

National Sun Yat-sen University
Department of Computer Science and Engineering
Principles for Sabbatical Leave, Teaching or Conducting
Research Overseas, and Secondment

Approved at the Department Academic Affairs Meeting on July 12, 2012
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- I. A tenure-track faculty member of the Department of Computer Science and Engineering (hereinafter referred to as “the Department”) may apply for sabbatical leave, teaching/conducting research overseas, or on secondment according to government regulations and relevant regulations and guidelines of National Sun Yat-sen University (hereinafter referred to as “NSYSU”). The Principles for Sabbatical Leave, Teaching or Conducting Research Overseas, and Secondment (hereinafter referred to as “the Principles”) are formulated in order to meet required percentage of faculty in service, courses scheduling needs, and support faculty of the Department to properly arrange leave, teaching and research work.
- II. A tenure-track faculty member who wishes to apply for taking sabbatical leave or teaching/conducting research overseas for one semester cannot have more than one course recognized as the course of follow-up of the teaching survey and improvement of the teaching quality of NSYSU in the seven semesters prior to the semester in which the faculty member will take sabbatical leave or teach/conduct research overseas.

A tenure-track faculty member who wishes to apply for taking sabbatical leave or teaching/conducting research overseas for one academic year cannot have more than two courses recognized as the course of follow-up of the teaching survey and improvement of the teaching quality of NSYSU in the seven academic years (14 semesters) prior to the semester in which the faculty member will take sabbatical leave or teach/ conduct research overseas.

Application can be made every April and October. The leave or the period of teaching/conducting research overseas starts within three semesters following the application. This regulation does not apply to an applicant who wishes to be on secondment at another institution (or organization) due to that the start date is not able to know beforehand.

- III. When the number of applicants who meet all regulatory requirements exceeds the quota, priority is given to the applicants based on the following conditions:
 - (1) Applying for sabbatical leave at the rank of professor;

- (2) Applying for sabbatical leave at the rank of associate professor;
- (3) Applying for conducting research overseas at the rank of associate or assistant professor;
- (4) The applicant with the longest interval between the current application and the last one;
- (5) The applicant with longer period of paid leave.

The last application stated in condition (4) includes the application approved by the Department but cancelled due to certain reasons (including reasons, such as, not receiving the subsidy or approval from the College of Engineering or NSYSU) will be regarded one successful application. However, the application is cancelled due to teaching or research needs of the Department will be excluded.

The number of paid leave mentioned in condition (5) shall be the one which had deducted the semesters recognized as the course of follow-up of the teaching survey and improvement of the teaching quality of NSYSU.

Due to that calculating basis of faculty quota for applying on a secondment may be coordinated with other departments at the college level, adopting the method to meet the quota requirement will be the principle in order not to take up quota of applying for taking sabbatical leave and conducting research overseas.

Condition (4) does not apply to faculty members who conduct research overseas during summer or winter vacation without bringing impact on teaching or research tasks, or those who obtain approval to conduct research overseas for special project needs due to that number of these faculty members will not be added to the quota of applicants of the Department. If there are many faculty members applying for conducting research overseas during the same summer or winter vacation and NSYSU asks the Department to prioritize applicants, the Department will provide order of priority based on Article 3.

- IV. A professor of the Department shall conduct “Ministry of Science and Technology Subsidy for Short-Term Research Abroad for Technologists” project during his or her sabbatical leave. An associate professor is allowed to conduct the aforementioned project once without bringing any impact on teaching. The total period for conducting aforementioned project and sabbatical leave shall not exceed one semester.
- V. faculty member who does not meet the requirement of seniority of taking sabbatical leave at the rank of professor right after his or her rank promotion to professor is allowed to take advance annual leave for conducting short-term research overseas.

VI. The Principles become effective after being approved by the Department Faculty Evaluation Meeting. Amendments to the Principles shall follow the same procedure.