

Employment Review Guidelines for Academia Sinica Research Specialists

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1. These Guidelines have been established in accordance with Article 18 of the Organization Act of Academia Sinica, to raise academic research quality, promote research achievement, and protect the work rights of research specialists.
2. The purpose of setting up research specialists in Academia Sinica is to provide technical services or research and development, and to be responsible for one of the following tasks:
 - (a) The service, management, and maintenance of the exclusive facility platform or specific technical specialty of Academia Sinica or each research institute (preparatory office) and research center, taking into account the service quality and the sophistication of the technical platform.
 - (b) Maintenance operations, technology research and development and application of high-tech precision instruments in Academia Sinica, or design, manufacture, and develop experimental software and hardware technologies, and support relevant research units developing projects that demand high-tech equipment and technology.
3. Research specialists at all levels in Academia Sinica must have one of the following qualifications, indicated by position:
 - (a) Research Technician:
 - (a) Possess a bachelor's degree or equivalent academic certificate, with excellent grades.
 - (b) Graduated from a junior college, with excellent grades, have engaged (for more than four years) in research, professional occupations or positions related to the subject studied, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.
 - (b) Assistant Research Specialist:
 - (1) Possess a doctorate degree or equivalent, with excellent grades.
 - (2) Possess a master's degree or equivalent academic certificate, with excellent

grades, have been engaged (for more than two years) in research, specialized occupations or positions related to the subject studied, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.

(3) Possess a bachelor's degree or equivalent academic certificate, with excellent grades, have engaged (for more than four years) in research, professional occupations, or positions related to the subject studied, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.

(4) Have worked as a research technician for more than four years, with excellent grades, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.

(c) Associate Research Specialist:

(1) Possess a doctorate degree or equivalent academic certificate, with excellent grades, have been engaged (for more than four years) in research, professional occupations or positions related to the subject of study, and have specialized works or technical reports (including technical finished product) or professional service experience appropriate for the indicated position.

(2) Have served as an assistant research specialist for more than four years, with excellent grades, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.

(4) Senior Research Specialist:

a. Possess a doctorate degree or equivalent academic certificate, have engaged (for more than eight years) in research, professional occupations or positions related to the subject studied, and have specialized works or technical reports (including technical products) or professional service experience appropriate for the indicated position.

b. Have worked as an associate research specialist for more than four years, with excellent grades, and have specialized works or technical reports (including technical finished products) or professional service experience appropriate for the indicated position.

4. In order for the council of each research institute (preparatory office), research center, or the academic advisory committee of each research institute (preparatory office) to handle the review matters set out in these Guidelines, an employment review team shall be set up to conduct an initial review.

Each employment review team is to be composed of five to nine committee members

from inside and outside Academia Sinica, with one being the convener. The council or the academic advisory committee of the research institute (preparatory office) or research center will determine the method by which committee members are selected. The convener must be a research staff of Academia Sinica.

When a research institute's preparatory office or research center has seven or more researchers of the rank of Assistant Research Fellow or above, its academic advisory committee may authorize the council of preparatory office or research center to handle the review matters stipulated in these Guidelines.

5. In order to review the personnel review decisions made by each research institute (preparatory office) and research center in accordance with these Guidelines, Academia Sinica shall set up a Review Committee on Research Technical Personnel and the President of Academia Sinica shall recruit nine to thirteen members with academic status or experience from inside or outside the academy as committee members. The ratio of either gender of the committee members shall not be less than one-third. The convener and deputy convener shall be elected by the members. Committee members are unpaid, except those from outside Academia Sinica who may receive a review fee.
6. When reviewing the employment case of research specialists, the candidate's professional service content, professional achievements, and related administrative performance shall be reviewed. The technical ability of the candidate to support a research project and the ability to develop new research equipment, new experimental methods, and innovative technologies should be listed as important considerations. The candidate's contribution to the public affairs of Academia Sinica may also be included in the review.
7. New employment cases shall be handled by each research institute (preparatory office) and research center in accordance with these Guidelines after public recruitment.

The review of the employment review team of each research institute (preparatory office) and research center shall be approved by the attendance of more than two-thirds of the total members and the consent of more than one-half of the members present.

For new employment cases that have passed the initial review referred to in the preceding paragraph, the employment review team shall immediately draw up a list of reviewers. At least three reviewers are required for each new employment case, and the reviewers must be scholars and experts related to the candidate's professional and technical fields.

After the reviewers are confirmed, the convener of the employment review team shall send the candidate's personnel information, specialized works or technical reports

(including technical finished products) or professional service performance, future expected professional service content and service plan to the director of the institute (preparatory office) and research center, who will, in turn, submit for review.

8. The convener of each research institute (preparatory office) and research center's employment review team shall send to the director of the institute (preparatory office) and research center the number of people to be reviewed, the results of the initial review by the recruitment review team, the personal information of the candidates and the results of the review for the new employment cases.

