

## 1. Goals:

Sabbatical leave offers tenured faculty members opportunities for study, research, acquisition of new techniques, and enhanced professional development. Sabbatical leave allows faculty members to focus on such matters without teaching and administrative duties. The following procedures are intended to facilitate the taking of sabbatical leave, while ensuring normal operations at OIST.

## 2. Eligibility:

Tenured faculty members are eligible to apply for sabbatical leave if they have served at least six (6) years as full-time faculty members at OIST. The tenure-track period is included as part of the sabbatical qualifying period so that untenured faculty members can apply for sabbatical leaves after being awarded tenure. Years from the OIST Promotion Corporation period are not counted.

Sabbatical leave is not allowed during the final year of a contract as a tenured faculty member or during the final year before retirement. A sabbatical cannot interfere with the five-year unit review, nor does it delay the next unit review.

The sabbatical-qualifying period includes annual paid leave, summer leave, maternity leave, sick leave, and special leave, but does not include childcare leave, nursing care leave, leave related to healthcare during pregnancy and childbirth, administrative leave, other leave without salary or pure research leave. Sabbatical eligibility does not accrue during periods of sabbatical leave, leave without salary or pure research leave (PRP 3.7.4.3). The 'Stop-the-Clock' period, which enables postponement of tenure review and unit review timings, is counted as part of the sabbatical-qualifying period.

## 3. Sabbatical Credit:

For every three (3) years of academic service, tenured faculty members earn six (6) months of sabbatical credit. The maximum sabbatical credit that can be accrued is twelve (12) months. At least three (3) months of sabbatical leave credit must be used for a given sabbatical, even if the actual leave taken is less than three (3) months. Sabbatical leave credit will be used in one-month increments for sabbaticals longer than three months. If faculty members cannot go on sabbatical leave due to teaching constraints or other factors, they will not lose sabbatical credit. However, deferred sabbatical leave can allow sabbatical credit to be accumulated only up to the maximum of twelve (12) months. In general, sabbatical leave should be taken off campus, but for family or other reasons it may be taken on campus with permission of the Dean of Faculty Affairs (DFA).

## 4. Financial support

4.1 During sabbatical leave, full salary is continued. Applicants are strongly encouraged to apply for funds from the host institution or external funding to support sabbatical projects. Unless supported by funds from the host institution or external funds, the applicant may charge sabbatical-related expenses to the unit budget, in accordance with OIST rules, including the following:

4.1.1 OIST may cover an applicant's travel expenses for OIST business between OIST and the host institution, as well as travel expenses incurred for study, research, and presentations that cannot be done at the host institution, such as attending conferences and meetings. OIST travel rules apply.

4.1.2 OIST may cover consumable expenses incurred for reasonable research purposes at the sabbatical destination. The HEART financial system should work at remote sites so that

consumable ordering can be controlled from the unit budget.

4.2 If the applicant maintains housing in Okinawa, the housing allowance will continue during a sabbatical leave. If the applicant lives on campus or off campus rental housing, such housing arrangements will continue during the sabbatical leave.

4.2.1 If the applicant decides not to maintain housing in Okinawa, a housing allowance (taxable income) may be paid based on the Compensation Rules together with the monthly salary upon completion of necessary procedures.

4.2.2 Faculty members who are living together are not eligible to receive more than one housing allowance (for on- or off-campus housing rented by OIST in Okinawa).

4.3 OIST will not pay for shipping or storing of personal goods, such as furniture.

4.4 It is the sabbaticant's responsibility to negotiate and arrange health insurance while at the host institution. If the host institution does not provide such an arrangement or payment, sabbaticants must present evidence of denial before requesting financial support from OIST via the DFA.

## 5. Application process and documents required

Once eligibility is granted, at least nine (9) months before the start of the academic year in which sabbatical leave is to commence, the applicant must submit a "Sabbatical Leave Application" online (<https://groups.oist.jp/grad/sabbatical-leave-application-0>).

The "**Sabbatical Leave Application**" will include the following information:

5.1 Plans to cover teaching and supervision of students and unit members.

5.2 A Sabbatical Research Plan must include plans for work to be accomplished during sabbatical leave and an explanation of how the plan contributes to the applicant's future research. The applicant must indicate whether the research project is supported by external funding, including external grants and host institution financial aid.

5.3 Regardless of funding source, the applicant must develop a "Budget Plan," which includes an estimated budget to cover travel, consumables, and other research-related expenses (as described in 4.1.1 and 4.1.2). The Budget Plan needs to be approved by the DFA and the Dean of Research (DoR).

