

# Guidelines on the Allocation and Management for Faculty and Staff Housing

Amended and approved at the 9th Executive Meeting on June 07 2023

Approved by the MOE's Department of Secretarial Affairs with Ref. No. 1120063323 dated on July 04 2023

- I. These guidelines are formulated to allocate and manage the faculty and staff housing in accordance with Article 5 of Executive Yuan's *Handbook for Dormitory Management*.
- II. Faculty, staff, guards, and technicians/janitors/attendants within the manning quota and contract-employed staff (hereinafter collectively referred to as the "applicants") shall follow these guidelines to apply for the housing. The housing stipulated herein includes the following three types:
  - (1) "duty housing" is for first-level academic or administrative supervisors, or scholars appointed by the President or specially employed for the University development. When the term of first-level supervisors ends, they shall move out within three months;
  - (2) "multi-room housing" with one living room and two (or more) bedrooms is for assistant professors (assistant research fellows) or above within the manning quota having immediate family members or spouse living together;
  - (3) "single-room housing" is for full-time faculty & staff within the manning quota and those contract-employed who needs housing for duties. Technicians, janitors, and attendants may occupy up to five rooms in total. Likewise, contract-employed faculty & staff may occupy up to five rooms.
- III. The Housing Allocation Committee (hereinafter referred to as the "HAC") shall deliberate on matters regarding housing allocation and motions thereof and submit the resolution to the President for approval. The vice president for General Affairs shall serve as the ex-officio member and convener of the HAC with members including two faculty representatives recommended by individual colleges, one from Si Wan College, one from each research college, and one staff representative from within as well as beyond the manning quota. The term of the members is two academic years. Excluding the members of Si Wan College, research colleges, and staff representatives within and beyond the manning quota, half of the representatives shall be re-elected every year and may extend one more term when re-elected. Members shall recuse themselves if motions involve their personal interests.

The HAC may invite Chief Secretary, Chief of Accounting, and Chief of

Personnel Services as non-voting attendees.

- IV. Single applicants or current single-room tenants may apply for multi-room housing because of marriage, with the application accepted after the wedding is confirmed. The reallocation procedure shall be handled in accordance with the provision stipulated in Article 9 herein.
- V. Applicants meeting one of the following conditions shall not apply for the housing:
- (1) both the applicant and the spouse are military or civil servants, and the spouse is already allocated housing;
  - (2) the applicant and the spouse are employed by the University, and one of them is already allocated housing; however, an application for switching from single-room to multi-room housing may be acceptable.
  - (3) those on unpaid leave and have not yet come back to work;
  - (4) one of the applicant, spouse, or their minor children owns housing located within 25km from the University. Tenants shall move out of the University housing within six months after their purchased housing is available to move in. For cases in which tenants are already in the University housing before these amended guidelines herein are implemented, the provisions stipulated in the existing housing lease shall prevail.
- VI. Allocation shall be suspended if the applicants:
- (1) are on paid leave for more than one year, or
  - (2) on unpaid leave.
- VII. Applicants shall submit an application form to the PMD for registration. (Note: those applying for multi-room housing shall provide a hard copy of a household certificate or household registration transcript; returning scholars shall provide relevant documentation.) Applicants shall sign the lease with the University, notarize the signed lease, move in within 15 days after the allocation notification, and pay the notarial fee and miscellaneous fees stipulated in Articles 13 & 15 herein. Applicants failing to move in within the stipulated time shall be deemed renouncing their rights unless a request for extension is approved in advance.
- VIII. The housing is allocated based on the applicant's accumulated service points. The points are given on the first day of every month. More points mean higher priority. In cases when many faculty applicants having the same number of points, the one with the earliest date of reporting for duty shall have the highest priority. For staff within or beyond the manning quota, the announced date of employment by the

University shall prevail. If the date is the same, the priority shall be given to the one with a higher base salary. If the base salary still remains the same, the one with more family members shall be given the priority.

