

## Chang Jung Christian University Professor Sabbatical Leave Application Form

Name of Applicant		Date of Birth	__ (day) __ (month) __ (year) (Age: ____ years old)
Unit		Job Title	<input type="checkbox"/> Professor <input type="checkbox"/> Technical Specialist (Professor Rank) <b>(Not applicable to visiting professors and professors at retirement age who are on extended service).</b>
Number of years and months as professor	____ years ____ months. (Calculated as of __ (month) ____ (year).)	Number of years and months as full-time professor at CJCU	____ years ____ months. (Calculated as of __ (month) ____ (year).)
Previous sabbatical leave (if any)	(1) From __ (month) __ (year) to __ (month) __ (year); (2) From __ (month) __ (year) to __ (month) __ (year). <input type="checkbox"/> The research report has been submitted and put on file with the University Faculty Evaluation Committee. <p style="text-align: right;"><b>[Please list multiple applications, if any.]</b></p>		
Leave with or without pay status (including grants from the Ministry of Science and Technology for further study)	(1) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: From __ (month) __ (year) to __ (month) __ (year). Total of ____ years ____ months. (2) <input type="checkbox"/> Leave with pay <input type="checkbox"/> Leave without pay: From __ (month) __ (year) to __ (month) __ (year). Total of ____ years ____ months. <p style="text-align: right;"><b>[Please list multiple applications, if any.]</b></p>		
Sabbatical Research Proposal include the background and purpose of the research project, research method, procedures, expected research results. In addition, list specific contributions to CJCU (such as industrial-academic cooperation projects, Ministry of Science and Technology integration projects, leading joint research with colleagues, or other tangible and intangible contributions).	Research topic		
	Expected outcomes	(Please attach detailed plans on a separate sheet and submit it with the form)	
	Place	1.	2.

The research period in this application (must be consistent with the semester)	<input type="checkbox"/> One semester. Academic Year ____ Semester ____ (From __ (month) __ (year) to __ (month) __ (year)). <input type="checkbox"/> One academic year. Academic Year ____ ((From __ (month) __ (year) to __ (month) __ (year)).	
Signature of Applicant	<p><b>The information I have provided is accurate and true, and I am willing to abide by the provisions of the CJCU Professor Sabbatical Leave Regulations</b></p> <ol style="list-style-type: none"> <li>1. During their sabbatical, professors shall return to the school to teach when required according to the needs of their respective unit for no more than three hours per week.</li> <li>2. During their sabbatical leave, professors shall not participate in the various administrative duties (including meetings and serving as committee members) of CJCU unless otherwise invited by the unit supervisor. In addition, they shall not teach (work) part-time outside of CJCU or hold other full-time paid positions.</li> <li>3. Upon the completion of their sabbatical leave, professors shall submit a written report of their academic research or academic discourses within three months of returning to CJCU. The department, institute, center, and college level Faculty Evaluation Committees shall evaluate their report and submit it to the Office of Human Resources Development for review and filing. Those who fail to submit their report or whose report is inconsistent with their original plan shall no longer be eligible to apply for sabbatical leave.</li> <li>4. During their sabbatical leave, professors shall continue to receive a salary from CJCU but shall not receive job bonuses and any teaching allowances. Their year-end bonuses shall be handled as with full-time teachers.</li> <li>5. Upon receiving approval for sabbatical leave while concurrently serving as supervisors at all levels, professors shall resign from their concurrent office as supervisors.</li> </ol> <p>Signature of Applicant: _____ Date: ____ (day) ____ (month) ____ (year)</p>	
Signature of the Chair of Department (Institute, Center) Faculty Evaluation Committee	Office of Human Resources Development (1) Review	Signature of the Chair of College Faculty Evaluation Committee
<p>To ensure the overall normal teaching and research of CJCU, department, institute, and center applications for sabbatical leave of professors shall not exceed three teachers per year for the entire school, and each department (institute, center) shall be limited to one applicant one per year.</p> <p>This case has been reviewed and approved on ____ (day) ____ (month) ____ (year) by the Number ____ Meeting of the Department (Institute, Center) Faculty Evaluation Committee of Academic Year ____.</p>		<p>This case has been reviewed and approved on ____ (day) ____ (month) ____ (year) by the Number ____ Meeting of the College Faculty Evaluation Committee of Academic Year ____.</p>
Office of Human Resources Development (2)	Office of Academic Affairs	University President
<p>This case has been reviewed and approved on ____ (day) ____ (month) ____ (year) by the Number ____ Meeting of the University Faculty Evaluation Committee of Academic Year ____.</p>	<p>In accordance with the provisions of Article XI, teaching allowances shall not be issued.</p>	

**Notes:**

**1. Review process: Department (Institute, Center) Faculty Evaluation Committee (including eligibility review) → Office of Human Resources Development (review) → College Faculty**

**Evaluation Committee → Office of Human Resources Development (convene meetings) → Notify Office of Academic Affairs → Submit to University President for approval.**

2. By providing information in this application form, you are giving consent to CJCUC to collect, process and use your personal data. The personal data collected in this form shall only be used for its designated purpose and shall not be used for any other purposes without the consent of the applicant. The personal data shall be handled in accordance with the provisions of the CJCUC Data Storage and Security Control Regulations. Please refer to the CJCUC website <http://www.cjcu.edu.tw/pims> for relevant information.
3. For information on CJCUC personal data protection, please contact: No. 1, Changda Road, Gueiren District, Tainan City; Tel: 06-2785123#1022; E-mail: [pims@mail.cjcu.edu.tw](mailto:pims@mail.cjcu.edu.tw)

# Chang Jung Christian University Full-time Professor Sabbatical Leave Research Proposal

(Title of Research Proposal)

Name:

Department:

Research Period: From \_\_ (month) \_\_ (year) to \_\_ (month) \_\_ (year) \_\_\_\_\_.

Date: \_\_ (day) \_\_ (month) \_\_ (year)

(This page is the cover page. Please refer to the following pages for the content of the research plan.)

**The research proposal shall include:**

The background and purpose of the research project, research method, procedures, and expected research results. In addition, list specific contributions to CJCUC (such as industrial-academic cooperation projects, Ministry of Science and Technology integration projects, leading joint research with colleagues, or other tangible and intangible contributions).

# Chang Jung Christian University Full-time Professor Sabbatical Leave Research Report

(Title of Research Report)

Name:

Department:

Research Period: From \_\_ (month) \_\_ (year) to \_\_ (month) \_\_ (year) \_\_\_\_\_.

Date: \_\_ (day) \_\_ (month) \_\_ (year)

(Please bind the research report into a volume. This page is the cover page of the research report, and its content is on the following pages.)

**The research report shall contain:**

The table of content, report content (introduction, research purpose, literature review, research method, results, and discussion (including conclusions and suggestions), references, self-evaluation of the project outcome, and appendix.