

NATIONAL TAIWAN UNIVERSITY

Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad

October 21, 2023 Passed by the University Council at its 1st meeting, fall semester, Academic Year 2023-24

November 01, 2023 Promulgation of amended Articles 1 through 12; added Articles 13 and 14
(Full amendment history at the end of this document)

Article 1 National Taiwan University (NTU or “the University”) formulates the *NTU Directives for Faculty Members Teaching, Conducting Research, and Studying Abroad* (“the Directives”) in accordance with Article 4, Paragraph 3 of the *Regulations Governing Teacher Undertaking Further Studies, Research, and Other Professional Development Activities* to elevate NTU faculty members' teaching and research standards.

Article 2 Faculty members as described in the Directives must be paid quota-based full-time faculty members teaching at NTU.

Article 3 Faculty members may teach, conduct research, and engage in studies abroad if they have served at NTU for at least two consecutive years. However, those who meet the following conditions shall be exempt from the preceding provisions:

1. The period of teaching, conducting research, and studying abroad is one month or less, or if it occurs during winter or summer vacations, or a sabbatical leave.
2. Faculty members are under special circumstances, and have obtained approval from their academic program's Faculty Evaluation Committee as well as approval by special projects.

Faculty members applying for teaching, conducting research, or studying abroad shall complete the Application Form for Faculty Members Teaching, Conducting Research, and Studying Abroad at least two months prior to their departure, with supporting documents (such as the letter of consent from the foreign institution) attached. They shall also obtain approvals from the Faculty Evaluation Committee of their academic programs and the signed approval from the President. However, faculty members who fall under Subparagraph 1 of the preceding Paragraph may submit their application to the NTU Online Attendance and Leave-taking System for approval via the online approval and signing process.

Article 4 To ensure that teaching at NTU is not disrupted, in principle, the number of faculty members studying, teaching, and conducting research domestically/abroad, on sabbatical leave, and/or on temporary transfer from each academic program may not exceed 16% of its current total number of faculty members at any given time. The number of faculty members mentioned in the preceding paragraph shall not include those who meet the following conditions:

1. Faculty members who are temporarily transferred to the public sector

(including national colleges and universities) or policy-based legal entities to serve as heads.

2. Faculty members whose period of teaching, conducting research, and studying abroad is one month or less, or if it occurs during winter or summer vacations.
3. Faculty members who are appointed in accordance with the *NTU Guidelines for Colleges/Centers Appointing New Full-Time Faculty Members* and have been granted priority to study abroad according to the faculty member development program of the respective department or graduate institute.
4. The cost of teaching or research is fully sponsored by a related agency/institution during the faculty member's teaching, conducting research, or study period.
5. The faculty member's teaching, conducting research, or study takes place overseas pursuant to the *Directives Governing Faculty Member Exchanges between NTU and Cooperating International Universities*.
6. Laws and regulations stipulate otherwise or are approved by special projects.

The number calculated proportionally in Paragraph 1 shall be rounded up, regardless of the decimal value.

The faculty member's teaching, conducting research, or studying abroad period shall be consistent with the NTU semester schedule to allow for easier course arrangements at NTU.

Article 5 If the faculty member who applies and is approved for teaching, conducting research, or studying abroad is recommended by NTU based on their college or academic program's development needs, and their period of teaching, conducting research, or studying abroad is sponsored by a government agency or NTU-approved institution, the faculty member may remain their paid employment. The duration of the faculty member's teaching, conducting research, or studying abroad will be as follows unless otherwise stipulated by related laws or regulations:

1. The teaching period shall be one year in principle and an extension may be applied for up to one additional year if necessary.
2. The research period shall be one year in principle and an extension may be applied for up to one additional year if necessary.
3. The study period shall be 1 year in principle and an extension may be applied for up to three additional years if necessary. However, for those applying for an extension to obtain a degree, the aforementioned study period may be extended to up to four additional years.

Faculty members applying for an extension of their teaching, conducting research, or studying abroad period shall submit their applications two months before the current period expires, along with supporting documents issued by the school or institution where they teach, conduct research, or study abroad. They shall also obtain approvals from the Faculty Evaluation Committee of

their academic programs and the signed approval from the President. However, for those whose study period falls under Subparagraph 3 of the preceding paragraph, applications shall be submitted annually.

Faculty members who are granted an extension period in accordance with the preceding paragraph shall be on unpaid leave during the extension period.

Faculty members applying for teaching, conducting research, or studying abroad who are not recommended by NTU based on their college or academic program's development needs shall be on unpaid leave during their period for teaching, conducting research, or studying abroad, regardless of whether they are sponsored by relevant units.

