

# **Guidelines for Recruiting Consultants, Visiting Specialists, and Scholars at Academia Sinica**

Passed by the Third Council of Academia Sinica on May 15, 2008  
Approved by the President of Academia Sinica on June 16, 2008  
Amended on January 30, 2015  
Amended on May 9, 2018  
Amended on August 12, 2019  
Amended on September 17, 2021

- 1.** These Guidelines have been established to outline the terms and conditions for recruiting specialists and eminent domestic/overseas scholars to participate in vital research and management tasks as well as academic development planning at Academia Sinica.

## **2 Recruitment Candidates and Qualifications**

Outstanding scholars and specialists from the industry, the government, or the academia may be recruited regardless of their nationality. Recruitment candidates include Distinguished Visiting Chairs for Nobel Laureates and Equivalent Prize Honorees, Distinguished Visiting Chairs/Consultants, Visiting Professors, Visiting Associate Professors, Visiting Assistant Professors, or Visiting Specialists. These recruitment categories are based on Legislative Yuan and Ministry of Science and Technology regulations.

In addition to research experience in their respective fields with proof of qualification, candidates should meet the following requirements:

- (a) Distinguished Visiting Chairs for Nobel Laureates and Equivalent Prize Honorees: Nobel Laureate, National Academy Fellow, or holding equivalent global academic honor as stipulated by the General Assembly.
- (b) Distinguished Visiting Chairs/Consultants: Candidate must meet one of the following criteria:
  - (1) Internationally recognized professor with publications during the past five years serving at a renowned domestic or overseas university.
  - (2) Internationally renowned specialist or scholar who is highly regarded in academia.
  - (3) Outstanding accomplishments in applied science or technology and similar work experience.
- (c) Visiting Professors: Qualified professor or distinguished specialist/scholar.
- (d) Visiting Associate Professors: Qualified associate professor or distinguished specialist/scholar.
- (e) Visiting Assistant Professors: Qualified assistant professor at a university or assistant research fellow at a research institute, with esteemed research results published during the past three years.
- (f) Visiting Specialists: Candidate with specialized skills and experience in research development and/or management at a technology institute.

## **3 Application Materials**

The recruiting unit should submit the following documents to Academia Sinica for review:

- (a) Minutes of one of the following meetings: Institute (Preparatory Office) or Research

Center Council, or the Central Administrative Office Permanent Review Committee for Recruited Consultants, Visiting Specialists and Scholars

- (b) Recruitment rationale,
- (c) Work plan,
- (d) Diploma and proof of work experience (photocopy),
- (e) Curriculum vitae and representative publications,
- (f) Other supporting documents

All documents should be submitted for review two months prior to the commencement of recruitment as outlined in Article 4.

#### **4. Review Procedures**

Review procedures for the recruitment of consultants, visiting specialists, and scholars are as follows:

- (a) Initial Review: Appointment periods and remuneration should be reviewed by the relevant Institute (Preparatory Office) Council or Research Center Council or the Central Administrative Office Review Committee for Recruited Consultants, Visiting Specialists and Scholars.
- (b) The Central Administrative Office Permanent Review Committee consists of the Secretary General (convener), the Executive Secretary of the Central Academic Advisory Committee, and directors from each unit at the Central Administrative Office (including the Accounting Office, the Personnel Office, and the Ethics Office).
- (c) Secondary Review: The recruitment proposal should be forwarded to the AS Review Committee for Recruited Consultants, Visiting Specialists and Scholars for review, followed by final submission to the Academia Sinica President for approval and appointment.

#### **5. Appointment Periods**

Appointment periods are for two years, renewable according to research performance and work requirements by the relevant Institute (Preparatory Office) Council or Research Center Council and the Central Administrative Office.

#### **6. Remuneration and Budget**

Recruited personnel should be paid in accordance with the attached “Payment Standards for Consultants, Visiting Specialists and Scholars Recruited by Academia Sinica”.

Recruiting units should budget the necessary funds for recruitment.

If the recruited individual is a retiree of government agencies or public schools, he/she should not receive remuneration of more than the basic wage, and the full period of appointment should not exceed six years. However, the aforementioned restrictions will not apply if the recruited individual is performing essential planning and management work at Academia Sinica.

- 7. During the appointment period, recruited personnel may go abroad for special reasons (e.g. overseas conference, field research, or project execution) for up to three weeks with approval from the recruiting unit (excluding public holidays). If the appointment is less than one year, the days permitted abroad should be calculated on a pro rata basis.

