國立雲林科技大學教授休假研究要點

Guidelines for Professors' Sabbatical Leave at National Yunlin University of Science and Technology

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1. National Yunlin University of Science and Technology (hereinafter referred to as YunTech) has established these guidelines to encourage faculty members to enrich their knowledge and enhance their teaching and research levels.

2. The term "professor" in these guidelines refers to those whose qualification have been approved by the Ministry of Education.

3. Full-time professors at YunTech who have served continuously at YunTech or at public or private universities for a total of seven semesters or seven years, and have served at YunTech for at least three years, may apply for a semester or academic year of sabbatical to engage in academic research.

The sabbatical leave is limited to one academic year and can be applied for in segments by semester. The segmented sabbatical leave should be completed within two years from the date of approval of the leave. If it exceeds this period, it will be considered automatically waived.

The service years of the professor applying for sabbatical leave, if exceeding the required years, can be reserved and calculated for the next sabbatical leave application.

During the professor's sabbatical leave, if they hold academic or administrative positions, they may defer the implementation to the next semester after the end of their term, subject to the approval of the President. This should be reported to the department, college, and the university's faculty evaluation committee for record.

4. The years of service during the seven years before the professor's application for sabbatical leave will not include leave without pay approved by YunTech or suspension of employment. However, for those who have been approved by YunTech to be seconded to other institutions (organizations) for service and return to teach at YunTech without receiving hourly fees, the following methods will be used for calculation:

(1) For those seconded before July 31, 2011, if the total secondment does not exceed 4 years, it can be combined with the service years. If the total secondment exceeds four years, the excess time shall be deducted.

(2) For those seconded starting from August 1, 2011, if the total secondment does not exceed 4 years, it can be halved and combined with the service years. If the total secondment exceeds four years, the excess time shall be deducted.

5. Professors who have been approved by YunTech to study, inspect, lecture, and research at domestically and abroad with pay and position for no more than half a year within the seven academic years before applying for sabbatical leave, can be combined with the service years. If it exceeds half a year, the excess time should be deducted before being combined. However, those who are sent abroad on official business or approved to go to public or private enterprises for research (study) under YunTech's "Three Plus One Plan for Faculty Members" and the Ministry of Education's approved "Sprout Service" can be exempted from deduction.

6. Professors who meet one of the following conditions cannot apply for sabbatical leave:

(1) Those who are within the period of fulfilling their service obligations after the expiration of the sabbatical leave period.

(2) Professors who have reached the retirement age and are extending their service during the extension period.

(3) Those who have been approved to study, inspect, lecture, and research domestically and abroad, and after expiration of the approved, are within the period of fulfilling their service obligations.

(4) Those who have been approved to go to public or private enterprises for research (study) under YunTech's "Three Plus One Plan for Faculty Members" and the Ministry of Education's "Deep Plowing Service", and after expiration of the approved research period, have not returned to serve at YunTech for the length exceeding the approved period.

(5) Those who have not passed YunTech's faculty evaluation.

(6) Those who have not submitted a written report on the research results to the school within three months after the end of the previous sabbatical leave period.

7. To avoid affecting teaching, the number of professors on sabbatical leave in each department and institute each academic year, together with the number of faculty members approved for more than half a year of study, lectures, research, and overseas inspections, shall not exceed 15% of the number of faculty members in the department or institute. If it is less than one person, it can be counted as one person. If the departments and institutes are combined, they shall be calculated together.

8. The original courses taught by professors on sabbatical leave should be divided among the relevant faculty members at YunTech, and no additional full-time faculty members shall be hired, nor should part-time faculty members be hired. However, if there are no faculty members with the same expertise to teach the original courses, part-time faculty members may be hired with special approval.

9. Professors applying for sabbatical leave should submit their applications (in the format attached) to their departments or institutes by the end of April or October each year. After being reviewed and approved by the department, institute, and college faculty evaluation committee, they should submit their plans, meeting records, and course arrangements to the university faculty evaluation committee for reporting, and then submit them to the President for approval.

Each department (institute) and college should establish a schedule for their professors to apply for sabbatical leave and announce its implementation.

10. Professors' salaries during the sabbatical research period will be paid by YunTech. If they hold administrative positions at the school or represent various meetings at the school and are members of various committees, they shall be exempted from holding concurrent positions.

11. During the sabbatical leave period, professors should primarily engage in academic or practical related activities and research, and should not hold other full-time paid positions. If they continue to teach at YunTech, they should not receive additional hourly fees. However, this does not apply to professors teaching extension education classes and in-service special classes.

12. After the sabbatical leave period, professors should return to Yuntech to serve and should submit a written report on the research results to the school within three months of returning.

The obligation period for professors to serve at YunTech after the sabbatical research period is the same as the sabbatical research period. This does not apply to professors who reach the age or apply for retirement.

13. Those who have been approved for sabbatical leave should wait until they have completed the required years of service for applying for sabbatical leave (including reserved years) of seven semesters or seven years before they can apply for sabbatical leave again. The interval between two sabbatical researches shall be at least one academic year.

The service years of professors returning to YunTech after segmented sabbatical leave (including those who defer sabbatical leave due to taking up academic or administrative positions) should be calculated from the end of the semester when the leave was approved.

14. Those who have been approved for sabbatical leave should wait until the period of fulfilling their service obligations is over before they can apply for other ways of lecturing, researching, and studying domestically and abroad. However, if they apply for sabbatical leave and combine the period of lecturing, researching, and studying within one academic year, they are not subject to this restriction. Moreover, they should wait until they have served at YunTech for the conditions specified in point three before they can apply for sabbatical leave again.

15. These guidelines shall be implemented after being approved by the University Affairs Meeting and approved by the President, and the same applies when they are amended.