Faculty members whose applications for teaching, conducting research, or studying abroad are approved in accordance with the proviso in Article 3, Paragraph 2, shall be on paid employment during their period for teaching, conducting research, or studying abroad.

Article 6 The NTU recommendation based on the needs of the college or academic program as described in the preceding article refers to either one of the following:

1. Recommendations made by the NTU president;
2. Recommendations made by the director, chair, or dean of the corresponding academic program through a recommendation letter based on the development needs of the college or academic program, which shall be approved in accordance with relevant administrative procedures upon the submission of a grant proposal and consent letter from foreign research institutions by the faculty members who plan to teach, conduct research, or study abroad.

Grants from government agencies or institutions which have signed an agreement with NTU as described in the Directives may cover the following fees and expenses:

1. Tuition, credit fees, and fees
2. Living expenses, transportation expenses, and insurance costs
3. Other necessary expenses

Article 7 Faculty members who have been temporarily transferred to other institutions, groups, or schools must serve at NTU for at least one year upon their return to post before they may teach, conduct research, or study abroad, regardless of whether the faculty member was obligated to teach at NTU during the period of temporary transfer.

Article 8 Faculty members shall immediately return to NTU to fulfill their service obligations after finishing their teaching, conducting research, or studies abroad. The preceding restriction, however, shall not apply to those whose applications are approved under the proviso in Article 3, Paragraph 2.

For the period of fulfilling service obligations upon returning as mentioned in the preceding paragraph, those on paid employment will have a service obligation period that is twice the duration of their paid employment period, while those on unpaid leave will have a service obligation period equal to

their unpaid leave period.

Faculty members who violate the preceding two paragraphs shall compensate the University as follows: For those on paid employment, they shall compensate the University for their non-performance of service obligations by reimbursing the grants specified in their research contract and the salary for the paid employment period. The actual compensation amount will be based on the ratio of non-performance of service obligations to the total service obligations. For those on unpaid leave, they shall compensate the University for the remuneration paid to substitute instructors by NTU, plus any additional necessary costs incurred for the unpaid leave period. The actual compensation amount will be based on the ratio of non-performance of service obligations to the total service obligations.

Article 9 Faculty members may not teach, conduct research, or study abroad if they are presently fulfilling their service obligations as stated above.

Article 10 During their service extension period, faculty members may not teach, conduct research, or study abroad. The preceding restriction, however, shall not apply to those whose applications are approved under the proviso in Article 3, Paragraph 2.

Article 11 The Directives shall apply mutatis mutandis to faculty members who apply for full-time research or study domestically.

Faculty members whose applications for full-time domestic research are approved shall be on unpaid leave during the approved research period. However, if the research period falls within a sabbatical leave, or if the research is funded by the National Science and Technology Council, allowing for paid employment, then the faculty member shall be on paid employment.

Faculty members whose applications for full-time domestic study are approved shall be on unpaid leave during the approved study period. However, instructors who obtain signed approval to take an examination shall remain on paid employment.

Article 12 The Directives shall apply mutatis mutandis to full-time research fellows who apply for teaching, conducting research, or studying abroad.

Article 13 Matters not addressed herein shall be subject to the applicable regulations of the University and the Ministry of Education.

Article 14 The Directives shall be passed by the University Council and then implemented on the date of promulgation.

[Full amendment history]

December 01, 1992	Passed by the 1,805th Administrative Meeting
August 31, 1993	Amended and passed by the 1,839th Administrative Meeting
March 21, 1998	Amended and passed by the University Council at its 1st meeting, spring semester, Academic Year 1997-1998
October 16, 2004	Amended and passed by the University Council at its 1st meeting, fall semester, Academic Year 2004-2005
October 22, 2005	Amended and passed by the University Council at its 1st meeting, fall semester, Academic Year 2005-2006
March 24, 2007	Amended and passed by the University Council at its 1st meeting, spring semester, Academic Year 2006-2007

June 19, 2010	Amended and passed by the University Council at its 2nd meeting, spring semester, Academic Year 2009-2010
March 17, 2012	Amended and passed by the University Council at its 1st meeting, spring semester, Academic Year 2011-2012
October 19, 2013	Amended and passed by the University Council at its 1st meeting, fall semester, Academic Year 2013-2014
June 14, 2014	Amended and passed by the University Council at its 2nd meeting, spring semester, Academic Year 2013-2014
March 21, 2015	Amended and passed by the University Council at its 1st meeting, spring semester, Academic Year 2014-2015
June 15, 2019	Passed by the University Council at its 2nd meeting, spring semester, Academic Year 2018-2019

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