

# **Regulations for Application for Sabbatical Leaves by Professors at I-Shou University**

Adopted on March 11, 1998 at the first meeting of the University Council in the second semester of the academic year 1997

Adopted on March 18, 1998 at the eighth meeting of the 4<sup>th</sup> Board of Trustees

Adopted on June 14, 2006 at the first meeting of the University Council in the second semester of the academic year 2005

Approved for reference on June 19, 2006 at the seventh meeting of the 7<sup>th</sup> Board of Trustee

Amendments adopted on July 7, 2009 at the third meeting of the University Council in the second semester of the academic year 2008

Amendments to Articles 5~10 and 12 ratified and promulgated by the President on August 14, 2009

Amendments to Articles 1~4 and 7~12 adopted on May 28, 2014 at the second meeting of the University Council in the second semester of the academic year 2013

Approved for reference on June 24, 2014 at the twelfth meeting of the 9<sup>th</sup> Board of Trustee

- Article 1 The Regulations for Application for Sabbatical Leaves by Professors at I-Shou University (hereinafter referred to as the “Regulations”) are established to encourage professors of the University to absorb new knowledge and raise the quality of teaching and research.
- Article 2 The term of professors mentioned herein refers to the ones who are qualified as accredited by the Ministry of Education and are currently regular full-time professors at the University.
- Article 3 Faculty members who have served at the University for 7 semesters or 7 academic years or more may take sabbatical leave for the purpose of academic research after the application is granted by the University. The seniority of unpaid leave and an extension of sick leave shall be excluded.
- Professors who have served at the University for 7 semesters or more in a row are

permitted to apply for sabbatical leave for 1 semester; those who have served for 7 academic years or more are permitted to apply for 1-academic-year sabbatical leave. The sabbatical leave taken in 2 different semesters stated above shall be based on the unit of “semester.” Professors shall fulfill sabbatical leave within 2 academic years from the date of approval. Anyone who has not completed the leave before the deadline stated above shall be deemed as giving up their rights voluntarily.

Those who have retained their positions with pay to pursue further education, do research or give lectures in Taiwan or other countries for 1 semester or more without teaching at the University shall not apply for sabbatical leave unless they have come back to the University to teach for a period twice as long as that they have spent in pursuing further education, doing research or giving lectures at home or abroad. The period of pursuing further education, doing research or giving lectures in Taiwan or other countries shall not be excluded (shall be calculated together). However, the application shall be submitted for only once within 7 years. If such an application has been submitted for twice or more in 7 years, the service years used to apply for sabbatical leave shall be recalculated from the semester they come back to the University.

In principle, a semester shall be from Aug. 1<sup>st</sup> of each year to Jan. 31<sup>st</sup> of next year, or from Feb. 1<sup>st</sup> to July 31<sup>st</sup> each year.

Article 4 For those who have been transferred to other organizations (institutions) within the past 7 semesters or 7 academic years prior to application to teach for less than 4 semesters or 4 academic years and come back to the University for unpaid teaching, half of the seniority shall be recognized. If the total service years in other organizations (institutions) exceed 4 years, the excess seniority shall be excluded before the aforesaid calculation method is adopted.

For those who concurrently take academic or administrative positions, the originally permitted sabbatical leave may be postponed to the next semester upon application after the official term is fulfilled. The period of sabbatical leave remains the same, and “semester” shall be the basis of calculation.

If the total service years used to apply for sabbatical leave exceed the regulated ones, the extra service years shall not be retained unless professors are unable to take sabbatical leave due to their academic or administrative positions, and the extra years may be retained and calculated for next application.

Sabbatical leave shall not exceed an academic year every time being applied for.

- Article 5 The number of professors taking sabbatical leave shall not exceed 15% of total professors at each college and the Center for General Education each academic year. The quota shall not be shared among colleges and the Center for General Education. If the number is less than 0.5, please round it up to 1.
- The annual budget of the University shall be one of the factors considered when deciding the quota of professors taking sabbatical leave, and normal teaching at the University shall not be affected.
- If the number of applicants exceeds the number of places available, the University shall give priority to those who have not taken sabbatical leave yet and decide the order based on their seniorities.
- The University shall assign proper faculty members to teach the courses taught by professors on sabbatical leave. The number of faculty members shall not be increased.
- Article 6 Those who are qualified to apply for sabbatical leave in accordance with the Regulations shall submit a research proposal (including the research location) before every April or October. The application for sabbatical leave shall be granted after being approved by the department (institute, program or center)-level Teacher Review Committees in April or October, the college-level Teacher Review Committees in May or November, and finally the University-level Teacher Review Committee in every June or December.
- Article 7 During the sabbatical leave, professors may apply for subsidies for research projects, and the University shall also pay the salary (including the base pay, academic research allowances and other allowances) to professors on sabbatical leave. However, the professors on sabbatical leave shall not take any full-time positions with pay at home or abroad, or serve as academic/administrative heads (including the ones in centers), representatives or committee members at the University.
- Professors who still teach at the University during the sabbatical leave shall receive no hourly pay.
- Anyone who violates any of the rules stated above shall be reported to the Teacher Review Committees for deliberation.
- Article 8 Those who have fulfilled the sabbatical leave and have been reappointed by the University shall come back to the University and serve for a period as long as the sabbatical leave. The professors shall submit a report in writing relating to the academic research within 3 months after the sabbatical leave expires. The report shall be submitted to the University-level Teacher Review Committee for reference after being reviewed by the department (institute, program or center)-level Teacher Review Committees for confirming it has complied with the research proposal.
- Article 9 Those who violate the rules as referred to in Article 8 shall pay back the salary, year-end

bonus, and subsidies received during the sabbatical leave on a pro rata basis for their unfulfilled obligations.

Article 10 Those who get involved in any of the following situations shall not apply for sabbatical leave:

1. Those who will reach the retirement age one academic year later or who are in the period of extension of service after reaching retirement.
2. Those who are fulfilling their obligations after completing further education, inspection, giving lectures or doing research at home or abroad as approved by the University.
3. Those who have violated the University's regulations or rules or the Faculty Contract, and show no sign of improvement after being informed in writing.
4. Those who are not allowed to apply for sabbatical leave according to the Regulations for Faculty Evaluation.
5. Those who have not submitted a report according to Article 8, or those whose report is found not to comply with the research proposal previously submitted to the department (institute, program or center)-level Teacher Review Committees.

Article 11 Those who have been approved to take sabbatical leave shall not apply for another sabbatical leave until they come back to the University to teach for another 7 semesters or academic years, except for those concurrently holding administrative positions.

Article 12 The Regulations become effective on the third day of promulgation after being adopted by the University Council, ratified by the President, and forwarded to the Board of Trustees for reference.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*