Rights and Interests of International Faculty NTNU

5. Sabbatical / Part-time employment / Teaching off -campus / Overseas Leave

Category	Related Regulations and Provisions
Sabbatical	1. Full-time faculty, after serving for a continuous period of seven (7) years or longer, following review and approval by the University, may apply for a one (1) year sabbatical after serving for a continuous period of three and a half (3.5) years or longer, following review and approval by the University, full-time faculty may apply for an academic semester sabbatical. 2. Professors on sabbatical must be engaged in academic research; they may not take on other full-time positions that offer compensation, or serve as part-time academic or administrative directors at NTNU. If they engage in teaching activities within NTNU during their sabbatical, they may not draw salary for doing so. 3. Following the completion of their sabbatical, within three (3) months following their return to the University, faculty members shall be required to submit a written report in line with their original plan for the sabbatical.
Part-time employment /Teaching off -campus	1. Full-time educators, unless otherwise stipulated by law, shall not accept part-time work or teaching positions outside NTNU. 2. Faculty members are required to first receive approval from the University before they may work part-time or teach outside NTNU. i. Teaching off-campus 1. Part-time teaching outside NTNU shall be limited to universities. Teaching in lower ranked educational institutions (e.g. high school) or cram schools will not be accepted. 2. Part-time teaching is limited to four (4) hours per week; teaching hours at NTNU's in-service class (not including summer session) shall be limited to six (6) hours per week for the duration of the semester. ii. Part-time employment 1. Shall not affect one's main employment duties 2. Shall meet regulations governing minimum number of teaching hours 3. Shall not be more than eight (8) hours per week 3. Regarding the scope of part-time employment and admissible positions for faculty, please refer to regulations found within *Principles Governing Part-time Employment for Full-time Faculty at Public*

	Educational Institutions of All Levels and the *National Taiwan Normal University Part-time Employment Management Guidelines*. For further inquiries, please contact a staff member of the NTNU Personnel Office (Extension 1299).
Overseas Leave	1. Faculty members should fill out a Request for Leave of Absence Application form prior to taking a leave of absence and may take their leave of absence following approval by the University. In the case of emergencies or sudden illness, a co-worker or friend may act in a representative capacity to handle leave of absence procedures on behalf of the faculty member. The various types of leave can be found listed in NTNU's *Faculty Leave of Absence Regulations.* 2. For faulty planning to travel abroad for work, prior to their trip, they should log into the NTNU Attendance Management System and fill out the relevant application forms for international travel or travel to Mainland China in accordance with the required procedures. Following approval by the University, leave of absence may be taken. 3. The Attendance Management System can be found at the NTNU administrative portal at (http://iportal.ntnu.edu.tw/ntnu/)/差勤系統.

● Due to space constraints, we have offered a condensed summary of applicable laws and regulations in the hopes that it will assist faculty in understanding their rights and interests. In the case of any uncertainty, **the actual laws and regulations shall prevail.** For further inquiries, please feel free to contact the NTNU Personnel Office.