IX. Standards for counting service points are as follows:

(1) length of service:

- i. 0.5 point is given for every month of service, based on the starting date of employment registered by the Office of Personnel Services, with a maximum of sixty points. The service less than one month shall not be considered.
- ii. Length of service excludes the time when the applicants are on unpaid leave.
- iii. Length of service shall start from the date as an assistant professor (assistant research fellow) or higher rank.
- iv. Length of service excludes the time when the applicants are adjunct faculty before they are reemployed as full-time faculty.
- v. Service points accumulated by current tenants before applying to switch from single-room to multi-room housing due to marriage are still valid. Service points accumulated by current tenants before applying to switch to different type of housing (per Article 12), or by applicants moving out before the expiry of current lease and reapply, are still valid. For applicants reapply after their previous lease expires, the calculation of service points shall reset and start from the next date of the previous lease expiry.

(2) nature of duty and ranking: service points for different ranks and positions are stated below:

- i. faculty
  - (i) professor: 24 points
  - (ii) associate professor: 20 points
  - (iii) assistant professor: 18 points
  - (iv) lecturer: 16 points
- ii. researchers
  - (i) research fellow: 21 points
  - (ii) associate research fellow: 17 points
  - (iii) assistant research fellow: 15 points
  - (iv) research assistant: 13 points

- iii. teaching assistant: 14 points
- iv. staff (within and beyond the manning quota):
  - (i) senior or equivalent rank: 10 points
  - (ii) junior or equivalent rank: 10 points
  - (iii) elementary or equivalent rank: 10 points
  - (iv) contract-employed: 12 points
  - (v) assistant technician: 10 points
  - (vi) janitor or attendant: 8 points
- v. Distinguished Professor or Outstanding Faculty: 3 points extra for each award, with a maximum of 9 points extra.
- vi. Prominent Faculty or Outstanding Young Scholar: 2 points extra for each award, with a maximum of 6 points extra.
- vii. Si Wan Chair Professor: 4 points extra for each award, with a maximum of 12 points extra.

(3) dependents

- i. 1 point for the spouse and each immediate family member, with a maximum of 5 points.
- ii. Applicants' dependents shall not be factored into calculation if applying for single-room housing.
- iii. For cases when the spouse or certain immediate family members living with the applicant and also employed by the University, they shall be given separate points from the applicant if they are also qualified to apply for multi-room housing.

(4) physically/mentally-challenged

- i. extremely severe: 40 points extra
- ii. severe: 30 points extra
- iii. moderate: 20 points extra
- iv. mild: 10 points extra

Note: A hard copy of Disability Identification is needed.

(5) properties of own housing and its distance from the University.

- i. 6 points extra for cases in which the applicant's or his/her spouse's own housing is within 25 to 30 km from the University, and 12 points extra for cases in which the applicant's current rented housing is within 25 to 30 km from the University.
- ii. 9 points extra for cases in which the applicant's or his/her spouse's own

housing is beyond 30 km from the University, and 18 points extra for cases in which the applicant's current rented housing is beyond 30 km from the University.

(6) other factors

- i. 120 points extra for Sun Yat-sen Chair Professor or National Chair Professor, for at most twice.
- ii. 18 points extra for new international faculty (within the first two years of employment), and 20 points extra for those granted with the MOE's Yushan (Young) Fellow Program.

X. The PMD shall compile a waiting list based on applicants' information and later submit to the HAC for allocation deliberation when housing is available. Request for a change to another housing of the same type shall not be accepted. (Note: types of housing shall be determined by the HAC.) Applications for reallocation to a different type may be accepted per Article 9 herein.

XI. Applicants or their co-living spouse or immediate family members meeting one of the following conditions may apply to the HAC, with relevant documentation, for adjusting the allocation priority.

(1) holding a Disability Identification per *People with Disabilities Rights Protection Act*

(2) suffering from a severe chronic disease

Applicants allocated housing by the HAC per this Article or current tenants meeting the conditions stipulated above and approved by the HAC after an application shall be exempt from the provision of Paragraph 2 of Article 13 regarding extended tenancy charge. Any change to the priority order shall be handled per other articles of these guidelines after the tenants notify the HAC or the HAC conducts regular household check.

