

National Yang Ming Chiao Tung University

Guidelines Governing Sabbatical Leave of Professors

Approved in the third extraordinary university affairs meeting of the first semester of Academic Year 2021–2022 on December 29, 2021

Article 1 To improve academic standards and encourage full-time professors to gain new knowledge, National Yang Ming Chiao Tung University (hereinafter NYCU) has established the Guidelines Governing Sabbatical Leave of Professors (hereinafter the Guidelines).

Article 2 Professors mentioned herein refer to full-time professors who NYCU employs in accordance with the table of organization approved by the Ministry of Education.

Sabbatical leave mentioned herein refers to a leave of absence for full-time engagement in academic research work.

The seniority of professors shall be calculated from their first day of employment at National Yang Ming University or National Chiao Tung University.

Semester and academic year mentioned herein refer to the provision in the Regulations on Student Holidays for Schools of All Levels established by the Ministry of Education.

Article 3 NYCU full-time professors who meet the following conditions may apply for sabbatical leave, and the period must align with the school semester:

1. Professors who have been a full-time professor at domestic and overseas universities for at least 7 consecutive years, including at least 2 consecutive years at NYCU, are entitled to 1 semester of sabbatical leave.
2. Professors who have been a full-time professor at NYCU and other domestic and overseas universities for at least 7 consecutive years, including at least 4 years at NYCU, are entitled to 1 academic year of sabbatical leave. Each application may request a maximum of 1 academic year of sabbatical leave.

Professors who meet the eligibility requirements under subparagraph 2 of the preceding paragraph may apply for segmented sabbatical leave, which shall be completed within 2 academic years of the semester in which they obtained approval. Reapplication is required if professors fail to do so within the allotted time.

Article 4 For professors who satisfy the eligibility requirements for sabbatical leave applications under Article 3, their seniority under both conditions is calculated as follows and approved by NYCU:

1. Professors who are temporarily on secondment to other institutions or agencies for less than 4 years but still teach at NYCU in accordance with the required basic teaching hours without drawing hourly pay shall have their years of employment counted toward seniority.
2. Professors who study, research, or lecture at other institutions on paid leave for more than one semester without teaching at NYCU shall not have their years of employment counted toward seniority.
3. Professors who applied for unpaid leave or temporarily and legally terminated their contract with NYCU outside of the secondment shall not have their years of

employment counted toward seniority.

4. Professors who have served for more than 7 or 3.5 years who are applying for sabbatical leave may reserve their exceeded years of employment for their next application.

Article 5 The number of professors taking sabbatical leave—including those on secondment to other institutions or agencies and those who study, research, or lecture at other institutions—in each department (institute) shall not exceed 15% of all the full-time professors in each department (institute) during that semester. However, to address special needs, the percentage of professors taking sabbatical leave shall not exceed 15% of all the full-time professors in each college. A quota that yields less than one person is regarded as one person. The jointly appointed or supporting professors within NYCU are included as part of the primary appointing department (institute) in the calculation of the quota.

Suitable faculty members in the same department must substitute for courses conducted by the professor taking sabbatical leave; hiring additional teaching personnel for substitution is not permitted. Professors who have taught for over 7 years are considered to have priority for applying sabbatical leave.

Article 6 Sabbatical leave applicants shall submit a sabbatical leave plan, along with the sabbatical leave application form, for the subsequent academic year or the semester before the end of March or the end of September every year. The applications are subject to review by department- and college-level Teacher Evaluation Committees according to academic needs. Sabbatical leave may commence only after the approval and completion of the required administrative procedures.

Professors may not cancel their sabbatical leave once it has commenced. In the event of special conditions requiring sabbatical leave cancellation or changes, approval must be obtained following the required administrative procedure before commencement of the sabbatical leave. Additionally, a memorandum must be submitted to department- and college-level Teacher Evaluation Committees for future reference.

For sabbatical leave that has commenced, professors shall obtain approval after review from the department- and college-level Teacher Evaluation Committees and complete the required administrative procedure to revoke the sabbatical leave or make any amendments.

Article 7 Professors who have been approved for sabbatical leave may concurrently apply to study, research, or lecture at other institutions by following the required administrative procedure.

Article 8 NYCU continues to pay the salaries of professors during their sabbatical leave. Professors on sabbatical leave shall mainly participate in the approved academic research activities and shall not assume other full-time positions. Professors who continue to lecture at NYCU shall not receive hourly fees unless they teach courses for credit or in-service courses of a continuing education program.

Article 9 Professors who are concurrently engaged in administrative managerial duties may not take sabbatical leave for academic research.

Article 10 Professors returning from a sabbatical leave must complete a period of employment at NYCU that is equal to the period of the leave before applying for another sabbatical leave.

A public lecture shall be delivered by the professors mentioned in the preceding paragraph within 3 months of returning to NYCU, and respective departments (institutions) or colleges shall assume managerial responsibilities.

Article 11 Professors who meet one of the following conditions are prohibited from applying for sabbatical leave:

1. Continuing to serve as a professor after reaching the mandatory retirement age (i.e., extended years of employment).
2. Returning to NYCU to fulfill their obligation at the end of studying, research, or lecturing at other domestic or overseas institutions.
3. Having returned to NYCU for less than 1 year since the end of a secondment.
4. Having been prohibited from applying for sabbatical leave by the University Teacher Evaluation Committee due to violation of NYCU regulations or an employment contract.

Article 12 For professors who have applied for sabbatical leave before the enforcement of the Guidelines, their granted period of leave (start and end dates) and the related rights and obligations shall follow the initial regulations.

Article 13 The Guidelines shall be reviewed by the University Teacher Evaluation Committee and approved at the University Assembly before implementation. Any amendments thereof shall be made accordingly.