

Guidelines Governing the Selection/Hiring of an Artist or a Writer in Residence

Approved at the Executive Meeting on March 28, 2006
Amended and approved at the Executive Meeting on September 20, 2011
Approved at the Executive Meeting on April 1, 2014

- I. Wenzao Ursuline University of Languages (hereinafter referred to as the University) has enacted the Guidelines Governing the Selection/Hiring of an Artist or a Writer in Residence (hereinafter referred to as the Guidelines) to cultivate an artistic and humanistic atmosphere, offer diversified learning channels, and promote the development of arts and humanities in the community.
- II. Methods of selecting/hiring an artist or a writer in residence are as follows:
 - (I) To be recommended to, or to be invited by, the University's Artist- or Writer-in-Residence Selection/Hiring Committee (hereinafter referred to as the Selection/Hiring Committee).
 - (II) An artist or a writer may prepare relevant proof of qualifications and submit his/her application to the University in accordance with the Guidelines.
- III. The Selection/Hiring Committee consists of 5-7 members; they are either faculty members of the University or external experts specializing in arts or humanities, who are selected/hired by the President. The convener will be elected among the members, and the Director of Public Relations will serve as the executive secretary. They can serve a term of two years and may be re-elected. Members of the Committee will not be paid, but may apply for reimbursement of relevant expenses, such as travel expenses and document review costs, under special circumstances.
- IV. The duties of the Selection/Hiring Committee are as follows:
 - (I) Be responsible for hiring an artist or a writer in residence
 - (II) Deliberate about ways to cooperate with an artist or a writer in residence
- V. In principle, the Selection/Hiring Committee should convene a meeting every academic year. If necessary, the convener may convene a special meeting. Two thirds or more of the members should attend a meeting. To pass a resolution, consent of half or more of the members must be obtained.
- VI. The ways in which an artist or a writer in residence cooperates with the University and engages in his/her work shall be formulated after he/she deliberates these aspects with a corresponding unit; contents should include the following:
 - (I) How an artist or a writer in residence presents his/her creations, prepares for an exhibition, and engages in experience-based teaching, exchange lectures, and community promotional activities
 - (II) Duration of the cooperation
 - (III) Types of transportation, accommodation, and meals provided
 - (IV) Agreements on material costs, allowances and subsidies, and copyright

- (V) The ways in which an artist or a writer cooperates with the University shall be laid down in a contract. The contents of the contract shall be stipulated in a separate document.
- VII. The ways in which an artist or a writer cooperates with the University shall be laid down in a contract. The contents of the contract shall be stipulated in a separate document.
- VIII. The Guidelines become effective after being approved at the Executive Meeting and ratified by the President. Amendments must follow the same procedure.