**NATIONAL CHUNG HSING UNIVERSITY**

**Regulations Governing Sabbatical Leave for Professors and Associate Professors**

December 26, 2002— Amended and passed by the interim University Council meeting in the 1st semester of Academic Year 2002–03

May 7, 2004— (Articles 3 and 13) amended and passed by the 46th University Council meeting

December 3, 2004— Amended and passed by the 47th University Council meeting

May 13, 2005— (Articles 2, 3, and 5) amended and passed by the 48th University Council meeting

December 7, 2007— (Articles 10 and 12) amended and passed by the 53rd University Council meeting

December 12, 2008— (Article 10) amended and passed by the 55th University Council meeting

December 12, 2014— (Articles 7, 13, and 14) amended by the 71st University Council meeting

May 8, 2015— (Article 7) passed by the 72nd University Council meeting

May 13, 2016— (Project application form and Articles 1, 3, 4, 5, 8, 9, 11, and 12) amended by the 75th University Council meeting

May 12, 2017— (Title and all articles) amended by the 77th University Council meeting

December 8, 2017— (Articles 11 and 15) amended by the 79th University Council meeting

December 7, 2018— (Articles 6 and 13) amended by the 83rd University Council meeting

December 20, 2019— (Articles 6 and 11) amended by the 87th University Council meeting

Article 1 National Chung Hsing University (hereinafter, NCHU or “the University”) has formulated the following regulations to handle matters related to sabbatical leave for professors and associate professors at the University.

Article 2 The term “faculty members” is used herein to refer to full-time quota-based professors and associate professors at the University who have passed a qualifications review by the Ministry of Education. The NCHU Faculty Evaluation Committee shall be responsible for deciding whether to grant recognition to accreditation by a foreign institution.

Article 3 Any NCHU professor who has served as a full-time professor for a total of at least 7 (for a one-semester sabbatical) or 14 (for a full year sabbatical) semesters at domestic and/or foreign universities and who has served at the University for at least 3.5 years (consecutively) shall be eligible for sabbatical leave, during which time they may pursue research activities approved by the University. Years of service in excess of 7 (14) semesters may be counted toward the next sabbatical leave application. Up to 3.5 years of service at other institutions may be counted.

Any NCHU associate professor who has served as a full-time associate professor at the University for 7 (14) semesters shall be eligible for sabbatical leave, during which time they may pursue research activities approved by the University to enhance their research skills and broaden their horizons internationally.

Article 4 NCHU faculty members may request a half year of sabbatical leave for every 7 semesters of service or a full year of sabbatical leave for every 14 semesters of service at the University.

Following approval by the NCHU President, faculty members may take sabbatical leave in half-year increments. Faculty members must use approved sabbatical leave within two years. After that time, any unused sabbatical leave will be forfeited.

Each associate professor may only request sabbatical leave once (for up to one academic year) during their term as an associate professor.

Full-time years of service as a full professor shall be counted separately from full-time years of service as an associate professor. Associate professors must meet two of the following requirements to request sabbatical leave:

1. Having been commissioned to work on two MOST research projects in the most recent three-year period and having served as the principal investigator for those projects

2. In the most recent three-year period, having had at least two monographs published after a formal review process or two articles published as the first or corresponding author in SCI-, SSCI-, TSSCI-, or A&HCI-indexed journals or outstanding journals recognized by the competent college

3. Having obtained invention patents in Taiwan and/or a foreign country for at least three creations or inventions in the most recent three-year period

4. Having won the NCHU Outstanding Teaching Award while serving as an associate professor

Article 5 Faculty members who are approved for secondment to another institution/government agency and who still offer courses at the University without receiving hourly lecture fees while on secondment may have their years of service at the institution/government agency counted when they request sabbatical leave.

Article 6 Faculty members who are approved to pursue at least six month of further studies, academic exchange, service as a visiting lecturer, or off-campus research in a domestic or foreign institution while on paid or unpaid leave during the 7- or 14-semester period preceding their request for sabbatical leave (and while serving in their current rank) may have the paid/unpaid leave period counted in increments of six months. The period of paid/unpaid leave must be counted towards the current sabbatical leave request and may not be retained for future requests. However, the preceding limitation shall not apply to faculty members for whom a substitute teacher has been appointed with a grant issued by a government agency, provided that the relevant supporting documents are presented.

