

國立中山大學教師年資(功)加薪(俸)要點

Guidelines on Faculty's Annual Increment of Salary Grade

93.3.26 本校 92 學年度第 3 次校務會議審議通過

97.3.28 本校 96 學年度第 3 次校務會議修正通過

104.5.29 本校 103 學年度第 4 次校務會議修正通過

106.3.17 本校 105 學年度第 3 次校務會議修正通過

108.6.13 本校第 394 次教師評審委員會修正通過

Amended and approved at the 394th University Faculty Evaluation Committee meeting on June 13, 2019

一、為辦理本校教師年資加薪，特依「教師待遇條例」第十二條及「教師待遇條例施行細則」第九條之規定訂定本要點。

1. These guidelines are formulated to handle the faculty's annual increment of salary grade in accordance with Article 12 of *Teacher Remuneration Act* and Article 9 of *Regulation for Teacher Remuneration*.

二、本校教師服務滿一學年，於學年終了前三個月應填具「本校專任教師(研究人員)學術研究、教學、輔導及服務成果報告表(以下簡稱成果報告表)」，提經三級教師評審委員會(以下簡稱教評會)評定成績，成果符合成績優良者，核予晉本薪(年功薪)一級，至所聘職務等級最高年功薪為限。

2. Faculty who have served in the University for at least one year shall annually submit the *Report for Performance on Academic Research, Teaching, Student Counseling, and Service* (hereinafter referred to as "performance report") three months before the end of the academic year to the department faculty evaluation committee (DFEC), college faculty evaluation committee (CFEC), and University faculty evaluation committee (UFEC), in succession, for scoring. Those whose scores reach the passing level shall be granted an increment of one pay grade to their basic salary until the top grade is reached for their professorship rank.

其他公、私立學校編制內專任教師於學年中轉任者，其到職日、離職日未中斷，且至學年終了服務滿一學年，得併計年資並依前項規定辦理薪級之晉級。

For full-time faculty transferring to the University from within the manning quota of other public or private universities during the academic year, their prior work seniority may be acknowledged and the annual increment of salary grade shall be handled in accordance with the previous Paragraph.

本校教師已支所任職級年功俸最高級者得免繳交成果報告。惟如因升等得併計年資晉薪者，仍應依第一項規定辦理。

Faculty whose salary grade is at the top of their professorship rank shall be exempt from submitting the annual performance report. Faculty who are promoted to the next rank shall submit the performance report in accordance with Paragraph 1 for the annual increment of salary grade of their new rank.

三、教師有下列情事之一者，不予年資晉薪：

3. Faculty shall not be granted an annual increment of salary grade if one of the following circumstances occurs during the academic year. They

(一)學年中因升等改支較高本薪（年功薪）。

(1) are promoted to the next rank of higher salary grade,

(二)學年中留職停薪。

(2) take unpaid leave,

(三)未辦理教師資格審查。

(3) do not follow the procedure for teacher qualification accreditation,

(四)請事病假合計一個月以上，且未依規定補課。

(4) take sick/personal leave for more than one month and do not follow regulations to make up the missed classes,

(五)學年中因違反聘約或其他違失行為，經校教評會認定者。

(5) violate the employment contract or other wrongdoing determined by the UFEC, or

(六)教師於曾任或兼任行政職務或借調期間，執行職務涉及責任疏失，經教評會認定者。

(6) held an administrative position or were on secondment, during which they were involved with the negligence of responsibility determined by the UFEC.

四、辦理教師年資(功)加薪(俸)之程序依下列規定：

4. Faculty's annual increment of salary grade shall be handled in accordance with the following procedure:

(一)學年終了前三個月，各系所(教育中心、學位學程)應請教師填寫成果報告表並彙整之。

(1) Three months prior to the end of each academic year, the departments/institutes (education centers/degree programs) shall ask their faculty to fill out the performance reports.

(二)學年終了前二個月，系所(教育中心、學位學程)、院(西灣學院)教評會應就前款教師成果報告表，依據教學、著述、研究、輔導及服務成績進行初評、複評，並於學年終了前一個月送人事室彙整提校教評會審定。

- (2) Two months prior to the end of each academic year, the DFEC and CFEC shall conduct the initial review and second review respectively, and score on the performance reports regarding the faculty's teaching, publication, research, student counselling, and service. The scoring results are compiled by the Office of Personnel Services one month prior to the end of the academic year and submitted to the UFEC for deliberation.

五、教師於借調期滿歸建時，其借調期間及前後在校任教期間，服務成績優良者，得予併計並按學年度補辦年資晉薪。

5. Faculty's term of secondment with good performance shall be incorporated into their work seniority for consideration of annual increment of salary grade after they return to campus.

前項教師於借調歸建時除已支七七〇薪點之教授得逕提校教評會報告外，仍應依第二點規定填具成果報告，提送三級教評會審查。

Faculty stipulated in the previous Paragraph shall follow Article 2 in submitting a performance report for review by the DFEC, CFEC, and UFEC. When the said faculty member is a professor and has reached the top salary grade of 770, his/her case shall be reviewed by the UFEC directly.

六、本要點未規定事項，依教師待遇條例及其施行細則等相關規定辦理。

6. Matters not covered herein shall be handled in accordance with *Teacher Remuneration Act*, *Regulation for Teacher Remuneration*, and relevant regulations.

七、本要點經校教師評審委員會通過，陳請校長核定後實施，修正時亦同。

7. These guidelines are approved by the UFEC and the President before implementation. Amendments to these guidelines shall follow the same procedure.