

Guidelines for the Operation of Faculty Sabbatical Leave Program

Established Jan. 1, 2004

Article 1 (Purpose) These guidelines set forth detailed matters to be specified under Article 4 of the Detailed Rules on the Operation of Faculty Sabbatical Leave Program of the University.

Article 2 (On-Campus Sabbatical Leave) On-campus sabbatical leave shall be considered exceptional and permitted only if it suits the purpose of the sabbatical leave such as development of a new research field, writing, textbook writing, etc. However, no restrictions shall be placed on faculty members who served at the University for 15 years or more.

Article 3 (Quota Assignment Cycle) Academic departments shall be assigned a sabbatical quota once every three years. The initial assignment shall be based on the number of faculty as of April 1, 2004, and subsequent quotas for each academic department shall be calculated every three years thereafter.

Article 4 (Calculation of Quota) ① A sabbatical quota for an academic department shall be calculated on a three-year basis: a three year total shall be calculated, rounded off to the nearest whole number, and given to each academic department.

② A sabbatical quota shall not be calculated for academic departments with fewer than seven tenure-track or tenured faculty members. Instead, a sabbatical leave in those departments shall be subject to the approval of the President, following a review and the resolution of the Faculty Personnel Committee.

Article 5 (Number of Faculty on Sabbatical) Each academic department shall keep the actual number of faculty members on sabbatical leave within a range that will not disrupt the teaching and research activities of the department.

Addendum

These guidelines shall be established and take effect on January 1, 2004.