

## Regulations on Faculty Sabbatical System Operation

### Article 1 (Purpose)

The purpose of these regulations is to define matters related to the operation of the sabbatical system, which allows full-time faculty members of Woosong University (hereinafter referred to as “the University”) to devote themselves exclusively to research activities (academic research and industry-academic cooperation research) so as to contribute to the development of scholarship.

### Article 2 (Definition)

The term “sabbatical” refers to a designated period during which a full-time faculty member who has served the University for a certain period is permitted to be exempt from teaching and other duties in order to focus exclusively on research activities.

### Article 3 (Duration of Sabbatical)

- ① The duration of a sabbatical shall be one semester or up to one year.
- ② If deemed necessary by the President, the sabbatical period may be extended; however, the total duration including the original and extended period shall not exceed one year.
- ③ The sabbatical period shall, in principle, commence on March 1 or September 1.

### Article 4 (Eligibility)

- ① Faculty eligible for sabbatical (hereinafter referred to as “Research Faculty”) shall be those who have served as full-time faculty members at the University for at least 7 years from the date of appointment, have at least 7 years remaining until retirement, or have made significant contributions to the development of the University. In the case of foreign full-time faculty, a minimum of 3 years of service is required.
- ② Research Faculty must have a clear research plan as specified in Article 6, Paragraph 2.
- ③ Faculty members currently serving as members of the Academic Affairs Committee are not eligible to apply.
- ④ Leave periods shall be excluded from the calculation of continuous service years, and applications cannot be made during such leave periods.
- ⑤ Faculty who have previously been granted sabbatical may reapply only after serving at least 7 years from the date of return; for foreign full-time faculty, at least 3 years of service is required.
- ⑥ Notwithstanding Paragraph ①, faculty members who have served for more than 10 years since appointment but have not taken a sabbatical may apply if approved by the President.

### Article 5 (Application)

Faculty members wishing to obtain approval for sabbatical shall submit the prescribed application form to the Head of the Industry-Academic Cooperation Foundation through their affiliated department head.

### Article 6 (Selection)

- ① Research Faculty shall be selected by the President following deliberation by the Faculty Personnel Committee (hereinafter referred to as the “Committee”).
- ② Faculty scheduled for research dispatch for six months or more with funding support from the University or recognized domestic or international institutions shall be regarded as Research Faculty and given priority.
- ③ In cases of multiple applicants, selection shall consider the following priorities.
  1. Those meeting Paragraph ②
  2. Those whose research plans are deemed to significantly contribute to University development
  3. Those with excellent faculty performance evaluation results

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4. Those with fewer previous sabbatical experiences
5. Those with longer service periods
6. Those with higher academic rank
7. Seniority in age

#### **Article 7 (Number of Research Faculty)**

The number of Research Faculty shall be determined by the Committee, limited to one per major field among all full-time faculty during the same period.

#### **Article 8 (Treatment of Research Faculty)**

- ① Research Faculty shall maintain their status as faculty members of the University.
- ② Deleted
- ③ Research Faculty under an annual salary system shall receive 80% of their monthly salary (which may be increased to 100% if deemed necessary by the President).
- ④ As a general rule, no additional research funding shall be provided.
- ⑤ The sabbatical period shall be included in the calculation of years of service for promotion and salary step increases; however, promotions during the sabbatical period shall be deferred.

#### **Article 9 (Obligations of Research Faculty)**

- ① Research Faculty shall return to duty immediately upon completion of the sabbatical.
- ② A research results report shall be submitted to the President within one month after return.
- ③ Research Faculty shall serve at the University for at least three years after completing the sabbatical, except in cases of dismissal due to disciplinary action.

#### **Article 10 (Sanctions)**

If a Research Faculty member fails to fulfill obligations under Article 9 without justifiable reason, the following measures shall apply.

1. Violation of Article 9 Paragraph 1: dismissal procedures shall be initiated by the President
2. Violation of Article 9 Paragraph 2: partial repayment of salary received during the sabbatical
3. Violation of Article 9 Paragraphs 1 and 3: full repayment of salary received during the sabbatical
- 4.

#### **Article 11 (Replacement of Teaching Duties)**

Courses previously taught by Research Faculty shall, in principle, be assigned to other full-time faculty within the department; however, part-time instructors may be appointed if necessary.

#### **Article 12 (Responsible Department)**

Matters related to faculty sabbatical shall be administered by the Industry-Academic Cooperation Foundation.

#### **Article 13 (Exception Clause)**

Notwithstanding these regulations, the President may take appropriate measures upon recommendation of the Committee if deemed necessary.