

Regulations of Faculty Members Sabbatical Leave at Al-Zaytoonah University of Jordan

Article (33):

- A. Subject to the provisions of Articles (10 and 11) of the Law, applications for full-time sabbatical leave shall be submitted by faculty members at least three months before the beginning of the semester at which the required leave begins.
- B. 1- The request for a full-time sabbatical leave must include the plan for research or the book and for the research carried out by the faculty member and the place where it will be conducted. The main subject of the research should not be changed except with the approval of the faculty and the Deanship of Scientific Research and Graduate Studies.
- 2- Priority shall be given to approving the granting of full-time leave to faculty members who submit research projects related to national priorities during the leave, as approved by the Supreme Council for Science and Technology and the Scientific Research Support Fund.
- 3- Research may be supported by the university's financial research allotments
- C. A faculty member must complete a sabbatical academic degree and has been promoted at the university
- D. The faculty member who has been appointed by the university at the degree of professor is excluded, provided he/she has completed (6) six years of actual service at the university.
- E. A faculty member who has obtained an approval decision for sabbatical leave shall provide a legal bond under which he undertakes to work twice the period of leave at the university before he/she starts taking his/her leave.
- F. Subject to Article 88 of the Law, the resignation of a faculty member who is in sabbatical leave shall not be accepted unless he has served twice the full-time leave period at the university

Article (34):

- A. In case of granting the full-time leave, the remaining number of faculty members in the specialization / department must be considered to cover the requirements for public and private accreditation, teaching load and supervision.
- B. The percentage of faculty members who are in full-time leave shall not exceed (10%) of the number of faculty members appointed in the specialization / department. Exceeding this percentage may be excluded in special cases, which the Board deems to be in the interest of the University.

Article (35):

A. A faculty member who has been granted a scientific leave:

1. To submit to the Dean the work or the scientific or technical work that he prepared in his leave within two months before the date of the end of the leave
2. To indicate in a prominent place of the published scientific research that the research was carried out during the leave granted by the university

B. The work or the scientific or technical work that the faculty member has obtained a scientific leave to prepare it shall be approved by the council of Scientific Research at the university, indicating that he has committed to complete the work for which he was granted the leave.

Article (36):

A. A faculty member who is abroad sabbatical leave will be granted back and forth the travel tickets for himself, his wife and two children under the age of 18, back and forth and for one time solely, for a period of time spent in an advanced research centre, institute or laboratory, or at a prestigious international university. The duration of the leave is a full academic year, to be spent abroad, provided that the travel destination and the route are determined according to the approval decision of the sabbatical leave. If the faculty member wishes to change his destination with higher cost, he should bear the difference of tickets.

B. A faculty member who is granted a scientific leave will receive:

1. The salaries and allowances he was charged.
2. A three-month advance payment on his salary if he will spend his leave abroad and it is granted on his travel and it is granted on his travel.
3. An advance payment on the health insurance account if he / she spends his/her vacation or part of it at least six months abroad. The travel allowance shall be paid in accordance with the arrangements of the country in which he / she will be discharged. This advance is duly paid under fundamental documents delivered to the Finance Department

C. A faculty member with a sabbatical academic leave shall submit a report to the faculty at the end of each semester on the progress of the research project

D. To complete the work for which he / she is discharged no later than the end of the leave period

E. A faculty member returning from the sabbatical leave should give a lecture to the department council summarizing what has been accomplished

F. In the event of any violations in the provisions of sabbatical leave by the faculty member, all payments and advance payments will be recovered by the University.