

## Directives for Job Transfer Procedures of Full-time Teachers

2008.01.21 Reviewed and passed in the 4th University-level Teacher Evaluation Committee of the 96th academic year  
2008.01.30 Announced in the GaoYiRenZi No. 0971100499 Letter

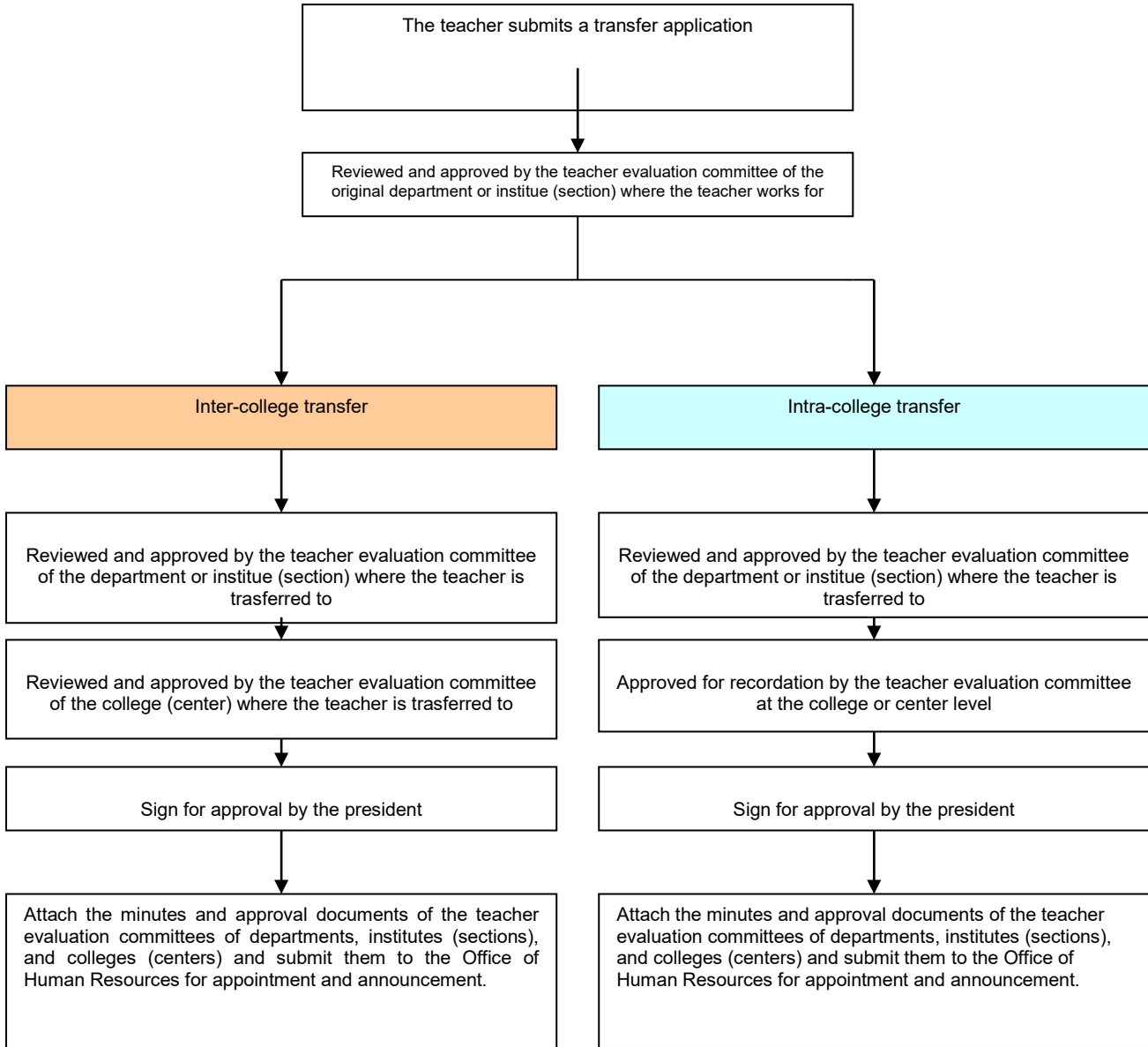
1. To integrate the teaching resources of KMU's teachers and ensure that full-time teachers can follow the procedures of transferring to other departments and institutes (sections), the Directives for Job Transfer of Full-time Teachers (hereinafter referred to as "the Directives") have been formulated.
2. Transfer procedures: (The procedures are attached as follows)
  - (1) If a full-time teacher of KMU intends to transfer to another department or institute (section), he/she shall apply for the transfer by way of obtaining the supervisor's approval of the original unit. The original unit shall convene a meeting of the teacher evaluation committee within the department and institute (section) to review and approve.
  - (2) Intra-college transfer:  
After the consent of the original unit, the department or institute (section) where the teacher is transferred shall hold a teacher evaluation committee for review and approval, and then submit it to the college or center-level teacher evaluation meeting for review and approval. After approval by the president, the meeting minutes of the teacher evaluation meetings held by the department, institute (section), or college (center) shall be attached and approved for submission to the Office of Human Resources for appointment and announcement.
  - (3) Inter-college transfer:  
After the consent of the original unit, the department or institute (section) where the teacher is transferred shall hold a teacher evaluation committee for review and approval, and then submit it to the college or center-level teacher evaluation meeting for review and approval. After approval by the president, the meeting minutes of the teacher evaluation meetings held by the department, institute (section), or college (center) shall be attached and approved for submission to the Office of Human Resources for appointment and announcement.
3. The areas of expertise of teachers applying for transfer shall be in line with the teaching and development of the department or institute (section) to which they are transferred and these teachers shall have participated in teaching.
4. Teachers of the same rank may be transferred to their original departments or institutes (sections) under administrative procedures when necessary, and the transfer of teachers of a different rank is subject to the reappointment process.
5. All rights and obligations of transferred teachers within the school will not be affected. If they concurrently serve as clinical workers in

affiliated institutions of KMU, the transfer will not affect their rights and obligations.

6. The Directives have been approved by the university-level teacher evaluation committee and submitted to the president for approval. They will be implemented from the date of announce. The same applies to amendments.

## Annex

### Transfer procedures of full-time teachers



**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**