

中央研究院專案行政人員敘薪規定

112 年 10 月 2 日起生效

- 一、本院專案行政管理工作的酬金支給標準表依級別分為五級。辦理專案行政工作者，僅得以第一級及第二級進用，但辦理非研究性專門技術工作（如智慧財產權管理及技術轉移等相關業務，或其他特殊專門技術工作），經專案報院核准者，得以第三級至第五級進用。
- 二、進用人數限制：本表第一級及第二級進用人數，各所（中心）得在其業務費項下之約聘人員員額總數十分之一範圍內進用；院本部得在院本部一般行政、一般學術研究及評議業務費項下約聘僱人員員額總數十分之一範圍內進用。但經專案報院同意者，得不受上開比例限制。
- 三、適用對象及資格條件：
 - （一）本院現職人員：
 1. 第一級：現敘本院業務費項下助理人員工作酬金支給標準表最高薪點滿一年以上。
 2. 第二級至第五級：現敘本表次一級別最高薪階滿一年以上。
 3. 現敘本院博士級約聘人員核薪標準表最高薪點滿一年以上，視為具第五級之資格。
 4. 如為特殊優秀人才，經各所（中心）所務（業務）會議或院本部審核小組審查通過並經專案報院同意者，得不受前述限制。
 - （二）院外新進人員：原則上適用本院業務費項下助理人員工作酬金支給標準表，但如有特殊理由，經提各所（中心）所務（業務）會議通過，得以本表第一級或第二級進用；如具擬任職務八年以上相關工作經驗，且係辦理非研究性專門技術工作者，經專案報院同意者，始得以第三級以上進用。
- 四、敘薪：各級別聘僱人員自該級別第一薪階起敘，並依年度考核結果得逐年晉敘一階至該級別最高薪階為止。但經各所（中心）所務（業務）會議或院本部審核小組審查通過並經專案報院同意者，

得依其年資、經歷於該級別內彈性敘薪。

五、審核程序：

(一) 晉第一級、第二級：

1. 申請人應檢附畢業證書、專技證書或專技訓練證明、工作實績自評，以及服務經歷證明（本院現職人員免附）。
2. 各所(中心)擬聘案應將申請人之資料，提交各所（中心）所務（業務）會議審查通過。
3. 院本部擬聘案應將申請人之資料，提交審核小組審查通過。審核小組由秘書長擔任召集人，並由院本部各單位主管組成。

(二) 晉第三級、第四級、第五級：

1. 申請人應檢附畢業證書、專技證書或專技訓練證明、工作實績自評，以及服務經歷證明（本院現職人員免附）。
2. 各所(中心)擬聘案應由所方尋求至少兩封評估信，並撰寫擬聘說明〔內容須包括擬任工作說明、所具特殊專門技術（或稀少性技術、特殊專業）說明及擬支薪級〕，併同申請人之資料，提交各所（中心）所務（業務）會議初核通過。初核通過之擬聘案，應將前開資料附加所長（中心主任）意見函，專案函報院方，由人事室、主計室及學術及儀器事務處會同審議通過後，簽請核定。
3. 院本部擬聘案應由用人單位尋求至少兩封評估信，並撰寫擬聘說明〔內容須包括擬任工作說明、所具特殊專門技術（或稀少性技術、特殊專業）說明及擬支薪級〕，併同申請人之資料，提交審核小組審查通過後，簽請核定。審核小組由秘書長擔任召集人，並由院本部各單位主管組成。

Regulations for Academia Sinica Program Administrative Staff Remuneration

Effective from October 2, 2023

1. The Remuneration Standards for Academia Sinica Program Administrative Staff are divided into five Tiers. Program administrative staff can only be recruited at Tier 1 and 2, but those responsible for non-research specialized technical work (such as intellectual property management and technology transfer, or other specialized technical work) may be recruited at Tiers 3-5 with approval from AS.
2. Recruitment Personnel Quota: The number of Tier 1 and Tier 2 recruitments at each Institute (Center) using general operating expenses should not exceed one-tenth of all contract-based staff; likewise for recruitments at the Central Administrative Office using general administrative expenses, general academic research, and academic review expenses. However, recruitments with special approval from AS are not subject to the aforementioned personnel quotas.
3. Eligibility and qualifications:
 - (1) Current staff at Academia Sinica:
 - A. Tier 1: Having reached the highest salary rate for more than one year using AS general operating expenses according to the Remuneration Standards for Assistants.
 - B. Tier 2 to Tier 5: Having reached the highest Level of the previous Tier for more than one year.
 - C. Having reached the highest salary rate in the Remuneration Standards for Doctoral Contracted Personnel of Academia Sinica for more than one year, and deemed to be qualified for Tier 5.
 - D. Those who are special outstanding talents and have been reviewed and approved by the Institute (Center) Council or the review team of AS, and approved by special project report to AS, may not be subject to the above restrictions.
 - (2) New recruitments from outside Academia Sinica:

New recruitments using AS general operating expenses will generally be made according to the Remuneration Standards for Assistants. Under special circumstances, new recruitments may be made at Tier 1

or Tier 2 with approval from the Institute (Center) Council. Candidates with more than 8 years of experience in the proposed position and responsible for non-research specialized technical work may be recruited at Tier 3 or above with approval from AS.

4. Remuneration: The remuneration rate for contract-based staff starts at the first Level of each Tier and will be promoted by one Level each year based on the annual assessment until reaching the highest Level of that Tier. However, those who have been reviewed and approved by the Institute (Center) Council or the review team of AS, and approved by special project report to AS may receive flexible remuneration within that Level based on their seniority and experience.

5. Review procedures:

(1) Promotions to Tier 1 and 2:

- A. Candidates' diploma, specialized technical certificate(s), other proof of specialized technical training, work performance self-evaluation, and proof of work experience (exempt for current staff) should be attached for review.
- B. New recruitments at Institute (Center)--Candidates' documents should be reviewed and approved by the Institute (Center) Council.
- C. New recruitments at Central Administrative Office--Candidates' documents should be reviewed and approved by the Central Administrative Office Permanent Review Committee, which consists of the Secretary-General (Convener) and Directors of each Central Administrative Office unit.

(2) Promotions to Tier 3 to 5:

- A. Candidates' diploma, specialized technical certificate(s), other proof of specialized technical training, work performance self-evaluation, and proof of work experience (exempt for current staff) should be attached for review.
- B. New recruitments at Institute (Center)--The Institute (Center) should attach at least two evaluation letters and description of proposed employment (including appointment role, candidate's specialized or unique techniques, and proposed salary rank) along with the candidates' documents and submit to the Institute (Center) Council for preliminary approval. After preliminary approval from the Institute (Center) Council, all aforementioned documents and

comment letter from the Director of the Institute (Center) should be reported to AS for review by the Personnel Office, the Budget, Accounting and Statistics Office, and the Department of Academic Affairs and Instrument Service, before requesting final approval.

- C. New recruitments at Central Administrative Office--The recruitment unit should attach at least two evaluation letters and description of proposed employment (including appointment role, candidate's specialized or unique techniques, and proposed salary rank) along with the candidates' documents and submit to the Central Administrative Office Permanent Review Committee, before requesting final approval. The Central Administrative Office Permanent Review Committee consists of the Secretary-General (Convener) and Directors of each Central Administrative Office unit.