For longer trips abroad, remuneration will not be made for days exceeding three weeks. However, exceptions may be made where specific research work requires an extended period abroad, with approval obtained from the recruitment unit and reported to Academia Sinica.

- 8.** Changes in recruitment conditions such as the appointment period of recruited personnel must be submitted to Academia Sinica for review and approval.
- 9.** The recruiting unit should sign the “Agreement for Visiting Personnel(s) of Academia Sinica” with the recruited individual. The intellectual property rights resulting from research during the recruitment may be negotiated and specified in contracts signed by both parties, including the ownership, application and other relevant issues. The contract should comply with the Regulations for Ownership and Utilization of Scientific and Technological Research and Development Achievements of Academia Sinica.
- 10.** Personal research funds, laboratory space or equipment will not be provided. Recruited personnel may join the full-time faculties at Academia Sinica in conducting research projects subsidized or commissioned by institutes within or outside Academia Sinica.
- 11.** Should recruited personnel be involved in academic ethics violations, their cases will be processed according to the “Guidelines for the Establishment and Operation of Ethics Committees at All Levels, Academia Sinica.”
- 12.** These Guidelines and amendments thereof have been approved by the General Assembly, and approved and promulgated by the Academia Sinica President.

Payment Standards for Consultants, Visiting Specialists and Scholars Invited by Academia Sinica

Amended on January 30, 2015  
 Amended on May 9, 2018  
 Amended on August 12, 2019  
 Amended on September 17, 2021

Standards  Category	Remuneration (including living costs) (in NT dollars)			Airfares	Insurance Premiums	Domestic Transportation Expenses
	Daily Rate	Monthly Rate		Cabin Class Reimbursement Standard		
	Appointment period within 3 months	Appointment period over 3 months but less than 1 year	Appointment period over 1 year			
Distinguished Visiting Chairs for Nobel Laureates and Equivalent Prize Honorees	Up to NT\$14,260	Up to NT\$304,395	Up to NT\$275,405	Up to first class	Reimbursement for 65 % of insurance premiums for invited foreign personnel the insurance for international science and technology cooperation personnel; maximum insured amount NT\$4,000,000.	Reimbursement for one roundtrip from a domestic airport and monthly domestic transportation expenses. Receipts required for reimbursement.
Distinguished Visiting Chairs/ Consultants	Up to NT\$10,695	Up to NT\$231,920	Up to NT\$217,425	Up to business class		
Visiting Professors	Up to NT\$8,915	Up to NT\$188,435	Up to NT\$173,945	Economy class for flights under 4 hours; up to business class for flights over 4 hours.		
Visiting Associate Professors	Up to NT\$7,130	Up to NT\$144,950	Up to NT\$130,460	Economy class		
Visiting Assistant Professors	Up to NT\$5,350	Up to NT\$101,365	Up to NT\$87,035	Economy class		
Visiting Specialists	Up to NT\$8,915	Up to NT\$188,435	Up to NT\$173,945	Economy class		

Remarks:

1. Only overseas scholars are eligible for air travel reimbursement. Higher cabin class or higher living expenses may be reimbursed for special reasons and with approval obtained from Academia Sinica.
2. Number of flight tickets eligible for reimbursement is as follows:
  - (1) If the appointment period is less than three months, only one roundtrip flight for the invited person will be reimbursed. Exceptions may be made for special reasons if the person needs to take more trips. Approval may be obtained from AS for reimbursement of up to two roundtrip flights.
  - (2) If the appointment period is over three months but less than one year, one roundtrip flight for the invited person and their spouse will be reimbursed.

- (3) If the appointment period is over one year, one roundtrip flight for the invited person, their spouse, and two children under age 18 will be reimbursed.
- (4) If the invited person has worked in Taiwan for five consecutive years or more, one roundtrip flight will be reimbursed every five years for visits home, with maximum reimbursement of NT\$30,000 for each visit.
3. Persons appointed for two years or more will be granted relocation expenses of US\$2,000 if they move to Taiwan with family, or US\$1,000 if they move without family. Only overseas scholars are eligible for relocation expenses, which include excess baggage fees.
4. Remunerations may be granted on the basis of academic and work experiences, academic stature, special skills, and recent publications. The recruiting unit should submit remuneration proposals for review in accordance with these standards, which will be disbursed upon approval.
5. Invited persons may request the recruiting unit to procure insurance coverage during the appointment period if they are not qualified for labor insurance or national health insurance and not covered by any other personal insurance. This is based on the insurance for personnel cooperating in international science and technology.
6. All domestic transportation expenses included in these standards are subject to the “Directions of the Domestic Travel Allowance Disbursement.”