The director of the institute (preparatory office) and research center should submit each new employment case to the council or academic advisory committee of the research institute (preparatory office) and research center for discussion as soon as possible, and provide all materials to all the research staff at the institute (preparatory office) and research center for reading.

9. When discussing new employment cases at the council or academic advisory committee of the research institute (preparatory office) and research center, researchers at the level of Assistant Research Fellow or above and research specialists at the level of Assistant Research Specialists may participate in the discussion. Research technical staff should withdraw, however, when voting.

Voting at the council or academic advisory committee of the research institute (preparatory office) and research center referred to in the preceding paragraph shall be done by secret ballot; the case is approved when more than two-thirds of those with voting rights are present and more than half of the attendees agree.

10. After the council or academic advisory committee of the research institute (preparatory office) and research center approves a new employment case, the director of the institute, (preparatory office) and research center shall submit the candidate's information, job description, review opinion, reviewer list and opinion letters from the director of the institute, (preparatory office) and research center to the Review Committee on Research Technical Personnel for review.

11. Before the convener of the Review Committee on Research Technical Personnel holds the employment review meeting, the personnel information, specialized works or technical reports (including technical finished products) or professional service performance, job description and other relevant materials of the candidate shall be submitted to committee members for reference.

The Review Committee on Research Technical Personnel may also form a special committee for new employment cases, draw up a list of reviewers, and submit it to the reviewers for review.

If the members of the Review Committee on Research Technical Personnel have doubts about a new employment case, they may, with the consent of the committee

convener, request the director of the institute (preparatory office) and research center who made the proposal to provide a supplementary explanation in writing within a definite time.

12. After consideration by the Review Committee on Research Technical Personnel, a secret ballot may be held on a new employment case. A case is passed when more than two-thirds of the total number of members are present and more than half of those members present approve.

When a new employment case is approved by the Review Committee on Research Technical Personnel, the convener of the committee shall immediately request that the President of Academia Sinica offer an appointment.

If a new employment case is not approved by the Review Committee on Research Technical Personnel, the convener of the committee shall immediately notify the research institute (preparatory office) and research center of the review result and reasons; the research institute (preparatory office) and research center may apply to the committee for reconsideration.

13. If a new employment case of a research institute (preparatory office) and research center has special circumstances and urgently needs approval, it may be decided by the council or academic advisory committee of the research institute (preparatory office) and research center, with the director of the research institute (preparatory office) and research center stating the specific reasons, and approved by the convener of the Review Committee on Research Technical Personnel, before requesting that the President of Academia Sinica approve the appointment.

14. For candidates who do not meet the qualifications specified in Article 3 of these Guidelines but have made special contributions to research technology, their new employment and promotion cases shall be handled according to the review procedures of these Guidelines. When voting at the council or academic advisory committee of the research institute (preparatory office) and research center and Review Committee on Research Technical Personnel, more than two-thirds of the total number of participants must be present and more than two-thirds of the participants must vote to pass.

15. The initial employment period of the newly employed research specialists of Academia Sinica is two years, and those who pass the assessment and want continued employment may be renewed for four years at a time.

Research specialists whose promotions are approved will receive a four-year employment period. Those who pass the assessment and have a need for renewal after the expiration of the term may be renewed for four years at a time.

Applications for renewal should be submitted one year before the expiry of the

employment period, and the Personnel Office of Academia Sinica will notify applicants of the processing period.

If the research specialists are not re-employed or voluntarily give up the renewal after the expiry of the employment term, they may apply for an extension of the employment term for one year or apply for dismissal. No promotion or renewal is allowed during the extension period, and dismissal is not allowed after the extension period expires.

16. Research specialists who meet the qualifications listed in Article 3 may apply for promotion, or may simultaneously apply for renewal and promotion, before the expiration of their employment period.

17. After receiving the application materials, the employment review team of each research institute (preparatory office) and research center for renewal or promotion shall send the materials to at least three relevant scholars and experts for review. The application materials referred to in the preceding paragraph include the candidate's personnel information, specialized works or technical reports (including technical finished products) or professional service performance, the content and service plan of professional services expected to be provided in the future, service satisfaction survey results, or evaluation letters from direct supervisors.

18. After receiving the review comments from the reviewers referred to in the previous article, the employment review team may anonymously copy the summary of the review comments to the candidate for defense.

For a renewal or promotion, the employment review team should consider relevant materials, write a comprehensive report, and send it to the director of the institute (preparatory office) and center for reference at the council or academic advisory committee of the research institute (preparatory office) and research center.

19. After the director of the institute (preparatory office) and center receives the report referred to in the previous article, they should submit the renewal or promotion case to the council or academic advisory committee of the research institute (preparatory office) and research center for discussion as soon as possible. The provisions of Paragraph 2 of Article 8 and Article 9 apply here.

After the council or academic advisory committee of the research institute (preparatory office) and research center approves a renewal case, the director of the institute (preparatory office) and center should immediately compile the candidate's information, job description, review opinion, and list of reviewers. This compilation should include a letter of opinion from the director of the institute (preparatory office) and center. The director should then request the President of Academia Sinica to offer the appointment.

