

# NATIONAL TAIWAN UNIVERSITY

## Directives Governing Sabbatical Leave for Professors and Associate Professors

June 03, 2000	Passed by the University Council at its 2 <sup>nd</sup> meeting, spring semester, Academic Year 1999–2000
March 16, 2002	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2001–02
March 24, 2007	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2006–07
March 27, 2010	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2009–10
March 29, 2014	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2013–14
March 23, 2019	Amended and passed by the University Council at its 1 <sup>st</sup> meeting, spring semester, Academic Year 2018–19

- Article 1 National Taiwan University (NTU or “the University”) formulates the *NTU Directives Governing Sabbatical Leave for Professors and Associate Professors* (“the Directives”) to increase its academic standards and encourage faculty members to seek professional enrichment.
- Article 2 “Faculty members” herein shall refer to full-time professors and associate professors employed by the University. “Sabbatical leave” or “sabbatical” herein shall refer to a period of leave during which academic/research activities are conducted.
- Article 3 Faculty members who have published distinguished scholarly works or whose papers were published in an eminent domestic or international academic journal in the previous 3 years and who have served as full-time instructors at the same rank at a public tertiary educational institution for 3 years and 6 months and above consecutively are entitled to 1 semester of sabbatical leave. Faculty members who have served in the above capacity for 7 years and above are entitled to 1 academic year of sabbatical leave, which may be divided into 2 non-consecutive semesters. The years of service as an associate professor shall be calculated separately from the years of service as a full professor.
- Article 4 In addition to the requirement for consecutive years of service (3 years and 6 months or 7 years), the calculation of the years of service for full professors applying for sabbatical leave shall be handled in accordance with the following provisions:
1. Periods of unpaid leave or suspensions approved by the University prior to the sabbatical application shall be excluded from the calculation. The foregoing notwithstanding, the years of service of full professors who are temporarily transferred to another agency/organization with approval by the University and who fulfill their obligation to teach at the University without receiving hourly lecture fees shall be calculated in the following manner:
    - 1) The years of service at the destination agency/organization of

full professors whose temporary transfer began on or prior to July 31, 2001 shall be included in full.

- 2) Half of the years of service at the destination agency/organization of full professors whose temporary transfer began on or after August 1, 2001 and cumulated no longer than four years may be included in the calculation. Periods of transfer that exceed four years shall be excluded.
2. The years of service of full professors who have been approved by the University to pursue further studies, travel on official business, give lectures, or conduct research at a domestic or foreign destination prior to their sabbatical application while remaining on the University's payroll shall be calculated in the following manner:
  - 1) The years of service of full professors who were approved on or prior to August 25, 1990, shall be included in full.
  - 2) Any time in excess of six months (cumulatively) approved by the University on or after August 26, 1990 shall be excluded. Periods that are shorter than 1 month or that coincide with summer/winter vacations while on the University's payroll shall be excluded from the calculation, but periods that are longer than 1 month or that extend beyond summer/winter vacations shall be calculated in accordance with the actual approved period.
3. The years of service of a full professor co-appointed by the University and other agencies may be included under any of the following conditions: the full professor is under the Recruitment Outreach Program, is one of the University's staff, or is on the University's payroll.
4. The years of service of visiting professors who obtain a full professor certification shall be calculated from the day they are officially included on the University's staff.
5. Any cumulative years of service in excess of the required threshold for a sabbatical application may be deferred and included in the calculation of years of service for the next sabbatical application.

Article 5 In addition to the required consecutive years of service (3 years and 6 months or 7 years) after February 1, 2014, the calculation of the years of service for associate professors applying for sabbatical leave shall be handled in accordance with the following provisions:

1. Periods of unpaid leave or suspension approved by the University prior to the sabbatical application shall be excluded from the calculation. The foregoing notwithstanding, half of the years of service of associate professors who are temporarily transferred to another agency/organization with approval by the University and who fulfill their obligation to teach at the University without receiving hourly lecture fees for a cumulative period of no longer than four years shall be included in the calculation. Cumulative periods of transfer that exceed four years shall be excluded.
2. The years of service of associate professors who have been approved by the University to pursue further studies, travel on official business, give lectures, or conduct research at a domestic or foreign destination prior to

their sabbatical application while remaining on the University's payroll shall be calculated in the following manner: Any time in excess of six months (cumulatively) approved by the University shall be excluded. Periods that are shorter than 1 month or that coincide with summer/winter vacations while on the University's payroll shall be excluded from the calculation, but periods that are longer than 1 month or that extend beyond summer/winter vacations shall be calculated in accordance with the actual approved period.

3. The years of service of associate professors co-appointed by the University and other agencies under the Recruitment Outreach Program while on the University's staff and payroll may be included.
4. The years of service of visiting associate professors who obtain an associate professor certification shall be calculated from the day they are officially included on the University's staff.
5. Any cumulative years of service in excess of the required threshold for a sabbatical application may be deferred and included in the calculation of years of service for the next sabbatical application, but each faculty member is only entitled to a maximum of one academic year of sabbatical leave while serving as an associate professor.
6. Upon promotion to full professor, a faculty member's applicable years of service as an associate professor may not be retained for sabbatical applications as a full professor.

