

## **Operational Regulations for Academia Sinica Administrative Units**

Amended at the 2<sup>nd</sup> General Assembly on June 25, 1962

Amended at the 1<sup>st</sup> General Assembly on March 22, 1984

Amended and Promulgated by Secretariat Document Number 09201967802 on July 2, 2003

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Amended and Promulgated by Secretariat Document Number 10505102031 on December 30, 2016 (Articles 18 and 19)

Amended and Promulgated by Human Resources Document Number 10705014121 on March 2, 2018 (Articles 7, 8, 14 to 29)

### **Section 1 General Provisions**

#### **Article 1**

The Operational Regulations for Academia Sinica Administrative Units (hereafter referred to as the “Regulations”) have been established in order to stipulate the operational duties of the General Assembly and various administrative units within Academia Sinica.

#### **Article 2**

These Regulations distinguish between the responsibilities of the General Assembly and those of the Central Office of Administration, based on the specific nature of their various duties.

## **Section 2 Duties of the Central Office of Administration**

### **Article 3**

The President of Academia Sinica is responsible for the overall affairs of Academia Sinica as well as providing direction and supervision to subordinate staff. The Vice-Presidents of Academia Sinica assist the President in managing various affairs.

### **Article 4**

The Secretary General receives instructions from the President of Academia Sinica to provide direction and supervision to staff of the Central Office of Administration who fulfill various administrative duties. The Deputy Secretary General assists the Secretary General in carrying out administrative duties.

### **Article 5**

Official documents for external use are to be signed and issued as follows:

Official documents pertaining to the entire institution of Academia Sinica must be signed by the President of Academia Sinica and issued by the Central Office of Administration. Official documents pertaining to general administrative affairs may be issued by the supervisor of the relevant unit. Official documents pertaining to matters of only secondary importance and related to Academia Sinica's Research Institutes, Preparatory Offices, and Research Centers shall be signed and issued by the heads of these departments.

### **Article 6**

All official documents within Academia Sinica must be signed by supervisors of the relevant departments or offices.

### **Article 7**

The Central Office of Administration includes the following departments:

Secretariat; General Affairs; Academic Affairs and Instrument Services; Information Technology Services; International Affairs; Intellectual Property and Technology Transfers; and Legal Affairs. The Central Office of Administration also includes the following offices: Personnel; Ethics; and Budget, Accounting and Statistics. The aforementioned departments and offices carry out the duties outlined in these Regulations, the Organization Act of Academia Sinica, and those assigned by superiors. Responsibilities are divided between various offices based on Academia Sinica's operational needs.

### **Article 8**

The Secretariat is responsible for the following tasks:

1. Word-processing and managing files and chops.
2. Making arrangement for the Convocation of Academicians, Academia Sinica Council, General Assembly and various other important meetings and elections.
3. Compiling annual policy plans and summaries of research achievements.
4. Drafting documents and reports.
5. Facilitating liaison and contact with the media and the Legislative Yuan.
6. Promoting popular science education, distributing the Academia Sinica weekly newsletter, and responding to email request services.
7. Matters delegated by the President of Academia Sinica.

### **Article 9**

The Department of General Affairs is responsible for the following tasks:

1. Matters pertaining to managing land, property, goods, vehicles, meeting rooms, dormitories, offices, and campus environment, all of which are under the purview of the Central Office of Administration.
2. Matters pertaining to construction projects, electrical and mechanical engineering projects, financial affairs, and procurement of various services, all of which are under the purview of the Central Office of Administration.
3. Management of workers at Academia Sinica.

4. Management and maintenance of equipment used for ensuring environmental safety as well as occupational health and safety.
5. Matters pertaining to occupational health and safety as well as medical care.
6. Construction and engineering work/projects directed by the Central Office of Administration.
7. Equipment, facilities, renovation and maintenance work managed by the Central Office of Administration.
8. Management of the Cashier Section, including payments and expenditures.
9. Operation and administrative management of dormitories under the purview of the Central Office of Administration.
10. Assisting each Research Institute, Research Center, and Preparatory Office with construction and maintenance projects, mechanical and electrical engineering projects, and building renovation projects.
11. Management, operation, and maintenance of facilities belonging to the National Biotechnology Research Park.
12. Matters delegated by the President of Academia Sinica.

