

Detailed Rules on the Operation of Faculty Sabbatical Leave Program

Established Sep. 1, 1991	Amended Mar. 1, 2008	Amended Mar. 16, 2016
Amended Mar. 1, 1993	Amended Jul. 1, 2009	
Amended Jan. 1, 2000	Amended Mar. 1, 2013	
Amended Jun. 1, 2001	Amended Sep. 1, 2013	
Amended Jan. 1, 2004	Amended Mar. 1, 2015	

Article 1 (Purpose) These detailed rules specify matters concerning the operation of the sabbatical leave program for faculty members of the University.

Article 2 (Definition of Sabbatical Leave) A “sabbatical leave” shall refer to a research period granted to a faculty member who has served the University for a certain period of time so that the faculty member may dedicate himself/herself to research away from his/her ordinary duties (e.g., teaching, student advising, and committee participation).

Article 3 (Eligibility and Length of Sabbatical Leave) ① A tenure-track or tenured faculty member of the University shall be entitled to apply for sabbatical leave. However, a faculty member must have at least three years of active service left before the mandatory retirement age upon completion of the leave to be considered. (Established March 16, 2016)

1. A faculty member who has rendered service for three years or longer after either his/her initial appointment as a tenure-track/tenured faculty member of the University or the completion of his/her last sabbatical leave shall be entitled to apply for six months of sabbatical leave. A faculty member who has rendered service for six years or longer shall be entitled to apply for one year of sabbatical leave. (Amended March 16, 2016)
2. A faculty member who has rendered service for three years or longer after the completion of his/her last sabbatical leave shall be entitled to apply for six months of sabbatical leave.

② In principle, the length of sabbatical leave shall be specified by the number of semesters.

③ Time spent on secondment shall not count towards the years of service required for sabbatical eligibility specified in Clause 1. However, exceptions may be made for secondments exceptionally recognized by the President of the University as per Article 4, Item 2. (Amended September 1, 2013)

④ Notwithstanding Clause 1, eligibility and length of a sabbatical leave may be adjusted accordingly by applying previous experience at an external institution to years of service rendered at the University upon request by the respective department and with the approval of the President of the University. (Established March 16, 2016)

Article 4 (Limited Quota) The number of faculty members taking a sabbatical leave in a department each semester (including faculty members on business trip, secondment, training, and leave of absence lasting for two months or longer) shall not exceed one-seventh of the total number of tenure-track and tenured faculty members in the department in question; details shall be determined separately. However, a faculty member on secondment falling under any of the following shall be excluded from the calculation of the sabbatical quota and the total number of tenure-track/tenured faculty members in a department. (Established March 1, 2013)

1. If a secondment lasts for longer than a year and all associated expenses including the secondees’ salary are paid by the institution to which the faculty member is seconded, the faculty member shall be excluded from the aforementioned calculation during the secondment period after the first year.
2. A secondment is recognized by the President of the University to be essential for the University’s advancement such as a secondment to the National Research Foundation.
3. A leave of absence pursuant to Article 47, Item 6 or 11 of the Bylaws of POSTECH Foundation shall exceed one year. (Established March 1, 2015) (Amended March 16, 2016)

Article 5 (Guarantee of Status) The following are the details of the guaranteed status of a faculty member during his/her sabbatical leave:

1. A person shall maintain his/her status as a faculty member of the University.
2. Deleted (March 1, 2008)
3. A sabbatical leave shall be included when counting the number of years of one’s service; other personnel matters including promotion shall remain effective during a sabbatical leave.
4. A full remuneration shall be paid during a period of sabbatical leave. (Established March 1, 2013)

Article 6 (Obligations) ① A faculty member whose sabbatical leave has ended shall return to the University

immediately and be obligated to continue rendering service to the University for a period that is twice the length of the sabbatical leave. Any faculty member who violates these obligations shall be required to return the full amount of remuneration paid during the sabbatical leave.

② A faculty member whose sabbatical leave has ended must submit a report of activities during the sabbatical leave to the President of the University via the head of his/her department within 30 days of completion of the sabbatical leave.

Article 7 (Application and Approval Procedures) A faculty member wishing to be granted a sabbatical leave shall submit to the Faculty Personnel Committee an application for sabbatical leave, a letter of recommendation from the head of his/her department, and a detailed plan of action for the sabbatical leave no later than six months prior to the commencement of the sabbatical leave. A sabbatical leave shall be granted with the approval of the President of the University following deliberations and a resolution by the Faculty Personnel Committee.

Article 8 (Appointment of an Acting Person) A department must designate a person to act on behalf of a faculty member granted a sabbatical leave with respect to the following Items that the faculty member is unable to perform in person, or must take an equivalent measure. (Amended July 1, 2009)

1. Teaching
2. Undergraduate student advising
3. Graduate student thesis advising
4. Research for sponsored research projects
5. Other work related to administrative assignments and committee participation

Article 9 (Relations to Business Trip, Secondment, and Training) If a faculty member is away from the University for six months or longer due to a business trip or training for the purpose of research, the faculty member shall be deemed to have been given the same length of sabbatical leave. Also, if a faculty member is on secondment that falls under Article 4, Item 1, the first year of the secondment shall be regarded as a sabbatical leave. (Amended March 1, 2013)

Article 10 (Relations to Leave of Absence) ① A faculty member on a leave of absence shall not be allowed to apply for a sabbatical leave.

② A faculty member on a leave of absence pursuant to Article 47, Item 5 of the Bylaws of the POSTECH Foundation shall be deemed to be given one year of sabbatical leave.

Article 11 (Restriction on Profit-Generating Activities) A faculty member on sabbatical leave may participate without restriction in research-industry cooperative activities at domestic and foreign universities including POSTECH, research institutes, academic societies, and industry entities; in principle, however, he/she may not be employed by for-profit institutions. (Amended March 16, 2016)

Article 12 (Recall) The President of the University may immediately recall a faculty member on sabbatical leave if he/she fails to work towards his/her stated purpose during the leave period.

Addendum

These detailed rules shall take effect on September 1, 1991.

Addendum

These detailed rules shall take effect on March 1, 1993.

Addendum

These amended detailed rules shall take effect on January 1, 2000.

Addenda

1. (Effective Date) These amended detailed rules shall take effect on June 1, 2001.
2. (Interim Measures) The previous regulations called Regulations on Sabbatical Leave for Faculty shall be superseded by these amended detailed rules.

Addendum

These amended detailed rules shall take effect on January 1, 2004.

Addendum

These amended detailed rules shall take effect on July 1, 2009.

Addenda

1. (Effective Date) These amended detailed rules shall take effect on March 1, 2013.
2. The provisions in Article 5, Item 4, however, shall apply only to sabbatical leaves which commence on or after September 1, 2013.

Addendum

These amended detailed rules shall take effect on September 1, 2013.

Addendum

These amended detailed rules shall take effect on March 1, 2015.

Addendum

These amended detailed rules shall take effect on March 16, 2016.