Committee on Sabbatical Leave Programme

A recent review on the take-up rate of Sabbatical Leave in the past years was done. It is found that there is a need to set up a central Committee on Sabbatical Leave Programme to provide impetus to improve the sabbatical leave system, including but not limited to promoting a good balance between staff research and professional development as well as driving the research culture of the Faculties/Schools/Academy in the furtherance of the University’s strategic priorities.

2. This initiative was discussed at the Deans’ Briefing and supported by the members. As a result, this new University-level Committee is set up on a trial basis to centrally consider and approve all sabbatical leave applications with effect from January 2016.

3. While the existing policy and procedures on Sabbatical Leave, including eligibility for the Programme and the duration of (either a 6-month or a 12-month) Programme remains largely unchanged, the new Committee would review all the application documents from Faculties/Schools/Academy after the Deans of individual Faculty/School/Academy have given their endorsement and before a confirmation letter would be issued by the Personnel Office with an undertaking to the applicant. [The attached flowchart illustrates the various steps and the parties involved.] The Committee will provide advice to enhance the operation of the sabbatical leave system and to address other related issues.

4. In order to promote worthwhile sabbatical leave plans, non-substantiated staff who have completed the first three years of contract may be exceptionally considered.
and supported to go on sabbatical leave, subject to endorsement from the Head and Dean, and approval by the Committee on Sabbatical Leave Programme.

5. To facilitate the Committee’s work, Faculties/Schools/Academy are invited to forward the nominations/applications for Sabbatical Leave from staff for the coming academic year (2016-17) or after via the Personnel Office on or before 1 February 2016. The detailed Procedures for Applications/Nominations to Take Sabbatical Leave is attached for reference.

6. If you need further information, please contact Ms. Margaret Tam (mtam@hkbu.edu.hk, ext. 5082)/Ms. Bobo Li (boboli@hkbu.edu.hk, ext. 2173) of the Personnel Office, in the first instance. Thank you for your attention.

Janice Lee

Encl.

cc: President and Vice-Chancellor
    Vice-Presidents and Associate Vice-Presidents
    All Staff via e-Announcement