

# Regulations Governing the Sabbatical Leave of Professors

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- Article 1: These regulations are formulated to encourage professors to enrich their knowledge and enhance academic standards.
- Article 2: The term "professor" in these regulations refers to full-time professors who have been approved by the Ministry of Education.
- Article 3: Eligibility: Full-time professors of this university who have served continuously for seven or more academic semesters and have demonstrated outstanding performance may apply for a one-semester research leave. Those who have served continuously for seven or more years and have demonstrated outstanding performance may apply for a one-year research leave. However, the following circumstances are not eligible for application:
1. Professors whose retirement age has been extended and who are serving during the extended period.
  2. Those who have been approved for domestic or overseas study, lectureship, or research and are still serving their obligation upon returning to the university.
  3. Professors who have been approved for sabbatical leave but have not served continuously for seven academic semesters upon returning to the university.
  4. The calculation of service years is as follows:
    - (1) Those who have been approved for secondment to other institutions:
      - i. The service period does not exceed four years in total, and they return to the university to teach according to regulations without receiving hourly fees, the years of service may be counted.
      - ii. The service period does not exceed four years in total, but they do not return to the university to teach according to regulations, the years of service are not counted.
      - iii. The service period exceeds four years, the excess years are not counted.
    - (2) Those who have been approved for study, lectureship, or research domestically or overseas: When the university approves their sabbatical leave, the period of retention should be included in the sabbatical leave period and deducted. Those who are sent abroad for official duties may not be deducted.
    - (3) Those who resume work after being suspended or take parental leave: The calculation of their years of service should deduct the period when they did not teach at the university and then calculate it together.
    - (4) For those who take segmented sabbatical leave, the years of service are counted from the end of the approved academic year of leave.
- Article 4: 1. The application for professors' sabbatical leave at this university will be processed annually in January for the following academic year. Applicants should submit a research plan, which, after being reviewed and approved by the three-tier teacher evaluation committee, shall be submitted to the President for approval.  
2. Professors jointly employed by the affiliated hospital of this university must obtain the consent of the employing unit before applying for sabbatical leave.
- Article 5: For professors whose sabbatical leave is for one academic year, upon approval by the

university, it may be carried out in segments by semester. Segmented sabbatical leave must be completed within two years from the date of approval, and failure to do so will be considered an automatic waiver. Once approved, the sabbatical leave period may not be changed arbitrarily.

- Article 6: The quota for professors' sabbatical leave in each academic year in each college (center) shall not exceed fifteen percent of the total number of full-time professors in that college (center), with less than one person counted as one person. If the number of applicants exceeds the quota, it shall be determined by the college (center) level Faculty Evaluation Committee.
- Article 7: Professors applying for sabbatical leave in each faculty/department (graduate institute, center, degree program) shall adhere to the principle of not affecting teaching. The courses originally taught by the professor should be shared by the faculty/department (graduate institute, center, degree program) teachers, and the number of full-time and part-time teachers shall not be increased as a result.
- Article 8: Professors who serve as administrative heads of this university and are unable to apply for sabbatical leave shall be given priority consideration for sabbatical leave after stepping down from the administrative position.
- Article 9: Professors on sabbatical leave with retained positions and salaries shall return to the university for service upon completion of the sabbatical leave. They shall submit a written report on the research results within three months of returning to the university.
- Article 10: During the sabbatical leave period, professors should focus on academic research and may not hold other full-time paid positions inside or outside the university. Violators shall be reported to the Faculty Evaluation Committee for review and shall return the salary received during the sabbatical leave period.
- Article 11: These regulations shall be implemented from the date of announcement after being approved by the University Council, and the same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**