

# **YZU Regulations for Faculty Applying for Leaving for Lecturing, Doing Research or Taking Further Study**

Passed by the 9<sup>th</sup> Administrative Committee of the 2005 School Year, January 11, 2006

Amended by the 4<sup>th</sup> Administrative Committee of the 2024 School Year, October 9, 2024

Article 1 These regulations are established to promote University's status of academic research and to improve faculty's standards of teaching and academic research.

Article 2 Application category is classified as:

1. Through selection or recommendation: subsidized by the Ministry of Education, National Science Council or other government institutes, or selected by University based on necessity of giving lectures or doing research in or outside the country.
2. Through self application: self apply for giving lectures abroad or doing research or taking advanced studies in or out of the country.

Article 3 Establishment of faculties (referred to as " faculty member "), excluding those on extended service, who wish to do research or take advanced studies in or out of the country shall have been served minimum of two years at University.

Article 4 Each department (or equivalent unit) may, in principle, allow only one faculty member per academic year to apply for o travel abroad to lecture, research, or take advanced studies. Faculty member applying for travel abroad to lecture, research, take advanced studies, sabbatical leave or temporary transfer shall not affect teaching at university, the number in each department (or equivalent unit) must not exceed ten percent of the total number of full-time faculties in the department (or equivalent unit). If the calculated number is less than one, it shall be counted as one person; if it exceeds one, the actual number shall be used, rounding down any fractions. Additionally, for the entire college, the total number must not exceed eight percent of its current full-time faculty members. If the calculated number is less than one, it shall be counted as one person.

Article 5 Faculty members applying for travel abroad to lecture, research, or take advanced studies should base their applications on a semester or academic year. If they receive subsidies from the Ministry of Education, National Science Council or other government institutes, or are selected by department (or equivalent unit) based on necessity shall be retained their positions with pay in accordance with relevant regulations as the followings:

1. Travel abroad to take advanced studies is limited to one year. Annual extensions may be made when necessary with totally two years the most.

2. Travel abroad to research is limited to one year. Annual extensions may be made for research need with totally one year the most.
3. Travel abroad to lecture is limited to one year. Annual extensions may be made when necessary with totally two years the most.
4. Faculty's Labor Insurance, National Health Insurance, and performance shall be processed in accordance with relevant regulations during the period of position retained with pay. Faculties applying for travel abroad to lecture, research, or take advanced studies through self-application shall process the procedure of positions retained without pay.

Article 6 The term 'position retained with pay' mentioned in the regulations includes the base salary and expenses for academic research. To encourage faculties to take short-term (less than three months) advanced studies abroad during the winter or summer vacation either with subsidy offered by the Ministry of Education, National Science Council or other government institutes, or for those who are selected by University, the 'position retained with pay' includes the base salary, expenses for academic research and YZU allowance.

Article 7 When applying for giving lectures abroad, doing research or taking advanced studies in or out of the country, faculties shall submit the application form and concerned documents (lecture, research or study plans and acceptance or invitation letter of the institute, or acceptance letter for advanced study from a university) in the preceding semester. The head of the department (or equivalent unit) or college annotates the opinion about the plan's content, then examined by the Faculty Evaluation Committee at all levels for further examination, and then to the President for final approval.

When applying for extensions, faculties shall submit concerned documents or certificates of University or institute for giving lectures abroad, doing research or taking advanced studies three months before the expiry of the period of position retained without pay. The head of the department (or equivalent unit) or college annotates the opinion about the plan's content, then examined by the Faculty Evaluation Committee at all levels for further examination, and then to the President for final approval.

To ensure that faculties traveling abroad to lecture, research, or take advanced studies in or out of the country will resume service in University, University shall make a contract and complete the guarantee procedure with the persons concerned before going abroad. Faculties shall go abroad during the fixed period; those who don't go abroad during this period shall be regarded as renouncing the right.

Article 8 Giving lectures abroad, doing research and taking advanced studies in or out of the country shall not affect the academic plans of the department (or equivalent unit) and the teaching

tasks. The concurrent administrative position shall be substituted by appropriate personnel or representatives and the department (or equivalent unit) shall not increase the amount of full-time faculty members because of this reason but may appoint adjunct faculties to help the department's teaching.

The seniority of teaching, research, and service of faculties giving lectures abroad, doing research or taking advanced studies in or out of the country shall be processed in accordance with relevant regulations.

Faculties giving lectures abroad, doing research or taking advanced studies in or out of the country will have the benefits of University's welfare if they keep paying for the welfare funds, which is in accordance with "YZU Regulations for the Organization of Employees' Welfare Committee".

Article 9 After the end of giving lectures abroad, doing research or taking advanced studies in or out of the country, the said faculties shall return to University. The service term shall be double of the period of position retained with pay (but not less than one year) and the same period of position retained without pay, but except for those who go abroad for short-term (within six months) studies.

Faculties giving lectures abroad, doing research or taking advanced studies in or out of the country shall submit the lecture, research or advanced study report within three months after returning to the country.

Those who took advanced studies shall submit certification of academic degrees or transcripts for examination by the directors of departments (or equivalent unit), college deans, and Teacher Evaluation Committee of Department and College. Those who commit the previous transgressions must compensate University in an amount equal to the salary and all the subsidies received during the period they have held their positions. The faculties who quit their jobs during the mentioned period shall pay back the salary and subsidies on a proportion of the duration of not fulfilling the service duties.

Article 10 Faculties who have been temporarily transferred to other institutions shall continue service for more than one year after returning to University whether they have the obligations to teach in University or to direct graduate students to do researches during the temporary transfer period. Those continuing service for more than one year may apply for giving lectures abroad, doing research or taking advanced studies in or out of the country.

Faculties giving lectures or doing research abroad may apply for sabbatical leave if they have continued service for more than one year after returning to University.

If faculties apply for giving lectures abroad, doing research or taking advanced studies in or out of the country during the semester that they passed the examination of promotion, the

promoted position will come into effect at the time they return to University to teach.

Article11 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.**