## **Article 10**

The Department of Academic Affairs and Instrument Services is responsible for the following tasks:

1. Managing administrative affairs under the supervision of the Central Academic Advisory Committee.
2. Managing administrative affairs pertaining to academic development.
3. Managing administrative affairs pertaining to the review of academic performance, appeals, evaluation of research achievements, and publications.
4. Administrative affairs pertaining to peer review for the appointment of research staff.
5. Administrative affairs pertaining to academic exchange and collaboration.
6. Administrative affairs pertaining to the nurturing of top research talent.

7. Administrative affairs pertaining to national science and technology policies and academic development.
8. Administrative affairs pertaining to the review of cases involving academic ethics and integrity.
9. Matters pertaining to application processes for research projects and academic grants both within and outside of Academia Sinica.
10. Establishing, maintaining, and managing high value instruments at Academia Sinica.
11. Evaluating user efficiency of high value instruments at Academia Sinica.
12. Matters delegated by the President of Academia Sinica.

### **Article 11**

The Department of Information Technology Services is responsible for the following tasks:

1. Matters pertaining to the planning and management of applications of information technology at Academia Sinica.
2. Matters pertaining to the planning, promotion and training involved in the provision of general information services at Academia Sinica.
3. Matters pertaining to the planning, establishment, and operational maintenance of campus-wide information networks, computing, storage and other public information technology facilities at Academia Sinica.
4. Matters pertaining to information and communications technology (ICT) services such as ICT security and personal data protection.
5. Facilitating ICT services pertaining to academic research at Academia Sinica.
6. Automation of administrative work at Academia Sinica via ICT services.
7. Automation of library information services at Academia Sinica via ICT services.
8. Matters delegated by the President of Academia Sinica.

### **Article 12**

The Department of International Affairs is responsible for the following

tasks:

1. The Taiwan International Graduate Program (TIGP) and Degree Program (DP).
2. Facilitating international academic exchange and collaboration.
3. Matters pertaining to international science organizations.
4. Organizing the Academia Sinica Lecture Series.
5. Services for foreigners at Academia Sinica.
6. Hosting important international visitors at Academia Sinica.
7. Matters pertaining to Cross-Strait academic exchanges.
8. Matters delegated by the President of Academia Sinica.

### **Article 13**

The Department of Intellectual Property and Technology Transfers is responsible for the following tasks:

1. Matters pertaining to the management, promotion, use, maintenance, and revenue distribution of Academia Sinica's intellectual property.
2. Matters pertaining to industrial-academic cooperation projects at Academia Sinica.
3. Commercialization and development of research at Academia Sinica, technology transfers, collaboration for incubation and counseling for start-up companies, management of incubation centers and related matters such as personnel training.
4. Matters delegated by the President of Academia Sinica.

### **Article 14**

The Department of Legal Affairs is responsible for the following tasks:

1. Handling legal affairs concerning Academia Sinica, advising on the enactment and revision of its bylaws and other legal regulations relating to Academia Sinica, and pursuing legal remedies.
2. Providing legal advice on intellectual property related matters.
3. Managing the administration of conflicts of interest.
4. Reviewing contracts and handling disputes arising thereunder.
5. Matters delegated by the President of Academia Sinica.

### **Article 15**

The Personnel Office is responsible for personnel matters at Academia Sinica.

### **Article 16**

The Ethics Office is responsible for ethical matters at Academia Sinica.

### **Article 17**

The Budget, Accounting and Statistics Office is responsible for matters related to Academia Sinica's annual budget, accounting and statistics.

### **Article 18**

The Central Office of Administration utilizes a decentralized system whereby responsibilities are delegated to various internal units at different levels, based on the detailed chart of responsibilities.

## **Section 3 General Assembly**

### **Article 19**

The General Assembly is comprised of the following members: President and Vice-Presidents of Academia Sinica; Directors of Academia Sinica's Research Institutes, Preparatory Offices, and Research Centers; Executive Secretary of the Central Academic Advisory Committee, Secretary General; 21 certified research staff representatives of Academia Sinica (hereafter referred to as "research staff representatives").

The above-mentioned research staff representatives are comprised of seven representatives from each of the following three Divisions: Mathematics and Physical Sciences; Life Sciences; and Humanities and Social Sciences.

## **Article 20**

The General Assembly's research staff representatives are elected as follows: each Research Institute, Preparatory Office, and Research Center shall nominate one candidate through a democratic process. Research staff may also register themselves to run as candidates for research staff representatives of their respective Divisions. All research staff of each Division shall then vote to elect research staff representatives by voting for no more than two candidates, with candidates receiving the highest number of votes elected as research staff representatives. In circumstances where candidates receive an equal number of votes, representatives shall be chosen by drawing lots.

