

# 文藻外語大學敘薪辦法

## Guidelines for Remuneration Criteria of Wenzao Ursuline University of Language

民國 102 年 08 月 25 日校長核定配合學校改名大學修訂法規名稱  
Ratified by the University President for Change of Document Title in concert with the University's Name Change  
on August 25, 2013

第一條 本校編制內之專任教職員工薪級之核敘，依本辦法之規定辦理。

Article 1. The remuneration criteria for full-time faculty/staff in the organization of Wenzao University are set forth based on these Guidelines.

第二條 本校教職員薪級分為36級（含年功薪共39個薪額），其薪級表如附表（一）校長、教師及助教薪級表；附表（二）職員薪級表。

Article 2. There are 36 ranks of remuneration (including 39 classifications of annual pay). Please refer to Appendix I: Remuneration Criteria for President, Faculty/Assistant; Appendix II: Remuneration Criteria for Staff.

第三條 本校教師敘薪依下列原則辦理，曾於國內外大專校院任教、研究機構任職與現職職務等級相當且服務成績優良之年資，得予採計。

Article 3. For faculty who gave instructions in domestic colleges/universities or abroad or holding positions in research institutions whose ranks equal their current positions, and possessing outstanding service performance, his/her work experience can be accumulated into the calculation of salary.

一、初任教師，以自聘任職務最低薪級起敘為原則，助理教授如具有博士學位者得自330元薪額起敘薪級；曾任國內公私立專科以上學校合格專任教師年資得每滿一年提敘一級；或得依敘薪通知書，最後考核通知書或年資（功）加薪（俸）通知書，採計其原經主管機關審定有案之薪級，但受本職最高年功薪之限制。

1. For a newly employed teacher whose salary starts from the base of the remuneration criteria, if he/she is an assistant professor and holds a doctoral degree, his/her salary starts from the 330 base; for a qualified full-time teacher who gave instructions in domestic colleges/universities or abroad whose qualification is ratified by the Ministry of Education, his/her work experience will be accumulated into the calculation of salary and one rank will be raised after a complete teaching year. Based on the Remuneration Note, the Annual Performance Review or Salary Increase Note, the monthly pay will be executed; however, the annual pay is subject to the highest

rank.

二、曾任教育部認可之國外公私立專科以上學校合格專任教師年資，經校教評會審議通過後予以採計。

2. Work experience of a qualified full-time teacher who gave instructions in colleges/universities abroad which are ratified by the Ministry of Education will be accumulated into the calculation of salary after approval of the University Evaluation Committee.

三、教師於取得博士學位後於國內外學術研究機構擔任專職研究人員（不含行政職）且所任研究工作與擬任教科目相同或性質相關者，經校教評會審議通過後，年資得每滿一年提敘一級，但受本職最高年功薪之限制。

3. For a teacher holding a doctoral degree and a full-time position at a domestic academic research institute or abroad (excluding the position of administration) whose research field and the planned teaching curriculum or its nature is similar, his/her work experience will be accumulated into the calculation of salary and one rank will be raised after a complete teaching year; however, the annual pay is subject to the highest rank.

第四條 本校職員，以依學歷起敘為原則，其敘薪標準如附表（三），於行政機關、公私立學校服務與現職等級相當且服務成績優良之年資，得每滿一年提敘一級，但受本職最高年功薪之限制。

Article 4. The remuneration criteria for staff are set forth according to the diploma; please refer to Appendix III. For staff who served in the authority, public/private schools, whose rank of position equals the current one and whose service performance is outstanding, his/her work experience will be accumulated into the calculation of salary and one rank will be raised after a complete work year; however, the annual pay is subject to the highest rank.

第五條 本校工友薪級核支標準如附表（四），均自最低級起敘為原則。

Article 5. Wage standard for the School workers (Appendix VI): it starts from the basic remuneration.

第六條 新進教職員工應於到職日後一週內，填具履歷表，檢齊學經歷證件，送由學校辦理敘薪事宜。

Article 6. Newly employed faculty/staff should fill in the CV within one week after enrollment and the required documents should be submitted to the Personnel

Office for salary arrangement.

第七條 教職員工起薪改支，依照下列規定辦理：

Article 7. Salary Criteria:

一、起薪：教師於開學上課前應聘到校者，自學期開始之日起薪，上課後到校者，自實際到職之日起薪。職員及工友均自實際到職之日起薪。

1. Basic salary: for faculty employed before the start of semester, it begins from the first day of the semester; for those recruited after the start of semester, it begins from his/her actual teaching date. Staff and the School workers both start from the actual work date.

二、改支：因補繳學經歷證件或取得新資格申請改敘者，均自審定改敘之日起改支。

2. Adjustment: due to re-submission of diploma or application for new qualification, it starts from the date of ratification.

第八條 本校教職員工各項薪資標準，學校得視財務狀況與政府公教待遇比照調整之。

Article 8. The adjustment of remuneration criteria for faculty/staff should be based on the financial status of the School, and comply with the governmental remuneration standard for civil servants.

第九條 本辦法未盡事宜，悉參照公立學校敘薪有關法令規定辦理。

Article 9. Other issues not covered in these Guidelines should comply with the relevant remuneration standard for public schools.

第十條 本辦法經行政會議訂定，董事會審議通過，報請財團法人中華民國私立學校教職員退休撫卹離職資遣儲金管理委員會審核後施行，修正時亦同。

Article 10. These Guidelines become effective after they are approved by the Executive Committee and ratified by the Board of Trustees. The implementation starts after receiving ratification of the Fund Committee of Retirement/Survivor Relief/Termination/Layoff System of Private Schools. Amendments must follow the same procedure.

( 英文版僅供參考，若有歧義，以中文版為準。 )

( *The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.* )