**National Chengchi University Professor Sabbatical Guidelines**

Approved at the 103rd University Affairs Meeting on January 8, 1999

Article 13 approved at the 109th University Affairs Meeting on June 16, 2000

Article 3 approved at the 118th University Affairs Meeting on June 13, 2002

Articles 3, 5, 10, 11, 12 amended and additional formulating of Article 8.1 and Article 11 at the 119th University Affairs Meeting on September 12, 2002

The entire set of Guidelines is amended and approved except Article 4 at the 169th University Affairs Meeting on June 25, 2012; Article 4 amended and approved at the 170th University Affairs Meeting on September 13, 2012

1. For the purpose of processing professor sabbaticals, National Chengchi University (hereinafter NCCU) has stipulated this Guidelines.
2. This set of Guidelines is applicable to qualified professors who have been reviewed by the Ministry of Education.
3. Full-time professors that have worked in NCCU for three years or more after having obtained professor status from the Ministry of Education and have worked in registered national universities or overseas universities recognized by the Ministry of Education for a total of seven semesters may apply for one semester of sabbatical; professors that have worked for a total of seven academic years may apply for one academic year of sabbatical to pursue academic research approved by NCCU.

Sabbatical period shall coincide with the course planning period of each semester.

Researchers approved for sabbatical may apply for sabbatical again after having served for seven semesters. However, if the previous sabbatical did not expend all of the accrued years of service, the remaining undeducted time may be retained for leave of absence application.

1. If the aforementioned accrued years of service match the following situation, the time shall be calculated by the following regulations:
2. If the accrued years of service while working overseas as a professor are recognized by the Faculty Evaluation Committee of the University, the years shall be counted towards the time required for sabbatical.
3. The time that professors have worked in other universities in Taiwan or overseas (not counted as accrued years of service required for sabbatical) can only be counted for a maximum of three and a half years.
4. Half of the time that professors have been on secondment to another institution with the approval of NCCU (but have continued with their voluntary teaching in NCCU) may be counted towards the accrued years of service.
5. The duration of the time professors were on paid leave for lecturing, studying, or researching in Taiwan or abroad for more than six months under the permission of NCCU shall not be counted towards the time of service.
6. The duration of the time professors were on unpaid leave or when the employment was terminated shall not be counted towards the time of service. Time of service before and after the absence can be computed together.
7. Overdue months specified in **Subparagraph 2** of Article 11 shall be deducted from the time of service. Time of service before and after the absence can be computed together.
8. Professors with one of the following cannot apply for sabbatical:

1. Those who have reached the age of 65 on extended contract.

2. Those who have been granted leave to lecture overseas, study, or conduct research in Taiwan or abroad, but yet to fulfill their obligatory service period.

3. Those who did not pass the most recent performance evaluation at the University FEC, conducted in accordance with the NCCU Faculty Evaluation Policies.

4. Those returning from secondment for less than a year.

1. The number of professors on sabbatical for each department (institute) shall not exceed 15% of the total number of professors of the department (institute) each year. If 15% of the total number of professors of the departments (institutes) is less than one person, the number is counted as one person. The overall number of faculty members on secondment, sabbatical, on leave for lecture or study in each department shall not exceed the 15% threshold of its total capacity.

The classes whereby the professors on leave were due to teach shall be covered by relevant lecturers of the same departments (institutes); no additional faculty shall be added.

1. Sabbaticals shall be reviewed by the departmental (institutional) Faculty Evaluation Committee according to academic needs, and shall take effect after approval. Applicants holding a joint-appointment contract with two or more academic units must submit applications to their main appointment unit. After the approval of the Faculty Evaluation Committee (of the main appointment unit), the joint appointment unit(s) shall be notified of the approval.

If sabbaticals need to be changed or canceled after their approval, the departmental (institutional) Faculty Evaluation Committee must review the case before granting approval, and the decision shall be submitted to the President for approval.

1. NCCU begins accepting professor sabbatical applications for the following academic year in April of each year. Acceptance of sabbatical applications for the second semester of the same academic year begins in October. Professors that are planning to take sabbaticals shall submit applications within the deadline and take leave in the semester following completion of the required time of service.
2. Professors on sabbatical shall continue to be remunerated with regular payment.
3. In principle, professors shall mainly conduct academic research while on sabbatical. They are not allowed to take up other full-time work with remuneration or occupy positions as part-time academic or administrative supervisor in NCCU.

If a professor is conducting academic research other than the approved research while on sabbatical, he or she shall report to departmental (institutional) Faculty Evaluation Committee for future reference.

Professors that continue to lecture in NCCU while on sabbatical will not be remunerated with additional hourly payment.

1. Professors shall return to NCCU for duty immediately after the sabbatical period is complete. A written report regarding the academic research conducted while on sabbatical shall be submitted to departmental (institutional) Faculty Evaluation Committee for review and approval within three months after returning to NCCU. Subsequently, the report shall be submitted according to administrative procedure for the President's approval and published on the NCCU academic achievement database.

Professors that do not submit the report on time shall have their accrued time of service deducted from the calculation of sabbatical based on the number of months they are late; days that do not amount to a month will not be deducted.

1. 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 for sabbaticals. Such rules shall be approved by the President before implementation.
2. Sabbatical of researchers shall proceed according to the same regulations as professors.
3. This set of Guidelines shall be implemented upon being passed at the University Affairs Meeting. Any revision must follow the same procedures.