Article 6 Each semester, the number of full professors on sabbatical leave may not exceed 15% of all faculty members of the same rank in each department, division, graduate institute, office, center, and degree program (collectively, "academic programs"), and the number of associate professors on sabbatical leave may not exceed 5% of all faculty members of the same rank in each academic program. If the resulting number is less than 1, it shall be calculated as 1 person. Courses originally in the charge of faculty members on sabbatical leave shall be distributed among other faculty members of the University and the number of teaching posts shall not be increased; however, faculty members who receive a full grant from the sponsoring agency/organization that covers the necessary teaching/research personnel expenses while on sabbatical leave shall be excluded from the calculation in the preceding paragraph.

Article 7 The University accepts sabbatical applications for the following academic year each April. Faculty members whose cumulative years of service will meet the requirements in the following academic year and who intend to apply for a sabbatical shall do so within the application period for that academic year. Upon approval, faculty members may begin their sabbatical leave in the semester after which their cumulative years of service meet the requirements. Faculty members who are not able to apply within the application period stipulated in the preceding paragraph due to a personal emergency may still apply with a special signed approval. Applicants shall submit a sabbatical research list, application form, research proposal, and a record of the approval issued by the faculty evaluation committee of the competent academic program to the Personnel Office for processing.

- Article 8 Applications for sabbatical shall be passed by the faculty evaluation committee of each academic program and then approved in accordance with the applicable administrative procedures. Applications from faculty members co-appointed by two or more programs shall be processed by the chief appointing program, passed by the faculty evaluation committee of that program, and then submitted upon notifying the other co-appointing program(s). Once a sabbatical application is approved, any requests for changes or cancellations must be made before the sabbatical takes effect and must be approved in accordance with the applicable administrative procedures. Vacancies resulting from cancellations described in the preceding paragraph may be filled by the original academic program through special requests, which shall be processed in accordance with Article 7, Paragraph 2 herein.
- Article 9 Sabbatical applicants who are awarded a National Professorship may request a postponement of the National Professorship with the Ministry of Education before beginning their sabbatical.
- Article 10 The salary of faculty members on sabbatical leave shall be paid by the University as per usual.
- Article 11 Up to one academic year of sabbatical leave may be approved per application. A sabbatical of 1 semester must be taken within 1 year of approval; a sabbatical of 1 academic year may be divided into 2 non-consecutive semesters but must be taken within 2 years of approval. Unused sabbatical leave shall be voided upon expiry. The beginning date of a sabbatical must coincide with the first day of the semester after which the required years of service (3 years and 6 months or 7 years) are met.
- Article 12 Faculty members who hold a concurrent managerial position shall retain the position during sabbatical leave except with a special approval that stipulates otherwise, in which event a designated substitute shall be appointed in accordance with applicable regulations. Faculty members appointed to a managerial position by the University who have not applied for leave while in office may be given priority when applying for a sabbatical after leaving office.
- Article 13 Faculty members shall conduct the academic/research work approved by the University while on sabbatical leave. Those who plan to engage in work unrelated to their research project may only do so with the prior permission of the competent academic program's faculty evaluation committee. Unless otherwise stipulated by applicable regulations, faculty members may not take up other full-time paid positions while on leave. Faculty members are not eligible for hourly lecture fees should they choose to offer courses at the University while on leave. The preceding limitation does not extend to courses offered in the School of Professional Education and Continuing Studies or in an in-service program.
- Article 14 At three months into their sabbatical leave, faculty members shall submit a written report detailing the progress of their academic/research activities to the University. Each academic program's faculty evaluation committee shall review the report to verify its consistency with the original research

proposal and then submit it to the Personnel Office for recordation and reference purposes.

- Article 15 The following conditions shall render faculty members ineligible for sabbatical leave:
1. Faculty members who are past the age of retirement and currently serving an extended tenure
  2. Faculty members who have been approved to pursue further studies, travel on official business, give lectures, or conduct research at a domestic or foreign destination and who are currently obligated to remain at the University after their return
  3. Faculty members who violate NTU regulations or their employment contract and fail to make the necessary improvements after issuance of a written warning
  4. Faculty members who fail the most recent faculty evaluation
  5. Faculty members who fail to submit a report in accordance with Article 14 herein or whose report has not been ruled consistent with the original research proposal by the competent academic program's faculty evaluation committee.
- Article 16 Faculty members who are approved for sabbatical leave must again accrue the requisite years of service (3 years and 6 months or 7 years, including retained of seniority) before applying for another sabbatical.
- Article 17 The provisions herein shall apply *mutatis mutandis* to full-time researchers appointed under the *Regulations Governing Appointment of University Research Personnel*. Research fellow appointed by the National Taiwan University Hospital shall be governed by the regulations of the hospital.
- Article 18 The Directives shall be passed by the University Council and then implemented on the date of promulgation.