



AC-F-18.V01: ENTREPRENEURIAL LEAVE POLICY





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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy outlines HBKU regulations that govern entrepreneurial activities of HBKU members.

2. POLICY DESCRIPTION

Being an innovation-based institution HBKU encourages its members to be active in entrepreneurial activities. This policy describes the guidelines that govern the HBKU faculty and scientists in entrepreneurial activities.

2.1 DEFINITIONS

- **Sabbatical Leave:** Refers to an approved uninterrupted paid leave for an HBKU member for a period of time to engage in scholarly/entrepreneurial activities that promote the mission of the University.
- **Regular:** Class of faculty appointment identifies continuous appointment.
- **Ranked Faculty Position:** Refers to Assistant, Associate and Professor rank without modifiers (visiting, etc.).
- **Scientists:** Refers to a class of HBKU appointments at the HBKU research institutes, this includes all employment categories at the level of scientists and engineers (e.g. scientists, senior scientists, principal scientists, software engineers, senior software engineers and principal software engineers).
- **IPTT:** Office of Intellectual properties and technology transfer currently at QF.

2.2 POLICY STATEMENTS

1. Leave for pursuing entrepreneurial ventures can only be allowed for the commercialization of IP, which will be licensed by IPTT. Hence, all requirements by IPTT for IP licensing must be fulfilled. In addition, the following will apply:
 - Decision to license IP will be made after considering any prior encumbrance of such IP;
 - Any new IP created by the employee for the start-up company will be owned by the company;
 - 15% of the faculty share of proceeds (i.e. equity and dividends) will be offered to HBKU as a consideration for HBKU contribution to the venture.
2. The President approval for entrepreneurial leave is required. The Provost shall endorse the leave in the case of a faculty member. The VP Research shall endorse the leave in the case of a scientist.
3. The entrepreneurial leave may include the following:
 - Eligible faculty members may apply for entrepreneurial leave for one year at full pay. A full pay includes 100% of basic salary and fringe benefits
 - Faculty members applying for entrepreneurial leave shall submit a proposal to describe the program and activities during the entrepreneurial leave.
 - In the case of faculty, the application shall be endorsed by the Division/Department Head, the Dean and the Provost.
 - In the case of scientist, the application shall be endorsed by the Executive Director and the VP Research.





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- The faculty must return to the University for at least one academic year following the entrepreneurial leave. Return of the University compensation during the leave will be required for those who decide to leave the University earlier. Exceptions to this requirement may be granted from the President upon Provost/VP Research's recommendation.
 - It is HBKU policy that HBKU is not obliged to offer entrepreneurial leaves if the work of the University requires such action.
 - Other HBKU university policies related to faculty conflict of interest, professional consultancy and others are applicable to faculty on entrepreneurial leave.
 - Within 30 days from the return date, the faculty/scientist shall submit a report describing the accomplishments during the leave. The report shall be submitted to the Dean/Executive Director and the Provost/VP Research.
4. HBKU individuals are permitted to own equity/shares in start-up companies stemmed out of HBKU through investments and as founding team members.
 5. All entrepreneurial ventures must comply with HBKU conflict of interest, conflict of commitment and IP policies and disclose any violation or perceived violation to such policies. If the client is an entrepreneurial venture to commercialize HBKU IP, then IP created under the contract for consultancy service would be owned by the client and the payment could be received in terms of equity in the venture.
 6. When any perceived violation to policies is disclosed by the concerned employee before the start of an entrepreneurial activity, then a panel constituted by the Provost and the VP Research's office would review the case and decide whether that activity could be allowed.
 7. Professional consultancy that implies managerial responsibilities to entrepreneurial ventures set-up by the corresponding faculty/researcher to commercialize HBKU IP require endorsement by the HBKU Provost/VP for Research and approval of the President.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

