

Guidelines for Inviting Consultants, Visiting Specialists, and Scholars at Academia Sinica

Passed by the Third Council of Academia Sinica on May 15, 2008

Approved by the President of Academia Sinica on June 16, 2008

Amended on January 30, 2015

Amended on May 9, 2018

I. This Guideline outlines the terms and conditions for inviting specialists, eminent domestic and overseas scholars to participate in vital research and management tasks as well as academic development planning.

II. Candidates and Qualifications

Outstanding domestic and overseas scholars and specialists in industry, government, academia, and research may be invited regardless of his/her nationality. The invited person shall be classified into Distinguished Visiting Chairs for Nobel Laureates and Equivalent Prize Honorees, Distinguished Visiting Chairs/Consultants, Visiting Professors, Visiting Associate Professors, Visiting Assistant Professors, or Visiting Specialists as described by regulations set out by Legislative Yuan and Ministry of Science and Technology. In addition to research experience in the given research area and proof of qualification, candidate must meet one of the following requirements:

1. Distinguished Visiting Chairs for Nobel Laureates and Equivalent Prize Honorees: An invited person who is a Nobel Laureate, National Academy Fellow or holds any equivalent globally recognized academic honor. The aforementioned honors shall be stipulated by the Council of Academia Sinica.
2. Distinguished Visiting Chair/Consultants: Must meet one of the following criteria:
 - i. An internationally recognized professor at a renowned domestic or overseas university, with publications in the past five years.
 - ii. An internationally renowned specialist or scholar who is highly regarded academically.
 - iii. Have outstanding accomplishments in applied science or technology and undertaken works of similar nature for years.
3. Visiting Professor: Professor or distinguished specialist/scholar with sound qualification.
4. Visiting Associate Professor: Associate professor or distinguished specialist/scholar with sound qualification.
5. Visiting Assistant Professor: Assistant professor at a university or an assistant research fellow at a research institute, with valuable research achievement published in the past three years.
6. Consultant/Visiting Specialist: Has specialized skill or exceptional ability and experience in research development and/or management skill in a technological organization.

III. Application Documents

The inviting unit shall submit (a) meeting minutes of research institute (preparatory

office), research center, or Invited Consultant, Visiting Specialist and Scholar Evaluation Committee of Central Office of Administration (“ECCOA”), (b) rationale of invitation, (c) work plans, (d) proof of academic qualifications and work experience (photocopy), (e) curriculum vitae and representative publications, and (f) any other documents that will assist in the review process. All documents should be submitted to Academia Sinica for review two months prior to the commencement of the expected arrival date as outlined in point 4.

IV. Evaluation procedures

The durations and remunerations of the invited consultants, visiting specialists, and scholars of any rank by a research institute (or preparatory office), research center of Academia Sinica, or the Central Office of Administration, should firstly be reviewed in the meeting of the research institute (or preparatory office), the research center, or the ECCOA (the “Initial Review”).

Members of the ECCOA shall comprise heads of relevant offices under the Central Office of Administration, the Accounting Office, the Personnel Office, the Ethics Office, and the Executive Secretary of the Central Academic Advisory Committee. The Secretary-General of the Central Office of Administration shall serve as the convener.

Should an invitation proposal passes the Initial Review, it shall be forwarded to the Invited Consultant, Visiting Specialist and Scholar Evaluation Committee of Academia Sinica (“ECAS”) for secondary review, followed by final submission to the President of Academia Sinica for final approval and appointment.

Where the costs of an invited personnel are paid entirely by the official budget of the inviting unit, requests for such payment shall be subject to the review and approval by the unit. Each inviting unit must create its own review mechanism, while matters such as the duration of retention, remuneration and air fares shall be subjected to the review meeting of the research institute (or preparatory office), the research center, or the ECCOA.

Where the costs of invited personnel are paid by the funds allocated to individual researchers or the official budget of the research projects of Academia Sinica, the inviting unit should set up a review process and approval by the director with the exception of the meeting of the research institute (or preparatory office), or the research center.

V. Duration of Retention

Each duration of retention should be two years maximum with possible extension depending on the research results of the invited personnel and the needs of the research institute (or preparatory office), research center, or the Central Office of Administration.

VI. Remuneration and Budget

Specialists and scholars invited in accordance with these Guidelines shall be paid in accordance with the Payment Standards for Consultants, Visiting Specialists and Scholars Invited by Academia Sinica attached hereto.

If the invited person is retired government employees or retired faculty members of public schools, monthly pension payments and entitlements to preferential deposits for such exposts shall be suspended in accordance with the retirement laws and regulations until the end of the duration of retention.

As for funds needed for the invitation, Academia Sinica may pay up to 50%, and the remainder shall be paid by the inviting units. Where the entire duration of retention (and the renewed invitation) exceeds three years, all the attendant costs shall be paid by the inviting unit from the fourth year.

- VII.** Invited person may leave Taiwan for up to three weeks (excluding public holiday) for special reasons (e.g. overseas conference, field trips, or project execution) upon approval from the inviting unit. Number of days allowed overseas should be calculated on pro rata basis if an individual has been invited for less than a year. Should the overseas trip be more than three weeks, remuneration must be deducted, however if the trip was caused by research project related tasks, individual may obtain approval from inviting unit and report to Academia Sinica.
- VIII.** Any changes in the duration of retention and condition of an approved invitation must be submitted to Academia Sinica for review and approval.
- IX.** The inviting unit and invited person(s) should sign the “Agreement for Visiting Personnel(s) of Academia Sinica”. Should the research outcome result in the production of any intellectual properties, contract specifying the ownership, application and other related issues must be signed. The contract must comply with the Regulations for Ownership and Utilization of Scientific and Technological Research and Development Achievements of Academia Sinica.
- X.** Academia Sinica shall not provide personal research funds, laboratory space or equipment for any invited individual hereunder. Such individuals may join the full-time faculties of Academia Sinica in conducting any research projects subsidized or commissioned by any institution or institute under or outside Academia Sinica.
- XI.** Should an invited person be involved in academic ethics violations, his or her case will be processed according to the “Guidelines for the Establishment and Operation of Ethics Committees at All Levels, Academia Sinica.”
- XII.** These Guidelines and any amendments hereto shall be implemented after being passed by the General Assembly of Academia Sinica and approved by the President of Academia Sinica.