

Taipei Medical University

Regulations on Sabbatical Research for Professors and Associate Professors

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Article I (Objective)

In order to enhance the level of academic research and development, and to encourage outstanding faculty members to engage in exchanges with other academic and research institutions, Taipei Medical University has established the "*Taipei Medical University Regulations on Sabbatical Research for Professors and Associate Professors*" (hereinafter referred to as "these Regulations").

Article II (Definitions)

The terms used in these regulations are defined as follows:

1. Sabbatical Research: Refers to a period of six months to one year during which a faculty member, with approval from the university, takes a paid leave of absence to conduct research at domestic or international institutions, agencies, or government-recognized organizations or schools, engaging in work related to their duties or the university's development.
2. Paid Leave: Refers to retaining one's position and receiving full salary during the sabbatical research period.
3. Salary: Includes base salary (monthly pay scale), academic research stipends, and any other regular compensations.

Article III (Eligibility for Professors)

Full-time professors at the university who meet the following criteria and have a suitable substitute for their duties may apply for sabbatical research under

these regulations:

1. Have served as a full-time professor at the TMU for at least seven years; or, if their tenure as a professor is less than seven years, have a combined tenure of at least ten years as a full-time professor and associate professor.
2. Have served as the principal investigator for at least two research projects funded by government agencies in the past three years.
3. Have published at least five research papers in SCIE, SSCI, A&HCI, THCI, or TSSCI journals as the first or corresponding author under the university's affiliation in the past three years. Alternatively, obtaining a foreign invention patent or securing technology transfer funding of at least NTD 200,000 may substitute for one paper, with a maximum of two substitutions allowed.

Article IV (Eligibility for Associate Professors)

Full-time associate professors at the university who meet the following criteria and have a suitable substitute for their duties may apply for sabbatical research under these regulations:

1. Have served as a full-time associate professor at the TMU for at least ten years.
2. Have served as the principal investigator for at least two research projects funded by government agencies in the past three years.
3. Have published at least five research papers in SCIE, SSCI, A&HCI, THCI, or TSSCI journals as the first or corresponding author under the university's affiliation in the past three years. Alternatively, obtaining a foreign invention patent or securing technology transfer funding of at least NTD 200,000 may substitute for one paper, with a maximum of two substitutions allowed.

Article V (Calculation of Years of Service)

The following periods exceeding six months shall not be counted toward the required years of service:

1. Periods of unpaid leave for further studies as specified in the *Taipei Medical University Faculty and Staff Continuing Education Regulations*.
2. Periods of official leave for research visits as specified in the *Taipei Medical*

University Full-Time Faculty and Staff Leave Regulations.

3. Periods of secondment as specified in the *Taipei Medical University Faculty Secondment Regulations*.
4. Periods of personal leave as approved under the *Taipei Medical University Full-Time Faculty and Staff Leave Regulations*.
5. Periods of sick leave as approved under the *Taipei Medical University Full-Time Faculty and Staff Leave Regulations*.

Article VI (Quota Restrictions)

The number of faculty members taking sabbatical research leave per department (including medical disciplines), institute, degree program, or the General Education Center (hereinafter referred to as "affiliated units") shall not exceed 15% of the total faculty members of that unit per year. When combined with faculty members on unpaid leave, the total shall not exceed 40% of the unit's faculty members per year. If the calculated result is less than one person, it shall be counted as one person.

Article VII (Application and Review Process)

The applicant must submit an application form, a detailed sabbatical research plan, and a letter of acceptance from the intended research institution or school six months before the start of the semester. The application must undergo a public presentation at the college level and be reviewed and approved by both the college-level and university-level faculty evaluation committees. (For the School of Medicine, approval is required at the department, college, and university levels.) Final approval must be granted by the university president before the applicant can proceed with the sabbatical research.

The review by the aforementioned faculty evaluation committees shall align with the university's developmental needs. They may consider the applicant's contributions to the university and the teaching operations of their affiliated unit, assessing whether the research proposal is of an academic nature, and approve applications based on merit.

Article VIII (Sabbatical Research Duration)

The maximum duration of sabbatical research is one year, and applications may be submitted for either one year or six months. Approved one-year sabbaticals may be taken in two six-month segments, but the segmented sabbatical must be completed within two years from the approval date.

Article IX (Compensation and Salary Principles)

During the sabbatical research period, the faculty shall not engage in activities unrelated to the purpose of the sabbatical research. If they teach at the university during this period, they shall not receive additional hourly pay, except for teaching in extension education programs.

If the faculty undertakes a paid position during the sabbatical research period and the salary received exceeds the original salary provided by the university, the university will not provide any salary. If the salary received is lower than the original university salary, the university will only pay the difference.

Article X (Substitutes for Teaching and Administrative Duties)

The teaching duties left vacant during the sabbatical research period shall be covered by current faculty members or adjunct instructors. The affiliated unit shall not increase the number of full-time faculty positions for this reason.

For administrative positions held by faculty members approved for sabbatical research, if the position was obtained through a selection process, a proxy will be appointed to fulfill the duties. If the position was assigned, it will be managed according to the university's administrative procedures.

Article XI (Post-Sabbatical Service Requirement)

Faculty members approved for sabbatical research must serve at the university for at least seven years before applying for another sabbatical.

For faculty taking segmented sabbaticals, their post-sabbatical service period will be calculated from their official reinstatement date.

Faculty members must return to the university and serve for a period at least equal to the length of their sabbatical before resigning or retiring.

Article XII (Restrictions on Sabbatical Eligibility)

Faculty who have received approval for further studies must complete their service obligation upon returning before applying for sabbatical research. Faculty who have reached retirement age and extended their service are not eligible to apply for sabbatical research during the extended period.

Article XIII (Submission of Research Results)

Faculty members who have completed their sabbatical research must conduct a public presentation at the college level within one month after returning and submit a detailed written report on their research findings.

Article XIV (Unaddressed Matters)

Any matters not covered in these regulations shall be handled in accordance with the university's relevant policies and government regulations.

Article XV (Approval Authority)

These regulations shall take effect upon approval by the University Affairs Meeting and public announcement. Any amendments shall follow the same procedure.