

## **YZU Regulations for Sabbatical Leave of Professors**

Passed by the 12<sup>th</sup> Administrative Committee of the 1995 School Year, July 9, 1996  
Amended by the 6<sup>th</sup> Administrative Committee of the 2000 School Year, January 15, 2001  
Amended by the 6<sup>th</sup> Administrative Committee of the 2003 School Year, October 27, 2003

Article 1 These regulations are established concerning professors who apply for sabbatical leave in Yuan-Ze University (hereafter “the school”).

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 in 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 after obtaining the approval of the school. 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 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 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 numbers of professors on sabbatical leave each year in each department/graduate

school may not exceed fifteen percent of the total number of professors in the department/graduate school. Decimal figures must be rounded up and counted as one faculty member. Courses originally taught by professors who are on sabbatical leave are to be shared by other teachers in the school. 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 Teacher Evaluation Committee of School according to academic demands before going on leave.

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

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

Article 11 Professors returning to University to provide service after completing approved sabbatical leave shall propose within three months of their return a written report regarding the academic research engaged in; 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 of returning to 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 Prior to promulgation and enforcement, these regulations have been passed by Administrative Committee, the same for amendment.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**