National Chengchi University Guidelines for Faculty Members Undertaking Lecture, Research, and Study Abroad

Passed at the 102nd University Affairs Meeting on November 21, 1998

Revised at the 169th University Affairs Meeting on June 25, 2012

Amendments to Articles 4, 5, and 13 passed at the 179th University Affairs Meeting on June 25, 2014

Article 1 Pursuant to the Ministry of Education Guidelines for Encouraging Teachers to Pursue Further Study or Academic Research, these guidelines were established for encouraging faculty members at the National Chengchi University (the "University") to keep up-to-date with the latest developments in their professional fields, promoting and enhancing research activities, and creating international cultural exchange opportunities.

Article 2 Faculty members at this University wishing to undertake lecture, research, or study outside Taiwan shall follow the procedure as set in the guidelines unless regulated otherwise.

Article 3 Only full-time faculty members with accredited teacher qualification and a minimum of three consecutive years of service at this University are eligible to apply. Faculty members who do not meet the above criteria may still apply under special circumstances, provided that the application has been passed by the Faculty Evaluation Committee at all three levels and approved by the President.

Article 4 Applications for undertaking lecture, research, or study abroad shall be made under any of the following categories:

1. Sponsored applications:

1.1 Recommended by the department (institute) for teaching and research needs.

1.2 Funded by the Ministry of Science and Technology or other government organization or research academic institution.

1.3 Scholarly exchange at overseas universities or academic institutions where NCCU has signed agreements or contracts with.

2. Self-funded applications: Faculty members apply to undertake lecture, research, or study abroad in relation to their professional fields at their own expenses. The proposed leave period shall coincide with the time period of each semester. Sponsored applicants may be granted leave with pay; self-funded applicants shall be granted unpaid leave for a maximum period of 12 months. During the course of study, applicants may request to extend their leave for another year when necessary. Those studying for a degree may make a case to obtain approval for an extension of two years. Extended leave shall be granted as unpaid leave.

Article 5 Applicants shall fill out the application form and submit it with supporting documents such as proposals for the intended lecture, study, or research, along with agreement letters from relevant academic or research institutions. Applications shall be reviewed by the Department (or Institute) Faculty Evaluation Committee (FEC) and processed in accordance with the following regulations:

1. Sponsored applications:

1.1 Applications recommended by the department or institute for its teaching and research needs shall be evaluated by the Review Panel and approved by the President.

1.2 Applications funded by the Ministry of Science and Technology or other government organization or academic research institution shall be reviewed according to relevant policies.

1.3 Applications for scholarly exchange shall be evaluated by the purposely formed Review Panel and approved by the President.

2. Self-funded applications shall be submitted to the Department (Institute) FEC for review two months prior to the planned departure date. Reviewed applications will need to be approved by the President.

Applicants holding a joint-appointment contract with two or more academic units must submit applications to their main appointment unit. The joint appointment unit(s) shall be notified if the application has been passed.

Applicants applying to extend their study leave shall submit applications and supporting documents such as academic transcripts and proof of professor status to the Department (Institute) FEC for review. Reviewed applications are subject to the approval by the President.

Rules regarding the formation of the Review Panel, as mentioned in clauses 1.1 and 1.3, the timelines for review submissions, and the review principles, shall be devised separately, and overseen by the Personnel office and the Office of International Cooperation.

Article 6 Applicants must undertake their research, lecture, or study in accordance with the approved proposal. If, for any unforeseen reason, the applicant is unable to carry out the original plan, he or she shall submit a new proposal together with proof from the hosting institution to the Department FEC for review. Changes shall become effective upon approval by the President.

Article 7 The number of faculty members to undertake lecture, research and study abroad must not exceed 10% of the total full-time faculty numbers in each department within the same academic year; for the University as a whole, the total number of faculty members on leave shall not exceed 5% of its total capacity.

Exceptions may be made when necessary under the premise that this shall not impact the University's current teaching or research activities and shall be subject to approval by Department FEC and the President.

Faculty members applying to undertake overseas lecture, research, or study during sabbatical or the summer and winter holidays shall be exempted from the aforementioned ratio restrictions, the rules regarding self-funded applicants and unpaid leave (paragraph 2 of Article 4), and the obligatory service period (paragraph 2 of Article 10).

The overall number of faculty members on secondment, sabbatical, and leave in each department shall not exceed the 15% threshold of its total capacity.

Article 8 Teaching at the University must not be compromised by faculty members taking study leave. Courses taught by faculty members undertaking overseas lecture, research, or study must be covered by appropriate staff. Administrative duties concurrently served by the said faculty members shall be relieved when the leave period is longer than three months. If the leave period is less than three months, a substitute shall be appointed to cover the duties. Self-funded applicants shall be relieved from their concurrent administrative duties regardless of the length of the leave.

Article 9 Faculty members returning from overseas lecture, research, or study shall

submit a written report to the respective department or institute and the NCCU Office of Research and Development within three months of their return. Academic transcripts shall also be submitted for those undertaking short courses; those pursuing a degree shall submit their dissertation and degree certification.

All returning faculty members are obliged to attend results presentations organized by the NCCU Office of Research and Development.

Article 10 An agreement regarding terms and conditions must be signed before the start of leave; faculty members shall return to service upon completion of the approved study leave.

Faculty members granted paid leave are obliged to serve twice the time of the paid leave period at this University upon their return. Those granted unpaid leave shall serve at least the same period of the unpaid leave upon their return.

Should faculty members on paid leave be found guilty under any of the following circumstances, the University may recover salaries paid during the leave period and have their cases reviewed by the University FEC for any disciplinary actions:

1. Failure to return to service as scheduled.

2. Failure to carry out the proposed plan according to Article 4.

3.Accepted full time employment at another institution, private company, or became self-employed.

4. Failure to fulfill their obligations as regulated in the guidelines.

Resignation shall not be accepted until the obligatory service period has been fulfilled.

Article 11 Faculty members involved in any of the following circumstances shall not be granted leave to undertake lecture, research, or study abroad:

1. Those who have been granted leave. but yet to fulfill their obligatory service period.
2. Those who have returned from sabbatical leave for less than a year.
3. Those who have reached the age of 65 on extended contract.
4. Those who did not pass the most recent performance evaluation at the University FEC, conducted in accordance with the NCCU Faculty Evaluation Policies.
5. Those who have returned from secondment for less than a year, with exceptions for those whose secondment was approved before the guidelines were revised at the 169th University Affairs Meeting on June 29, 2012.
6. Those who are subject to service obligations governed by other rules and regulations.

Article 12 Colleges that have accomplished integration of human resources, pursuant to the NCCU College Resources Integration Development Guidelines, may adopt their own implementation rules with regard to the calculation and application process for faculty members applying to undertake lecture, research, or study abroad. Such rules shall be approved by the President before implementation.

Article 13 Applications by research fellows to undertake lecture, research, or study abroad shall be handled in accordance with the same guidelines. These guidelines shall also apply to faculty members applying for lecturing or researching at Academia Sinica and to those who receive funding from the Ministry of Science and Technology to become visiting scholars at another local university.

Article 14 hese guidelines shall be implemented upon being passed at the University Affairs Committee Meeting. Any revision must follow the same procedure.