5.4 The applicant must attach an invitation letter from the host institution.

5.5 As part of sabbatical leave application process, an agreement between the host institution and OIST must be prepared. This agreement must include management of intellectual property that may result from the sabbatical research, and other pertinent sabbatical terms and conditions. The applicant must consult with the General Counsel and the Executive Vice President for Technology Development and Innovation (EVP for TDI) through the Faculty Affairs Office, and must receive their approval before signing any sabbatical agreement with the host institution.

## 6. Teaching, supervision of students and unit members, and administrative duties:

After submitting the online application form, the applicant must make necessary arrangements with

the Deans of the Graduate School (DGS) and DFA to cover teaching, supervision of students and unit members, and administrative responsibilities during sabbatical leave.

During sabbatical leave, teaching duties are suspended and no new rotation students or interns may be accepted. In general, sabbatical leave does not relieve faculty of their regular teaching. Teaching is expected to be shifted to accommodate the period of leave and presented either before leaving, or after return, whichever is more suitable in consultation with the DGS.

Faculty members remain responsible for supervision of unit members, including researchers, interns, and students, and appropriate measures should be planned in advance. These include support by other faculty members and/or regular electronic communication with students and unit members. In case of long sabbatical leave (up to twelve months), one or more brief returns to OIST are recommended.

Administrative duties, such as committee memberships (excluding Thesis Committee memberships), are also suspended. It is the candidate's responsibility to inform the committee secretary about his/her leave and to make necessary arrangements to cover their absence.

## 7. Criteria for acceptance

While OIST encourages faculty members who have accumulated sufficient sabbatical credit and acquired eligibility to take sabbatical leave, the university cannot afford to have a large number of faculty on leave. Therefore, no more than 10% of tenured faculty members can take sabbatical leave simultaneously. In addition, continued coverage of specific courses may restrict sabbatical leave. In selecting which faculty may take leave, preference will be given to those who have not previously been granted sabbatical leave, and all else being equal, research plans of applicants will be taken into account. External factors, such as support from host institutions, will not affect the selection.

If sabbatical leave is not granted by the Deans for any reason given in the foregoing paragraph, sabbatical credit is not lost, and a similar application may be made subsequently.

## 8. Approval of the Sabbatical Leave Application:

When arrangements described in Sections 5 and 6 have been approved in principle by the three Deans (DFA, DGS, and DoR) and if the EVP for TDI and General Counsel validate the Intellectual Property-related arrangements with the host institution, the three Deans will sign the Sabbatical Leave Approval Notice. The application form will be sent by the Faculty Affairs Office to the President for final approval.

## 9. Miscellany

- 9.1 Faculty members who take sabbatical leave shall submit a brief, succinct research report to the DFA within 3 months of the end of the sabbatical.
- 9.2 Faculty members who take sabbatical leave are expected to return to work at OIST for one year. Failure to do so will incur responsibility to repay all financial support provided by OIST beyond salary.

## **Modification History**

## Sabbatical Leave Handbook

Faculty Affairs Office  
v1.7 (December 23, 2022)

Date	Author	Modification
March 6, 2018 Version 1.0	DFA	Approved final version 1.0
April 25, 2018 Version 1.1	DFA/DGS	<ul style="list-style-type: none"> <li>• Teaching is <u>expected to be shifted</u> to accommodate the period of leave and presented either before leaving, or after return, whichever is more suitable <u>in consultation with the DGS.</u></li> <li>• ...three Deans will sign the Sabbatical Leave <u>Approval Notice</u></li> </ul>
June 6, 2018 Version 1.2	DFA/Provost	<b>Deleted:</b> In highly exceptional cases, in which additional financial support is indispensable to complete the sabbatical research, the applicant may include it in the Budget Plan and consult in advance with the Finance Division and Administrative Compliance Division through the Faculty Affairs Office. Expenses not expressly approved as described above will be the responsibility of the applicant.
July 4, 2018 Version 1.3	DFA	Minor wording changes to 4.1 and 4.2. Added: 4.2.1
Feb 15, 2019 Version 1.4	DFA	Added: 4.4
June 17, 2019 Version 1.5	DFA/DGS	Added: (excluding Thesis Committee memberships) Added: and to make necessary arrangements to cover their absence.
Nov 18, 2019 Version 1.6	FAO	Added new URL to Sabbatical Leave Application
Dec 23, 2022 Version 1.7	FAO/HR	Revision to 4.2 and 4.2.1 Housing Allowance with a new decision to provide housing allowance at the sabbatical destination.