

# NATIONAL CENTRAL UNIVERSITY

## Directives Governing Sabbatical Leave for

### Professors and Associate Professors

Approved by the 2<sup>nd</sup> University Council Meeting of Academic Year 1997-1998 on May 20, 1998

Approved by the 2<sup>nd</sup> Ad Hoc University Council Meeting of Academic Year 2005-2006 on December 27, 2005

Approved by the 486<sup>th</sup> Administrative Meeting in Academic Year 2007-2008 on July 14, 2008

Approved by the 1<sup>st</sup> University Council Meeting of Academic Year 2008-2009 on November 18, 2008

Approved by the 533<sup>rd</sup> Administrative Meeting in Academic Year 2010-2011 on January 17, 2011

Approved by the 772<sup>nd</sup> Administrative Meeting in Academic Year 2022-2023 on May 22, 2023

1. National Central University (NCU or “the University”) has formulated these Directives to handle matters pertaining to sabbatical leaves for professors and associate professors for the purpose of encouraging faculty members to dedicate themselves to research and incentivizing outstanding faculty members to enrich their knowledge.
2. “Professors” and “associate professors” as referred to in these Directives are faculty members at the University who have passed the qualification accreditation review by the Ministry of Education. “Associate professors” are faculty members who have been promoted from the position of instructor or assistant professor during their service at the University.
3. Full-time professors and associate professors who have been employed by the University for seven consecutive semesters (academic years) or more and who have shown outstanding performance in teaching, research, and counseling and service can apply for a one-semester (academic-year) sabbatical leave.

Full-time professors and associate professors who were employed at a public/private university for seven consecutive academic years or more, who have been employed by NCU for four academic years or more, and who have shown outstanding performance in teaching, research, and counseling and service can apply for a one-academic-year sabbatical leave.

Sabbatical leave shall be scheduled in alignment with the academic semester in order to simplify the course scheduling process.

4. The accrued years of service of professors and associate professors applying for sabbatical leave shall be calculated according to the following rules:
  - (1) For professors and associate professors who were seconded to another educational institution within seven semesters or academic years prior to applying for sabbatical leave, but who volunteered to give at least two credit hours of unpaid lectures at NCU during this period, the secondment period shall be added to the years of service accrued.

(2) A maximum of half a year may be added to the years of service accrued by professors and associate professors who, with the approval of NCU, gave lectures, conducted research or field investigations, or undertook advanced studies in Taiwan or overseas within seven semesters or academic years prior to applying for sabbatical leave.

5. If the number of years of service of a professor applying for their first sabbatical leave since their promotion from associate professor does not meet the criteria set in Article 3, their years of service accrued as an associate professor can be included in the calculation. However, for their next sabbatical leave application, their accrued years of service shall be recalculated from the start of the semester of their return to NCU.

Sabbatical leave applications submitted by associate professors employed by NCU who received accreditation as a professor via another educational institution shall be reviewed based on the criteria set for an associate professor.

6. In addition to the criteria listed in Article 3, associate professors applying for sabbatical leave shall also meet any two of the following criteria:

(1) Served as principal investigator of two or more research projects funded by the [National Science and Technology Council](#) within the past three years

(2) Published two or more articles in journals listed in SCI, SSCI, TSSCI, or A&HCI, in outstanding journals stipulated by the associated college, or in monographs that were reviewed before publication

(3) Obtained invention patents for three or more creations or inventions in Taiwan or overseas within the past three years

(4) Received the University's Excellence in Teaching Award during tenure as an associate professor

7. If an applicant's accrued years of service exceed that required for a sabbatical leave application, the remaining years of service can be carried over to the next application for sabbatical leave with the same qualifications.

For full-time professors and associate professors who were employed at a public/private [university](#) for seven consecutive academic years or more and who have been employed by NCU four academic years or more, once their sabbatical leave application is approved, the remaining years of service shall not be carried over.

8. In any department/institute/center, no more than 15% of faculty members (rounded up to the nearest integer) may be engaged in lecture courses, conducting research, undertaking advanced studies, or taking a sabbatical leave.

The responsibility for teaching courses originally offered by professors and associate professors on sabbatical leave shall be shared among faculty members of the associated unit; no additional faculty members may be hired for this purpose.

9. Professors and associate professors who meet the criteria set out in these Directives and who wish to apply for sabbatical leave shall submit their sabbatical leave plan before the end of April

or October of that year. Applications shall be reviewed by the faculty evaluation committees (all three levels). See [Attachments 1 and 2](#) for the application form and plan template.

When reviewing sabbatical leave applications, the faculty evaluation committees shall consider whether each applicant's sabbatical leave plan satisfies the University's development needs and prioritize the approval of cases that meet the need of their department/institute/center to maintain teaching operations and whose applicant has made significant contributions to NCU.

After the approval for sabbatical leave is granted, any changes or cancellations should be requested before the start of said leave. In compliance with administrative procedures, such requests shall first receive initial approval before being submitted to the President for final approval and to the faculty evaluation committee of each of the three levels for reference. Seniority shall not be affected.

For sabbatical leave that is in progress, such requests shall first receive approval from the departmental and collegiate faculty evaluation committees before being submitted to the President for final approval and to the University's faculty evaluation committee for reference. The length of the leave shall be deducted from seniority; leave of less than one semester shall be considered as one full semester of leave.

10. Professors and associate professors who have been granted sabbatical leave shall still receive remuneration from the University during their sabbatical leave.
11. Professors and associate professors who concurrently hold the position of director/chair/dean may not take sabbatical leave. However, the applications of faculty members who are unable to take sabbatical leave because they hold a concurrent position may be prioritized for approval after the conclusion of their tenure as director/chair/dean.
12. Professors and associate professors on sabbatical leave shall focus on conducting the approved studies. If a professor or associate professor wishes to undertake work beyond the scope of that planned, they shall first obtain approval from the faculty evaluation committee of their associated unit.  
During sabbatical leave, professors and associate professors may not hold another full-time paid position, nor shall they be compensated with hourly wages for giving lectures at NCU.
13. At the end of their sabbatical leave, professors and associate professors shall return to provide their services at NCU for at least the same period of time as their approved sabbatical leave. They shall also submit a [research outcomes](#) report within three months after their return to NCU on the research outcomes obtained during their sabbatical leave. [See Attachment 3 for the report template.](#)
14. The sabbatical leave of professors or associate professors who are in violation of Article 12 during shall be canceled and they be required to return to NCU immediately to provide their services. Professors and associate professors who fail to fulfill their service obligations as stipulated in Article 13 shall return a percentage (based on the unfulfilled length of their service obligations) of the remuneration and subsidy issued to them during their sabbatical leave, unless

their violation is due to reasons not attributable to them.

15. Professors and associate professors may not take sabbatical leave in the following circumstances:
  - (1) Professors and associate professors who have reached retirement age but were granted an extension of service.
  - (2) Professors and associate professors who are currently providing services voluntarily at NCU after their return from an approved absence to engage in lecture courses, conduct research, undertake advanced studies, or take a sabbatical leave in Taiwan or overseas.
  - (3) Professors and associate professors who have yet to complete two years of service after returning to NCU from their secondment
  - (4) Professors and associate professors who failed to submit a report within the time frame stipulated in Article 13 of these Directives
  - (5) Professors and associate professors who did not pass the last faculty evaluation
  - (6) Professors and associate professors who are under disciplinary action in accordance with Article 11, Paragraph 5 of the University's Regulations on Appointment of Lecturers
16. These Directives, and any amendments to them, shall come into effect upon passage by the Administrative Meeting.