apply to the initial employment of jointly appointed research fellows from outside Academia Sinica. However, when the jointly appointed fellow is an outstanding research fellow, there is no need to go through the process of external review. The Council or the Academic Advisory Committee of each institute (preparatory office) and research center may vote on the case. Same as the voting system of appointment, after the case obtaining consent from more than 2/3 of all voting members, it shall be sent to the Divisional Appointment and Promotion Committee or General Appointment and Promotion Committee for review; When the jointly appointed research fellow is an academician, the case of initial employment shall be reported to the President of Academia Sinica for approval for employment after the consent from the Council of each institute (preparatory office) and research center where full-time research fellows above assistant research fellows vote to approve the case.

The cases of renewed employment and promotion of jointly appointed research fellows from outside Academia Sinica or the cases of initial employment, renewed employment and promotion of jointly appointed research fellows from outside Academia Sinica do not need to go through the process of external review. The Council or the Academic Advisory Committee of each institute (preparatory office) and research center shall vote to approve on the case according to the procedures below before report to the President of Academia Sinica for approval:

- (a) The cases of promotion of jointly appointed fellows from outside Academia Sinica and initial employment and promotion of adjunct fellows from outside Academia Sinica shall be voted as the voting system of appointment. After the passage of the case that requires more than 2/3 of eligible voters to present, and more than 2/3 of the present members to approve, it shall be reported to the President of Academia Sinica for approval for employment. However, when full-time research fellows of Academia Sinica resign and transfer to become adjunct fellows, the initial employment of theirs shall requires more than 2/3 of eligible voters to present, and more than 1/2 of the present members to approve.
- (b) The cases of renewed employment of jointly appointed and adjunct research fellows from outside Academia Sinica, shall be voted by full-time research fellows at the rank of assistant research fellow or above to approve, same as the voting system at regular meetings.
- (c) The cases of research fellows who are academicians shall be shall be voted by full-time research fellows at the rank of assistant research fellow or above to approve, same as the voting system at regular meetings.

#### Article 34 (Amendment and Commencement)

These Guidelines have been passed and amended by the General Assembly of Academia Sinica and approved and promulgated by the President of Academia Sinica.

Note: The Chinese text of these Guidelines shall be deemed the original. In the event of any dispute or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall control.