Once each Division has reached its prescribed quota of research staff representatives, reserve representatives shall be chosen according to the highest number of votes received. In cases where a research staff representative seat falls vacant, reserve representatives of that Division shall substitute for them.

Research staff representatives shall serve a term of two years, and may be re-elected for one term only.

## **Article 21**

The following individuals are entitled to vote for as well as stand for election as research staff representatives of the General Assembly:

1. Full-time, certified research staff at Academia Sinica who have completed appointment procedures by December 31 of the previous year and still have a valid contract with Academia Sinica.
2. Individuals who are jointly employed by Academia Sinica and other institutions but receive salary from Academia Sinica.
3. Individuals whose sabbatical leave has been approved within the academic year but have not gone abroad.

The following individuals are not eligible to vote in, but remain eligible to run for election as research staff representative of the General Assembly:



1. Individuals who are jointly employed by Academia Sinica and other institutions (but do not receive salary from Academia Sinica), yet will receive salary from Academia Sinica at the time they assume the position of research staff representative.
2. Individuals who have temporarily transferred to other institutions (including state-owned and private enterprises), and do not currently receive salary from Academia Sinica, yet will have returned to their original posts at Academia Sinica upon assuming their position of research staff representative.
3. Individuals who have been granted leave to go abroad but will have returned to Taiwan by the time they assume their position as research staff representative.

The eligibility of Academia Sinica research staff representatives shall immediately become void should they leave their position at Academia Sinica during their term of office as representatives, transfer to other organizations, or leave Taiwan for longer than half a year.

## **Article 22**

The President of Academia Sinica presides over the General Assembly. If the President is unable to attend a General Assembly meeting, one Vice-President of Academia Sinica shall be appointed to represent the President.

## **Article 23**

The General Assembly enacts the following regulations:

1. Operational Regulations for Academia Sinica Administrative Units.
2. Guidelines for the Review of Initial Appointment, Renewed Appointment, Promotion, or Appointment as Distinguished Research Fellow.
3. All regulations required to be passed by the General Assembly.

The following matters must be brought before the General Assembly for deliberation, examination and approval:

1. The Organization Act of Academia Sinica, as well as preliminary review of all amendments to regulations therein.
2. The establishment of Research Institutes and Research Centers, as well as the preliminary review of their organization and reform.
3. The establishment of buildings, offices, technology centers, research stations and thematic research centers belonging to Academia Sinica's Research Institutes, Preparatory Offices and Research Centers.
4. Approval of appointments for Distinguished Research Fellows.
5. Approval of eligibility criteria and qualifications for all research staff above the position of Assistant Research Fellow.
6. All committees established for the operational needs of the General Assembly.
7. Important matters that impact the rights and privileges of all individuals employed at Academia Sinica.
8. Matters delegated by the President of Academia Sinica.

#### **Article 24**

In principle, meetings of the General Assembly are held once every three months. Interim meetings of the General Assembly may be held when necessary.

Each administrative section of Academia Sinica may submit proposals to the General Assembly in accordance with related regulations. All other proposals submitted for deliberation must be: 1) Endorsed by co-signatures of at least one-tenth of its members; and, 2) Submitted to the Secretariat at least 14 days prior to the upcoming General Assembly meeting so as to be included in the agenda. Interim proposals must be endorsed by co-signatures of at least one-fifth of the General Assembly's members.

#### **Article 25**

At least one-half of the members obliged to attend any given General Assembly meeting must be present in order to constitute a quorum.

When research staff representatives are unable to attend General Assembly meetings, they may submit a written request for a reserve research staff representative to attend on their behalf. Administrative heads of Academia Sinica may request their deputies to represent them on their behalf. One substitute representative can only represent one individual at a time.

#### **Article 26**

General proposals must be approved by more than one-half of the members who attend the meeting. When the qualifications of any given research fellow are presented before the General Assembly for deliberation, all research staff representatives of lower rank than the researcher in question should abstain from discussions.

#### **Article 27**

All resolutions passed by the General Assembly must be submitted to the President of Academia Sinica for approval prior to implementation.

#### **Article 28**

The organization and duties of the Academia Sinica Personnel Committee shall be established in separate regulations.

#### **Article 29**

These regulations are effective as of March 2, 2018.