After the council or academic advisory committee of the research institute (preparatory office) and research center approves a promotion case, the director of the institute (preparatory office) and center should compile the candidate's information, job description, review opinion, and list of reviewers. This compilation should include a letter of opinion of the director of the institute (preparatory office) and center. The director should then submit the compilation to the Review Committee on Research Technical Personnel for review. The provisions of Articles 11 and 12 apply to the review procedures.

20. If a renewal or promotion of a research specialist is not approved by the research institute (preparatory office) or research center, the candidate may appeal to the Review Committee on Research Technical Personnel of Academia Sinica. If a promotion case of a research specialist is not approved by the Review Committee on Research Technical Personnel, the candidate may appeal to the President of Academia Sinica, and the President will appoint a Vice President to set up an appeal committee to handle the case.

The filing of the appeal referred to in the preceding paragraph shall be made within one month of the day of the rejection notice. If the appeal is not made within the time limit, the decision on disapproval of renewal or promotion will be finalized.

21. The Review Committee on Research Technical Personnel shall be held within one month after receiving the appeal.

After more than two-thirds of the total members of the Review Committee on Research Technical Personnel are present, and more than half of the attending members agree, a special committee shall be formed to draw up a list of reviewers and send the list to the reviewers for review as soon as possible. The drafting of the list of reviewers shall be done consistent with the provisions of Paragraphs 3, 4, and 5 of Article 12 of the Guidelines for the Review of Initial Employment, Renewed Employment, Promotion or Distinguished Employment of Research Fellows of Academia Sinica.

If an appeal is not approved by more than half of the attending committee members referred to in the preceding paragraph, the decision of the council of research institute (preparatory office) and research center shall be finalized.

After receiving the review opinions of the special committee referred to in the second paragraph, the Review Committee on Research Technical Personnel shall discuss and vote by secret ballot. When voting, more than two-thirds of the total number of members must be present, and more than two-thirds of the members present must agree to change the decision of the council of research institute (preparatory office) and research center.

If an appeal passes the vote referred to in the preceding paragraph, the convener of

the Review Committee on Research Technical Personnel shall immediately request approval from the President of Academia Sinica. If an appeal is rejected, the decision of the council of research institute (preparatory office) and research center shall be finalized.

The Review Committee on Research Technical Personnel shall make a decision on an appeal within three months from the date of receiving the appeal, and it may be extended for two months if necessary. The resolution of the appeal shall be indicated in writing to the complainant and to the institute (preparatory office) and research center.

22. The appeal committee shall meet within one month after the President receives the appeal.

After more than two-thirds of the total members of the appeal committee are present, and more than one-half of the members present agree, they shall form a special committee, draw up a list of reviewers, and send it to the reviewers for review as soon as possible. The drafting of the list of reviewers shall be done consistent with the provisions of Paragraphs 3 and 5 of Article 12 of the Guidelines for the Review of Initial Employment, Renewed Employment, Promotion or Distinguished Employment of Research Fellows of Academia Sinica.

If the appeal fails to receive the approval of more than half of the attending committee members referred to in the preceding paragraph, the decision of the research and technical personnel employment review committee shall be finalized. After the appeal committee receives the review opinions of the special committee, it shall discuss and vote by secret ballot. When voting, more than two-thirds of the total number of members must be present, and more than two-thirds of the members present must agree in order to change the decision of the Review Committee on Research Technical Personnel.

If an appeal of a promotion case passes the vote referred to in the preceding paragraph, the convener of the appeal committee shall immediately request that the President of Academia Sinica offer the appointment. For those not approved by the vote referred to in the preceding paragraph, the decision of the Review Committee on Research Technical Personnel shall be finalized.

The appeal committee shall make an appeal decision within three months from the date the president receives the appeal, and an extension of two months may be granted if necessary. The resolution of the appeal shall be indicated in writing to the complainant and to the institute (preparatory office) and research center.

23. In the case of new employment, renewal or promotion of research specialists who provide services to Academia Sinica in its entirety, the employment unit shall set up an employment review team, and the committee and supervisors designated by

Academia Sinica shall be in charge of the matters that shall be handled by the council of the research institute (preparatory office) and research center and by directors of institute (preparatory office) and center.

The identification of research specialists serving Academia Sinica in its entirety and their employment units shall be announced by Academia Sinica.

24. The scale of positions for research specialists shall be determined separately by Academia Sinica.
25. The calculation of the number of people present for each vote shall exclude the following persons:
 - (1) Those who go abroad for business trips.
 - (2) Those who maintain their jobs with or without pay.
 - (3) Those who are hospitalized due to illness.
 - (4) Those who avoid according to regulations.
26. The term “above” or “below” shall include the given figure or rank; the term “more than” shall exclude the given figure or rank.

Note: Should a conflict between the Chinese and English versions of these regulations arise, the Chinese version prevails.