

Sabbatical Leave Policy and Procedure

Sabbatical leave may be granted to individual members of academic staff in order that they may dedicate themselves to one of three activity areas for the period of leave in order to achieve defined outputs. It is neither a reward for long service nor an entitlement but may be granted where it is aligned to the strategic priorities of the University and in line with the individual's career aspirations and development. All permanent members of academic staff are eligible to apply.

Sabbatical leave applications must focus on one of the following as a primary focus:

- a) Research development activity
- b) Enterprise development activity
- c) Learning , teaching and assessment development activity

Sabbatical leave applications should indicate their primary focus, and may refer to the other categories in the case put forward.

Sabbatical leave will normally be awarded for either a six week period or a twelve week period, unless otherwise specified and agreed at the PVC's discretion. Only in exceptional circumstances will more than three continuous blocks of six weeks be granted under this scheme. Applicants may take one sabbatical award in any four year cycle.

Process

Sabbatical leave is awarded further to a process of competitive application conducted no more frequently than annually at Faculty level. The process is chaired by the PVC for the Faculty whose decision on the availability of sabbaticals in any one year period is final, this decision being formed in conjunction with the wider VCG with regard to the focus of University strategic objectives, the health of the University, and equality of opportunity.

In years where sabbaticals are announced as available, in the first week of January the Faculty Operating Officer (the FOO) will release a call for the specified number of sabbaticals available the majority or all of which will be for the following academic year indicating further details, a deadline for receipt of information. The FOO will also request reports from the line managers from the previous year's sabbatical cohort for review by the decision making team, and will include equal opportunity monitoring.

Proposals for periods of sabbatical leave must be no longer than 2 pages of A4 and specify:

- Name & Position
- Proposal summary and aims (100 words)
- Proposal detail
- Outputs

- Resourcing plan i.e. how the period of leave will be covered in the Faculty
- Time period sought (6 or 12 weeks) and timing preferred

The PVC will convene the Faculty senior leadership team to consider proposals with a senior member of staff from one other Faculty in attendance. Decisions will be communicated to both the proposer and the line manager with feedback. A copy of the letter of sabbatical will be sent to the HR Directorate for placement on staff personal files.

Further to the conclusion of the sabbatical, the member of staff will submit a report on the sabbatical outputs to the line manager, who will review this with the member of staff before sending into the annual reporting.

Resourcing

Resourcing of sabbatical leave will come from within the existing Faculty resource envelope. The proposal should contain a plan for cover of the postholder's primary duties (such as teaching, assessment and supervision) which have been agreed with the line manager. The proposed arrangements must satisfy the Faculty team that they are both realistic and affordable. The line manager and member of staff should assure the quality of cover following usual procedures in place within the Faculty. Sabbatical leave proposals should address how the investment in leave will be recouped over time.