

National Chung Hsing University Department of Chemical Engineering Regulations for Full-Time Faculty on Applications for Sabbatical Research, Secondment, Overseas Teaching and Research, Study Leave, and Leave of Absence

Approved on February 19, 2003, by the  
Department Affairs Meeting  
Amended on May 9, 2007, by the Department  
Affairs Meeting  
Amended on November 19, 2008, by the  
Department Affairs Meeting  
Amended on June 2, 2010, by the Interim  
Department Affairs Meeting  
Amended on April 18, 2018, by the Department  
Affairs Meeting  
Amended on January 8, 2020, by the  
Department Affairs Meeting  
Amended on November 10, 2021, by the  
Department Affairs Meeting  
Amended on April 29, 2022, by the Faculty  
Evaluation Committee  
Amended on June 15, 2022, by the Department  
Affairs Meeting (Article 7)

## Article 1

These regulations are formulated in accordance with the *National Chung Hsing University Regulations Governing Professors and Associate Professors on Sabbatical Research*.

## Article 2

The total number of full-time faculty members allowed sabbatical research, secondment, overseas teaching and research, study leave, or leave of absence in a given academic year must not exceed 25% of the total number of full-time faculty in the department. Among them, sabbatical research shall not exceed 15% of the total number of professors and associate professors in the department (rounded up).

## Article 3

At the beginning of the second semester each academic year, the department office shall investigate professors' and associate professors' intent to apply for sabbatical research. If multiple applications are submitted simultaneously, the order of priority shall be as follows:

1. Sabbatical research
2. Secondment
3. Overseas teaching and research or study leave
4. Leave of absence

## Article 4

Applications for secondment and leave of absence require approval via voting at the Department Affairs Meeting, while applications for sabbatical research and overseas teaching or study leave require voting by the Faculty Evaluation Committee. Approval requires a majority vote (50% or

more). For the Department Affairs Meeting discussing secondment and leave of absence, attendance must reach three-fourths of the eligible attendees. For the Faculty Evaluation Committee discussing sabbatical research and overseas teaching or study leave, attendance must reach two-thirds of eligible attendees.

The number of eligible attendees excludes the following:

1. Faculty on secondment
2. Faculty on overseas teaching or study leave
3. Written leave of absence attendees (for the specific meeting)
4. Hospitalized faculty
5. Faculty on sabbatical not in attendance
6. Faculty on official leave (including attending conferences abroad)

## Article 5

### Regulations for Secondment

1. The term of secondment is two years in principle. If necessary, it may be extended by up to two more years with approval at the Department Affairs Meeting.
2. After returning from secondment, faculty must serve the department for two years before reapplying for overseas teaching, study leave, or secondment.
3. Starting the new academic year after secondment, faculty may supervise no more than one new graduate student per year in both the master's and doctoral programs.
4. During the secondment period, funds for laboratory instruments and equipment will not be allocated. Any funds previously disbursed will be deducted later.
5. Faculty on secondment should teach at least one course per semester, with a minimum of three credits.

## Article 6

### Application Timeline

1. Applications for sabbatical research and overseas teaching or study leave for the upcoming August and the following February should be submitted by the end of February and August, respectively. The Department Chair will convene the Faculty Evaluation Committee in March and September to determine the preliminary list of faculty for sabbatical research.
2. The Faculty Evaluation Committee will review sabbatical leave applications for the next semester or academic year in March and September each year.

## Article 7

If the number of applications for sabbatical research or overseas teaching/study leave exceeds the university's quota, priority will be determined as follows:

1. First priority: Faculty retiring at age 65 within the last year or final two opportunities for half-year sabbaticals.
2. Second priority: Faculty who had their sabbatical deferred to a later year during the previous year's pre-scheduling coordination.

3. Third priority: Faculty who have accumulated seven years of service.
4. Fourth priority: Faculty who have accumulated at least three and a half years of service.
5. Fifth priority: Faculty who submit temporary applications without participating in the pre-scheduling coordination.
6. Sixth priority: Faculty who were approved for a sabbatical by the previous year's Faculty Evaluation Committee but withdrew and are reapplying.
7. Seventh priority: Faculty who were approved for a sabbatical but withdrew and are applying for rescheduling.

#### Article 8

Professors and associate professors who have fulfilled the teaching credit requirements for at least seven semesters (or years) and have not previously taken a sabbatical may apply for one (or two) semesters of sabbatical research. Faculty applying for two semesters must complete the sabbatical within two academic years.

Associate professors must meet the following criteria to apply for sabbatical research:

1. Secured two or more MOST (Ministry of Science and Technology) research projects as Principal Investigator within the past three years.
2. Published at least two research articles as first author or corresponding author in SCI journals within the past three years.
3. Obtained at least three invention patents domestically or internationally within the past three years.
4. Received a *Distinguished Teaching Award* from the university while serving as an associate professor.

#### Article 9

Among applicants of the same priority level, precedence will be determined based on the following:

1. Length of service for sabbatical eligibility
2. Length of service in the department
3. Fewer prior semesters of sabbatical leave taken

Faculty with longer eligibility service, longer departmental service, and fewer sabbatical semesters will be prioritized.

#### Article 10

For faculty taking a full-year sabbatical, mandatory course assignments will be covered by the department curriculum committee. For those taking a half-year sabbatical, the applicant must propose a substitute instructor when applying in March. To ensure smooth curriculum operations, faculty taking a full-year sabbatical (including split sabbaticals) are generally not eligible for university-funded short-term research grants within one year of returning.

#### Article 11

These regulations shall be implemented following approval at the Department Affairs Meeting. Amendments shall follow the same procedure.

Application Form for Full-Time Faculty of the Department of Chemical Engineering, National Chung Hsing University for Leave for Research, Overseas Lecturing/Research/Training, or Unpaid Leave  
*Amended and Approved by the Department Faculty Evaluation Committee on May 10, 2012.*  
*Amended and Approved by the Department Affairs Meeting on April 18, 2018.*

Applicant			
Date of Employment at the University			
<input type="checkbox"/> Leave for Research (Academic Year____Semester____) <ul style="list-style-type: none"> <li>➤ Start date of seniority as Professor/Associate Professor : _____</li> <li>➤ Total accumulated seniority eligible for leave for research : _____</li> <li>➤ If applying for segmented leave, please specify the second leave period (Academic Year____Semester____)</li> </ul>			
<input type="checkbox"/> Parental Leave (From ____ Year ____ Month to ____ Year ____ Month ) <input type="checkbox"/> Overseas Lecturing, Research, or Training (Public or Self-Funded) (From ____ Year ____ Month to ____ Year ____ Month ) For public-funded overseas trips, please specify the intended sponsoring institution ( _____ ). If the duration is within three months and takes place during the summer vacation, this section does not need to be filled out.			
<input type="checkbox"/> Other Types of Unpaid Leave (From ____ Year ____ Month to ____ Year ____ Month)			
Previously    Approved Research Leave Periods	From ____ Year ____ Month to ____ Year ____ Month	From ____ Year ____ Month to ____ Year ____ Month	
	From ____ Year ____ Month to ____ Year ____ Month	From ____ Year ____ Month to ____ Year ____ Month	
	From ____ Year ____ Month to ____ Year ____ Month	From ____ Year ____ Month to ____ Year ____ Month	
Proposed Proxy for Mandatory and Elective Courses during the Six-Month Research Leave:	Course Name:  Proxy: _____ (Signature/Seal)		
Applicant: _____ (Signature/Seal) Republic of China ____ Year ____ Month ____ Day			