

National Chengchi University □ Professor □ Associate Professor Sabbatical Leave Application Form

Employee ID	<small>※ This field must be filled out</small>	Name	Job title
Original unit	College (research center or office)	Department	Institute
Joint hiring units	College (research center or office)	Department	Institute
Do you concurrently hold an administrative supervisor position?	<input type="checkbox"/> Yes (unit and job title: _____) <input type="checkbox"/> No		
Are you concurrently engaging in overseas lecturing, domestic or overseas further studies, or domestic or overseas research? (Leave blank if the answer is no)	From ____ (yyyy)/ ____ (mm)/ ____ (dd) to ____ (yyyy)/ ____ (mm)/ ____ (dd) Period of overseas lecturing, domestic or overseas further studies, or domestic or overseas research:		
Starting date as a professor (Leave blank if you are an associate professor)	Starting date as a professor at other universities: From ____ (yyyy)/ ____ (mm) Starting date as a professor at this university: From ____ (yyyy)/ ____ (mm)		
Starting date as an associate professor (Leave blank if you are a professor)	Starting date as an associate professor at this university: From ____ (yyyy)/ ____ (mm)		
Previous sabbatical leave and report submission status: <small>※ Associate professors and first-time sabbatical leave applicants do not need to fill out this section</small>	1. My previous sabbatical leave was in the _____ semester of the _____ academic year From ____ (yyyy)/ ____ (mm)/ ____ (dd) to ____ (yyyy)/ ____ (mm)/ ____ (dd) 2. Was your previous sabbatical leave report approved by your departmental/institute faculty evaluation committee? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Period of current sabbatical leave application	<input type="checkbox"/> First semester <input type="checkbox"/> Second semester of the _____ academic year		

※ Please fill out the above information accurately, and read the following terms carefully before signing:

- I agree to comply with the National Chengchi University Regulations Governing the Sabbatical Leaves of Professors and Associate Professors during **my sabbatical leave period**, which are as follows: (1) I will not take on any other full-time paid positions or serve as academic or administrative supervisors within the University; (2) I shall report to my department/institute's faculty evaluation committee if I am to engage in academic research activities; (3) **No additional hourly pay will be provided to me for teaching at the University during my sabbatical leave**; (4) I shall return to the University upon the conclusion of my sabbatical leave and submit a written report on my research activities within three months. This report must be reviewed and approved by my department/institute faculty evaluation committee and then, following administrative procedures, submitted to and approved by the University President.
- I understand that any delay in submitting the written report will result in the delay period (counted in

Notes

※ Research fellow and professor-level professional technicians' sabbatical leaves are governed by regulations governing professors' sabbatical leaves.

※ Associate research fellows and associate professor-level professional technicians' sabbatical leaves are governed by regulations governing associate professors' sabbatical leaves.

months) not being counted as my years of service.

My sabbatical leave applications are for promotion to a professor, and my sabbatical leave plans are related to the specialized publications required for my promotion. (Professors do not need to check this box)

Applicant's signature: _____ **Contact number:** _____

Date of application: _____(yyyy)/ _____(mm)/ _____(dd)

Department/institute faculty evaluation committee review status (to be completed by the responsible unit)

1. Application reviewed and approved by the department/institute faculty evaluation committees on _____(yyyy)/ _____(mm)/ _____(dd).
2. There are no conditions preventing the applicant from taking their sabbatical leave: (1) They are over the age of 65 and are serving on an approved extension.
(2) They fail to pass the University's faculty evaluation committee's overall evaluation conducted in accordance with the Regulations for Basic Faculty Performance Reviews.
(3) They have not yet fulfilled their required service obligations after an approved leave for overseas lecturing, domestic or overseas further studies, or domestic or overseas research.
(4) They have been back for less than a year after their secondment.
3. The number of faculty members on sabbatical leaves does not exceed 15% of the total number of faculty members: Current number of faculty members approved for sabbatical leaves: ____; remaining number of faculty members eligible for sabbatical leaves: ____.
4. The number of faculty members on secondment, sabbatical leaves, lecturing, further studies, and research does not exceed 15% of the total number of faculty members: Current number of faculty members approved: ____; remaining number of faculty members eligible: ____.
5. The associate professor's sabbatical leave plans are related to specialized publications submitted for their promotion (professors do not need to complete this section). Yes No

Unit officer in charge: _____ **Department/institute supervisor's signature:** _____

Joint hiring unit (Leave blank for those who not jointly hired)		President
College dean		
Personnel Office	Details of review results: Review results: <input type="checkbox"/> Application approved <input type="checkbox"/> Application rejected	

National Chengchi University Sabbatical Leave Project Plans for Professors and Associate Professors

Unit:

Name:

Job title:

1. Name of the research project	
2. Project summary	
3. Project content	<ol style="list-style-type: none">1. My understanding of the importance, background, and objectives of the research topic:2. My work and research activities over the past three years:3. My preparation and methods for completing the research project:4. The relationship between my research project and my future work:5. Relevance of the research institution that I intend to visit and support measures that may be provided, etc.:

4. Expected results	
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