

# Sabbatical Policy

- Principles
  - Sabbatical is NOT an entitlement
  - Sabbatical is to enhance the faculty capabilities in research
- Criteria in deciding on sabbatical applications
  - Research track record and potential
  - Teaching and other administrative needs of the Department/School
  - Frequency of sabbatical leaves/duration since last sabbatical
- Criteria in deciding on make-up of teaching
  - Default is full teaching make-up
  - Discretion of DH in consultation with the Dean based on
    - Frequency of sabbatical leaves/duration since last sabbatical
    - Teaching and other administrative needs of the Department/School

## Guideline for Academic Staff who are not DH/DIPO/Dean

Duration Since Last Sabbatical Leave (Joining HKUST) (Years)	Reduction of Normal Teaching Load
6-7	Zero
8-9	1/3
10-11	2/3
12 or above	All

## Guideline for DH/DIPO/Dean

Duration of the Term	Reduction of Normal Teaching Load
$\leq 3$ Years	2/3
$> 3$ Years	All

For those who can be assessed using both guideline, the largest reduction takes priority