XII. The term of tenancy is 6 years, except duty housing. Applicants requesting longer tenancy or current tenants wishing to extend beyond 6 years due to special needs shall require the President's approval. An extension of 5 years may be granted upon approval. A new housing lease shall be thus signed and notarized. The housing management fee for the extended tenancy shall be charged per Paragraph 2 of Article 13.

Restrictions stipulated in Paragraph 1 of this Article regarding the tenancy and the extended tenancy charge shall not apply to tenants who moved in before December 31, 1990.

Tenancy stipulated in the housing lease shall prevail for current tenants before

these guidelines are amended and implemented. After the expiry of existing lease, the tenancy stipulated in these amended guidelines shall prevail.

XIII. The housing management fees shall be paid monthly. Fees for various types of housing shall be formulated separately. The fees may be annually adjusted based on the salary adjustment for civil servants and growth rate of rent index by the General Affairs Council (GAC) after the President's approval.

Current tenants wishing to extend the tenancy as per Article 12 or once tenants applying for housing after the expiry of previous lease shall pay twice the management fees stipulated in Paragraph 1 of this Article and an extra charge for housing extension. The said extra charge shall be deliberated and determined by the GAC, based on the type of housing.

XIV. The PMD shall provide the Payroll & Cashier Division with the list of tenants to directly deduct the rents from tenants' monthly salaries. The charged fees shall be fully incorporated into the University Endowment Fund and earmarked in a dedicated account for the housing construction, depreciation, maintenance, repair, and management.

XV. Tenants within the manning quota shall have their monthly housing allowance deducted in accordance with the Executive Yuan's regulations, and those beyond the manning quota shall follow the same charging standard. Tenants shall bear the cost of utilities and various fees.

XVI. Tenants shall physically reside in the allocated housing and shall not sublet, re-let, exchange, lend, expand, or reconstruct the housing, or run business in the housing or other purposes. Any confirmed breaches by the HAC or occupying another housing shall result in an immediate termination of the housing lease. The tenant shall vacate the housing and no longer be eligible to reapply.

XVII. Tenants on paid leave for one year or still on duty during their unpaid leave may submit a special request to the President to retain their allocated housing. The permissible retention shall be two years starting from the date of paid/unpaid leave. Those on secondment shall be subject to the secondment period.

XVIII. Tenants shall have their housing vacated within three months if failing to fulfill their current duties for reasons such as moving from a full-time to an adjunct position, transference, resignation, dismissal, retirement, unpaid leave, death during the term of employment, or meeting the conditions specified in Subparagraphs 1 & 2, Paragraph 1 of Article 5. Tenants who are dismissed, suspended, or terminated from their position due to judicial or administrative

action shall move out within one month. Nevertheless, the aforementioned restrictions shall not apply to the tenants on unpaid leave due to raising children under the age of three.

XIX. Housing is allocated in accordance with the guidelines set forth herein. Squatters shall be ordered to vacate immediately by the PMD; for those not following the order, the University shall resort to a legal procedure for eviction.

Those who are evicted per the preceding Paragraph shall bear all the legal cost while incumbent faculty or staff perpetrators shall be imposed a disciplinary measure by relevant committees and not eligible to apply for housing anymore.

XX. Tenants shall maintain the accommodation and appliances with care or bear the cost for any damage. Repair work shall be handled in accordance with the University's *Guidelines on the Maintenance and Repair of Faculty and Staff Housing*.

XXI. The PMD shall conduct the household check at least twice a year to verify whether the tenants actually live in the housing. Tenants shall cooperate and not evade, obstruct, or refuse the check. The PMD together with relevant units shall inspect the housing condition once a year. Any necessary repair shall be handled in accordance with the University's *Guidelines on the Maintenance and Repair of Faculty and Staff Housing*.

XXII. Tenants shall notify the PMD and inventory the rooms, furniture, and appliances before moving out. Tenants shall compensate for any damaged or missing items. Keys to any self-installed locks shall be handed over to the PMD.

XXIII. Matters not covered herein shall be handled in accordance with the *Handbook for Dormitory Management* formulated by Executive Yuan and other relevant regulations.

XXIV. These guidelines are formulated by the Housing Allocation Committee, and approved by the Executive Meeting and the Ministry of Education before implementation. Amendments to these guidelines shall follow the same procedure.