



高雄醫學大學

KAOHSIUNG MEDICAL UNIVERSITY

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Integrity 誠信、Intelligence 智慧、Innovation 創新
Integration 整合、Internationalization 國際化、Impact 影響力

Starter Guide for New Full-time Faculty



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01 Frequently Used Systems

Path: [KMU Official Website](#) → click **【Faculty & Staff】**



高雄醫學大學
Kaohsiung Medical University

ABOUT KMU ACADEMIC ADMINISTRATION RESEARCH ADMISSIONS REGULATIONS

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Faculty & Staff

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- ▶ KMU Wiki
- ▶ KMU Faculty Union (Ch)
- ▶ IRS (Ch)

✓ [KMU Information Service System](#)

✓ [KMU Webmail](#)

✓ [Official Document System \(Ch\)](#)

✓ [Regulations \(Ch\)](#)



02 Rights and Obligations

Faculty Appointment Rules

- ✓ **Appointment Duration**: Initial appointment: 1 year; Renewal: 1 year for the first renewal and 2 years per renewal from the third year onward.
- ✓ **Three-Year Evaluation**: Faculty members must undergo evaluation according to the university's faculty evaluation regulations.
- ✓ **Promotion Time Limits**: Lecturer must be promoted within 6 years. Assistant Professor must be promoted within 7 years. Associate Professor must be promoted within 8 years. Extensions are granted for exceptional circumstances but only for two years at most.
- ✓ **Teaching Hours**: Professors: Minimum 8 hours per week. Associate Professors and Assistant Professors: Minimum 9 hours per week. Lecturers: Minimum 10 hours per week.
- ✓ **Part-time Position Outside KMU**: Full-time faculty members may not hold other positions or teach outside the university unless the president approves. If approved, external teaching is limited to 4 hours per week.
- ✓ **Employment Confirmation**: Faculty must sign the employment contract and return it to the HR office within two weeks. Failure to do so will be considered as declining the appointment.



02 Rights and Obligations

Faculty Evaluation ([Faculty E-portfolio System](#))

- ❑ **Faculty of all ranks** must undergo evaluation every three academic years based on **Teaching, Research, and Guidance & Service**.
 - ❑ Faculty failing the evaluation must undergo re-evaluation in the following academic year and shall not be eligible for salary increase and grade advancement, off-campus part-time employment, additional teaching assignments, or applications for sabbatical or domestic and overseas further studies. Those who **fail the re-evaluation for two consecutive academic years, except in cases where an extension of the evaluation period is permitted under pertinent regulations** (an extension of one academic year may be applied for, with a maximum of two extensions), may be subject to dismissal or non-renewal of appointment following the procedures of the departmental faculty evaluation committee.
 - ❑ Faculty members who are promoted shall have their **evaluation period recalculated from the date of promotion**. However, if a promoted faculty member seeks an administrative remedy, they shall still undergo evaluation during the remedy period. The evaluation period shall be recalculated only after the Ministry of Education approves and issues the certification.
- ❑ **Minimum Passing Criteria:**
 - ✓ **Teaching:** 70 points over three years
 - ✓ **Research:** 65 points over three years
 - ✓ **Guidance and Service:** 30 points over three years
 - ✓ **Overall score** (weighted proportionally): Minimum of 65 points
 - ✓ **Faculty who have not conducted research projects within three years must apply for at least two research, teaching, or service projects.**



02 Rights and Obligations

HR Office Website



Faculty Rights
and Obligations
Section



03 Benefits

Birthday Gift

NT\$500 for **faculty on the established staff and project teachers** during their birthday month.

Employee Travel Subsidy

The scope and standards are subject to annual announcements.

Medical Benefits

The scope and standards of preferential medical treatment are subject to the regulations of affiliated institutions and related businesses

Applicable to :

- Faculty on the established staff** and their dependents
- Project teachers**

EMPLOYEE
BENEFITS

Childbirth Allowance/ Childbirth Incentive

[T.1.8.02.Benefit Subsidy Application](#)

Faculty & staff on the established staff or their spouses:

First child: NT\$2,000, Second child: Additional NT\$1,000, Third child or more: Additional NT\$2,000

Project teachers or their spouses:

First child: NT\$2,000, Second child: NT\$3,000, Third child or more: NT\$4,000

Child Education Subsidies

[T.1.8.01.Children's Education Subsidy Application](#)
(Apply according to the announced schedule)

Faculty on the established staff: applicable to full-time enrolled children attending educational institutions recognized by the Ministry of Education, from kindergarten to university (below graduate level)

Childcare Subsidy

[T.1.8.04.Childcare Subsidy Application](#)

Faculty on the established staff and project teachers: NT\$1,000 per child per month for children under six years old