Article 7 Faculty members are barred from requesting sabbatical leave if:

1. They are over the mandated retirement age but have been granted an extension of appointment.

2. They have been approved to pursue further studies, participate in an academic exchange, serve as a visiting lecturer, or conduct off-campus research at a domestic or foreign institution but have chosen to return to the University early.

3. They have failed a previous faculty evaluation conducted in accordance with the University’s *Faculty Evaluation Guidelines*.

4. They are subject to professional advising in accordance with the University’s *Faculty Evaluation Guidelines* after failing a promotion review.

Article 8 The number of faculty members on sabbatical leave in each department, graduate institute, degree program, office, and center (collectively, “academic unit”) may not exceed 15% of its total faculty member count in any given semester. In the event that the product of the calculation is less than one, it may be rounded up to one. Courses taught by faculty members on sabbatical leave shall be distributed among other faculty members in the same academic unit; the unit’s faculty quota shall not be increased.

Article 9 Full professors shall submit a sabbatical leave proposal to the faculty evaluation committee of their affiliated academic unit for review and approval before they may be permitted to take a sabbatical leave.

Associate professors shall submit a sabbatical leave proposal detailing the location where they will be conducting research to both the academic unit-level and college-level faculty evaluation committees for review and approval based on the unit’s and college’s educational needs, after which they may be allowed to take a sabbatical leave.

Article 10 Faculty members shall continue to receive remuneration payments from the University as normal during sabbatical leave.

Article 11 Faculty members shall pursue specialized research activities while on sabbatical leave. Those who wish to engage in work other than described under Article 3 herein must obtain the prior approval of their academic unit’s faculty evaluation committee. However, faculty members on sabbatical leave are barred from taking up other full-time paid positions or serving concurrently in an administrative position, and they shall be ineligible for hourly lecture fee payments if they choose to offer courses during their leave period.

Pursuant to official order Tai-Jiao-Ren-(2)-Zi No. 1040069402B issued by the Ministry of Education on June 1, 2015, faculty members engaging in work during sabbatical leave other than described under Article 3 herein are exempt from seeking the approval of the academic unit-level faculty evaluation committee if the type of work pursued is of a part-time nature that does not require the approval of the University.

Faculty members shall be relieved of all duties on any University committees during sabbatical leave periods.

Article 12 Upon conclusion of a sabbatical, faculty members shall report back to the University for work and shall submit a research report in writing within three months. Faculty members who fail to submit a report or whose report’s contents are inconsistent with their sabbatical leave proposal shall be barred from requesting another sabbatical leave in the future.

Associate professors taking a sabbatical are required to return to work at the University for at least the same length of time as their sabbatical.

Article 13 The application deadline for sabbatical leave shall be in April and October of each year. Faculty members who will have satisfied the years of service requirement in the following semester are eligible to apply in the current semester. If approved, the faculty member may begin taking sabbatical leave in the semester in which they actually satisfy the years of service requirement.

Professors who wish to request a sabbatical leave shall submit an NCHU Sabbatical Leave Application and Proposal as well as the review minutes from the competent academic unit’s faculty evaluation committee.

Associate professors who wish to request a sabbatical leave shall submit an NCHU Associate Professor Sabbatical Leave Application and Proposal for Associate Professors as well as the review minutes from both the academic unit’s and the superordinate college’s faculty evaluation committees.

Faculty members who wish to change or cancel an approved sabbatical (excluding location changes) shall submit an explanatory statement to their academic unit’s faculty evaluation committee for review and approval based on whether it meets curricular/administrative needs by the start of the semester (February 1 or August 1).

Article 14 The provisions herein shall apply *mutatis mutandis* to (associate) research fellows at the University.

Article 15 These regulations and any amendments made hereto shall be implemented upon passage by the University Council.