

## **NSYSU Guidelines for Handling the Research Offices and Laboratories of Retired and Resigned Faculty**

Approved by the 8<sup>th</sup> Academic Affairs Council meeting of second semester, 2021 Academic Year, 6/9/2021

1. National Sun Yat-sen University (the University) establishes these Guidelines in order to utilize spaces efficiently and implement environmental safety and health management to enhance the overall resource use efficiency.
2. Upon resignation or retirement of the faculty at the University the faculty shall within three months from the effective date, prior to leaving the University, hand over and return spaces such as offices, research rooms, laboratories, or study centers to the original managing unit. However, retired faculty meet the following conditions, deferred return spaces or use of other ones may be applied for with the original space managing unit two months before the retirement takes effect:
  - (1) In accordance with the "enforcement regulation for the recruitment of contracted teaching and research personnel", the appointment of contracted teaching or research personnel by the University
  - (2) Those who meet the requirements of the University and the original managing unit.

While evaluating delayed returns of spaces by retired faculty in meetings, respective departments (graduate institutes), colleges, and centers shall deliberate the use demand and specify the scope and duration of use so that the duration of use does not exceed the implementation duration of the project applied for or employment period.

Once approved by respective managing unit in meetings, applications for delayed returns of spaces will be submitted to the principal for approval.

3. Spaces for which delayed return is approved have to be handed over and returned within a month following expiration of use. The requirements under Point 2 herein apply with regards to the handover and return procedure.
4. Spaces for which delayed return is applied for by retired faculty and is approved are limited to use by the applicant in person and the applicant shall fulfill his/her good administrator liabilities reflective of the original purpose applied for, comply with laws and regulations, and respective requirements of the University. Upon failure to comply with laws and regulations and to use within two months or upon unauthorized assignment in private, the original managing unit may

mandate a recall. The borrower can not assert that the lease period has not expired yet and hence refuse to return them, also the party concerned may no longer apply for it again.

5. Departments (graduate institutes), colleges, and centers, reflective of the space use and management demand, may establish the use space regulations for retired faculty (including professor emeritus) according to these Guidelines where the scope of use, duration of use, and management regulations are defined, for use by retired faculty.

Departments (graduate institutes), colleges, and centers, reflective of the use condition of spaces under their management, may plan a common use space and provide it for retired or part-time teachers.

6. When faculty applies for resignation or retirement, the departments (graduate institutes), colleges, and centers should notify on the spaces to be returned by a given deadline (see the enclosed checklist) and should comply with the requirements below:
  - (1) Handover and cleanup of properties shall be completed, without any personal leftover.
  - (2) Experiment sites shall be properly managed of the chemicals, radioactive materials, instruments and equipment that can generate ionizing radiation, and waste derived from research laboratories according to laws and regulations and the regulations of the University's Center for Occupational Safety and Health and Environmental Protection.
7. Spaces returned by retired or resigned faculty or staff shall continue to be used by the original managing unit in principle; if there is no user demand, they will be managed by the affiliated higher-ranking authority.
8. If retired faculty did not apply for a delay in returning the space and did not return the space by the deadline specified under Point 2, upon persistent rejection to returning it despite coordination by the original managing unit, The original managing unit may have the college or university to sign off and provide assistance in handling the matter. The collected space, on the other hand, is to be centrally assigned or used by the college or the University.

For costs or related penalties incurred as a result of the managing in the preceding paragraph, the executive unit may apply for paying with the surplus from the project implemented by the said retired faculty.

In case of severe conditions involved in the rejection to return the space, the University will handle the matter in compliance with the Directions for Handling

Occupied National Real Estate Operated by Respective Agencies announced by the National Property Administration under the Ministry of Finance. If a lawsuit is needed to clear the occupation, the required costs are to be paid with the University's budget separately.

9. For spaces already used by retired or resigned faculty prior to implementation of these Guidelines, except for those approved to be used continuously through application, they shall be handed over and returned within three months from the date these Guidelines are implemented. The requirements under Point 2 herein apply.
10. Respective managing units may not apply for the University-controlled spaces in case of the impossibility to vacate research rooms for new faculty as a result of the delay in returning spaces by retired faculty.
11. For matters not covered herein, the requirements of other applicable requirements of the University shall be followed.
12. These Guidelines are to be enforced on the announced date following approval through the administrative meeting; the same shall apply to their revisions.

Annex: Space Handover Checklist

NSYSU _____ Department/Graduate Institutes/College/Center Space Handover Checklist				
Resigned or retired faculty		Effective date of resignation or retirement		
Title		Extension		
Space used:				
Department building name and floor	Space name	Nature	return date of Scheduled	Application for retained use
			MM/DD/YYYY	<input type="checkbox"/> Yes <input type="checkbox"/> No
			MM/DD/YYYY <input type="checkbox"/> Same as above	<input type="checkbox"/> Yes <input type="checkbox"/> No
			MM/DD/YYYY <input type="checkbox"/> Same as above	<input type="checkbox"/> Yes <input type="checkbox"/> No
			MM/DD/YYYY <input type="checkbox"/> Same as above	<input type="checkbox"/> Yes <input type="checkbox"/> No

Completed on: MM/DD/YYYY

\*Upon resignation or retirement of the University's faculty, the requirements of the University's Guidelines on the Retrieval of Research Offices and Laboratories from Retired and Resigned Faculty shall be followed. The faculty shall, within three months from the effective date, prior to leaving the University, hand over and return spaces. In case of persistent use demand, the faculty is asked to apply for a delayed return two months prior to the effective date.

\*For spaces to be returned, the following precautions shall be followed:

- (1) Handover and cleanup of properties shall be completed, without any personal leftover.
- (2) Experiment sites shall be properly managed of the chemicals, radioactive materials, instruments and equipment that can generate ionizing radiation, and waste derived from research laboratories according to laws and regulations and the regulations of the University's Center for Occupational Safety and Health and Environmental Protection.

Seal

Handed over by:

Handler of spaces at the unit:

Unit supervisor: