

YZU Regulations for Sabbatical Leave of Faculty

Passed by the 12th Administrative Committee of the 1995 School Year, July 9, 1996

Amended by the 6th Administrative Committee of the 2000 School Year, January 15, 2001

Amended by the 6th Administrative Committee of the 2003 School Year, October 27, 2003

Amended by the 6th Administrative Committee of the 2019 School Year, October 23, 2019

Amended by the 26th Administrative Committee of the 2021 School Year, July 20, 2022

Amended by the 17th Administrative Committee of the 2024 School Year, April 24, 2024

Amended by the 18th Administrative Committee of the 2024 School Year, May 8, 2024

Article 1 These regulations are established in order to encourage professors to enhance their knowledge, improve academic research, and promote industry-academia cooperation at Yuan-Ze University (hereafter, ‘the University’).

Article 2 These regulations apply to professors certified by the Ministry of Education to be qualified of professor credential.

Article 3 Full-time professors who have served at the University for more than seven semesters may be granted one semester of sabbatical leave; those who have served for over seven years may be granted two semesters of sabbatical leave. Professors shall apply for sabbatical leave during the previous semester and shall engage in academic research or industry-academia cooperation after obtaining the approval of the University. Those approved to go on sabbatical leave for two semesters shall finish the segmented leave within two years of the approval date.

Article 4 If the professor was on temporary transfer to other organizations for less than four years and later returns to the University to resume teaching according to the individual regulated hours without receiving hourly wages (within seven years prior to applying to go on sabbatical leave), the period of time spent on temporary transfer may be accumulated into the professor’s seniority. For professors on temporary transfer for over four years, the period in excess shall be deducted from their seniority.

Article 5 If a professor has been approved to pursue further studies, perform observations, lecture or research domestically or abroad, the period of time spent on these activities shall be deducted from the professor’s time of sabbatical leave. Those assigned to go abroad for official business affairs need not deduct the period from their time of sabbatical leave.

Article 6 If professors apply for sabbatical leave, their performance in teaching (including hours of teaching), research, academic advice and guidance, and other services shall meet the requirements according to relevant regulations.

Professors are not eligible for sabbatical leave in the semester before the mandatory retirement. However, professors who apply for retirement before the 2026 academic year are exempt from this restriction.

Professors reaching the age of retirement but who extend their service may not apply to go on sabbatical leave during the extended service period.

Article 7 The number of professors on sabbatical leave in each department (or equivalent units) may not exceed ten percent of the total number of full professors in that department for the semester in which the application is made. If the ten percent calculation results in less than one professor, it should be counted as one professor. If it exceeds one professor, the actual number of professors, disregarding decimal points, will be used.

Courses originally taught by professors who are on sabbatical leave are to be shared by other teachers in the University. Recruiting substitute teachers is not permitted.

Article 8 Professors applying for sabbatical leave shall submit the application by each May or November and shall be approved by Faculty Evaluation Committee of School according to academic demands or industry-academia cooperation demands before going on leave.

Article 9 As professors are on sabbatical leave, the University will continue to pay for their salaries.

Article 10 As professors are on sabbatical leave, academic research or industry-academia cooperation shall be their primary consideration. If professors are engaged in any academic research or industry-academia cooperation other than those regulations of Article 3, it shall be approved by Faculty Evaluation Committee. Professors on sabbatical leave shall not hold any other full-time paid posts; those still giving lectures in the University will not be paid with extra hourly pay.

Article 11 Professors returning to University to provide service after completing approved sabbatical leave shall propose a written report regarding the academic research or industry-academia cooperation they engaged in and submit academic papers or propose related industry-academia cooperation project plans within three months of their return; those who do not propose a written report within this period or whose report is not in consistency with the original plan will be suspended from applying for sabbatical leave.

Article 12 Professors granted permission to go on sabbatical leave shall wait another seven semesters or seven years, depending on their original service span, before applying to go on sabbatical leave for one or two semesters. The professor's seniority of the time while

returning to the University to teach after the segmented leave shall be calculated since the end of the school year of which sabbatical leave is approved.

Article 13 These regulations are adopted by Administrative Committee, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.