

# Ming Chuan University Faculty Sabbatical Leave Procedures

Revised and passed at the Administrative Council Meeting on May 28, 2012

- Article 1. These procedures were established to enhance academic research standards and to encourage faculty members to expand their knowledge during their sabbatical leave.
- Article 2. Full-time Professors and full-time Associate Professors of this university who hold Ministry of Education Teaching Licenses will be eligible for sabbatical leave.
- Article 3. Faculty members may apply for sabbatical leave after obtaining associate professorship certificates and completing seven consecutive years of service at Ming Chuan University, as well having received research and study reward for full-time faculty members in the last three years. Faculty members who have made distinguished contributions to the university, as approved by the president, are not limited as above.  
Sabbatical leave is limited to one academic year, and should coincide with the regular academic year for efficient arrangement of class schedules. If there is a particular reason to adjust this period, the matter must be reported and approved as a special case.
- Article 4. When faculty members are approved for sabbatical leave for conducting lectures, further study, research, or observation at institutions domestically or abroad or have approved parental leave, this period will not be counted as part of their years of service. But the years of service prior to the leave will be continued after the leave. However, in cases where faculty members are approved by the institution and sent abroad on official leave, there will be no deduction of years of service.
- Article 5. When calculating the seven years of service required for sabbatical leave, faculty members who were approved by this institution for secondment to other universities or institutions and who have returned and taught more than two credits which are owed may include this period of service in the calculation. Any period of time on secondment that exceeds four years will not be included in the calculation.
- Article 6. In principle, the number of faculty members taking sabbatical leave may not exceed four percent of the total number of full-time faculty members at this institution with Associate Professor rank or above. In principle, each academic unit may only allow one member to take faculty leave at one time. Because some departments have established master's programs, the number of instructors applying for sabbatical is counted together. Replacement instructors should be found to instruct the courses for which applicant was originally responsible; no hiring of extra instructors is permitted.
- Article 7. Faculty members applying for sabbatical leave must submit a concrete research plan to the Human Resources Division before the end of November each year. Applications by faculty members who meet all the criteria will then be sent to the Department (program, center, office) Hiring and Promotion Committee for approval. The School Hiring and Promotion Committee will review the application before the end of December, and give the application to the University Hiring and Promotion Committee to make the final judgment before the end of January next year. Only after the application has been passed by the University Hiring and Promotion Committee, and approval has been given by the president, may the sabbatical leave start.
- Article 8. Once sabbatical leave has been granted, applicants must take leave as scheduled; no deferment or change of dates is permitted. If it proves to be impossible to take the sabbatical leave as planned, applicants must declare in writing to the department chair, school dean, and president their decision to give up the sabbatical leave. If a sabbatical leave cancellation means another person may take sabbatical leave in accordance with the quota, the president may give approval for another applicant to fill the vacancy.  
Applicants who give up sabbatical leave may not apply again for three years, beginning from the academic year for which the sabbatical was applied. No such restrictions apply if circumstances beyond the applicant's control suddenly arise, and approval for the case has been granted by

the original unit.

- Article 9. Faculty members will receive a basic monthly salary while on sabbatical leave. Payment of the year-end bonus will be handled in accordance with procedures for full-time faculty members.
- Article 10. Faculty members should focus on their research and study during sabbatical leave. During sabbatical leave, faculty members are allowed to attend regularly scheduled meetings. If the department requests faculty members to teach, they will not be eligible to receive payment for teaching hours. However, teaching extension education or degree-completion courses for work-experience students will not be restricted in this regard.
- Article 11. The obligations of faculty sabbatical leave are as follows:
1. Faculty members should submit a report on the results of their research and studies within three months of the completion of the sabbatical leave. To ensure it meets the objectives of the original sabbatical plan, the report should be reviewed by the Department (program, center, office) Hiring and Promotion Committee and School Hiring and Promotion Committee before giving it to the University Hiring and Promotion Committee for reference.
  2. Faculty members should submit at least one periodical paper that corresponds with the original sabbatical plan within three years of returning to the university. The paper must be written by that faculty member as the primary author and published or accepted in one of the academic periodicals stated in Article 2 of Ming Chuan University Research / Study Reward Application Procedures for Full-time Faculty Members.
- Article 12. Faculty members will not be eligible for sabbatical leave if any of following circumstances apply:
1. Faculty members who are within two years of retirement or are in a period of extended service may not apply for sabbatical leave.
  2. Faculty members who do not pass the most recent faculty evaluation may not apply for sabbatical leave. The application may be submitted again in the following academic year after the second review is passed.
  3. Faculty members are in the period of returning service to the university by conducting lectures, further study, research, observation at institutions domestically and abroad or parental leave.
  4. Faculty members do not conform to the statement in Article 11.
- Article 13. Faculty members must teach full-time at Ming Chuan University for an additional seven years in order to apply for another sabbatical leave. Upon returning to full-time service, faculty members must continue on the university faculty for at least as long as the length of their sabbatical. If faculty members violate these regulations, they will be required to return all remuneration paid during the sabbatical leave.
- Article 14. Upon being passed at the Administration Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***