For more benefits and details please refer to [Regulations on Faculty and Staff Welfare](#)

04 Salary Overview



Beginning teachers' salaries should start from the minimum salary scale of the rank they are hired for (\$330 for assistant professors and lecturers with doctoral degrees)

Base Salary + Academic Research Allowance + Meal Allowance NT\$500):

Professor	Associate Professor	Assistant Professor	Lecturer
NT\$115,770~133,810	NT\$93,110~113,540	NT\$81,750~102,920 Doctoral Degree Holder NT\$82,860	NT\$63,430~87,580

- ✓ Full-time faculty members receive their salaries on a monthly prepaid basis, with the salary for the current month disbursed on the 1st of each month. ◦
- ✓ Faculty members who have previously served as faculty on the established staff at public or private universities in Taiwan or as project teachers at KMU (excluding project teaching contract personnel), whose prior service is equivalent to their current position level and whose performance was excellent, and whose qualifications have been officially approved by the Ministry of Education, shall be granted one salary grade advancement for each full academic year of teaching experience.
- ✓ The recognition and salary grade advancement for prior full-time service at private institutions in Taiwan or abroad shall be processed following the Ministry of Education's Regulations on the Recognition and Salary Advancement for Teachers' Prior Work Experience.



05 Attendance Regulations

Essential Information for Leave Requests

According to Article 12 of the Leave Regulations for Faculty and Staff of KMU, requests must be submitted at least three days in advance, with the reason for the leave stated. Retroactive leave requests must be submitted within three days of the event, with the reason documented in the "Reason for Failure to Submit Three Days Before" field.



Before the first leave request, new faculty must:

- Assign a proxy in the system via [T.1.2.03.Substitute maintenance for leave](#)
- Set up the leave approval workflow via [T.1.2.04.Leave request online review process setting](#) (please refer to [the Leave Approval Levels for KMU Faculty & Staff](#))



Leave request system:

- Full-day/Half-day Leave: use [T.1.2.05.Leave Request\(by day\)](#)
- Hourly Leave: use [T.1.2.15.Leave Request\(by hour\)](#)



Governing Regulation: [Leave Regulations for Faculty and Staff](#)

For more information, please refer to the [HR webpage on Leave Request](#) [Leave Entitlement](#)

06 Start-up Funds and Project Grants

Start-up Funds

The Secretariat will announce the application schedule every academic year, and the department to which the new faculty member belongs shall assist in applying within the designated timeframe.



Subsidy Principle

1 ▶ One-time funding

2 ▶ Covers office furniture (desk, chair, file cabinet) and desktop computers, which are only available if the unit lacks existing equipment
The specifications are uniformly set by the Office of General Affairs
To be reimbursed per the accounting procedures and relevant laws and regulations of KMU

Person in charge: Secretariat Ms. Ya-Ting Liang (Ext. 2102)



06 Start-up Funds and Project Grants

Project Grants



Eligibility

New faculty (within two years of appointment) at the assistant professor level or higher.
Must provide proof of applying for government-funded research projects.



Application Deadlines

Submit an application form in triplicate and the research results of the past five years to the Academic Research Division of the Research Development Office by the end of February or September each year.



Grant Amount

NT\$300,000 ~
NT\$500,000



Person in charge: Office of Research and Development Ms. Shu-Chen Chen(Ext. 2340)



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sexual harassment
cases, faculty
evaluation
committee matters,
supervising division
affairs

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faculty secondments,
new faculty onboarding,
administrative appointments

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employee recruitment, onboarding,
orientation, training and departure,
job rotation application, teacher' s
In-service training during Winter or
Summer Vacation

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faculty appointment and departure,
sabbatical leave application, joint
appointment application,
application for faculty' s
extramural teaching/ part-time job,
English service certificate

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part-time faculty employment, full-
time faculty employment renewal,
payroll/bonus processing, service
certificates

For more details please visit [HR webpage](#)



HR Support and Services

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Appraisal Division
Division Head/
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attendance,
staff promotion,
contract staff
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compensation, part-time teacher
insurance, travelling expenses,
employee appraisal, absence
deduction, overtime pay,
preferential discounts for medical
services, happy hour activity

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retirement, pension, faculty & staff
insurance, annual employee outing,
childcare allowance application

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part-time student assistants,
temporary workers & financial aid
recipients' registration, insurance,
attendance and service certificate,
employee/temporary ID Card

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full-time assistants' registration, ,
insurance, attendance and service
certificate, child education subsidy,
benefit subsidy, second-generation
NHI(National Health Insurance)

For more details please visit [HR webpage](#)

Welcome to Kaohsiung Medical University!
Glad to have you on board!

