

Research Sabbatical Policy

Definition and principles

Definition of 'research sabbatical':

A research sabbatical is a specified period of time (minimum of 20 working days and not longer than 1 year^a) during which an academic will not normally be required^b to undertake any teaching or related duties or any management or administrative duties allowing them to focus on research activity leading to specific research outcomes agreed with their Head of Department. During this period the individual on sabbatical will receive their normal salary^c.

^a *The total number of days of the agreed research sabbatical need not be taken as a continuous block of time, they may be spread out across a longer period.*

^b *The individual seeking sabbatical and the Head of Department (or Deputy Dean for Heads of Department) may negotiate an agreement that some duties are undertaken, during this period.*

^c *by exception individuals may seek to take an unpaid research sabbatical. Heads of Department considering such a request should seek the advice of the relevant Deputy Dean before proceeding.*

Principles of operation:

Research sabbaticals:

1. Are managed within the Department taking into account its portfolio of activities, an appropriate balance of duties across the departmental team and the departmental resource envelope.
2. Operate within the academic contract and relevant academic policies.
3. Are not awarded on the basis of accumulated service.
4. That the decision making process should be open and transparent.

Eligibility criteria and award criteria

Eligibility criteria:

1. All fractional and full time academic staff are eligible to apply for research sabbaticals within the agreed criteria and resource constraints described ¹
2. Only fractional and full time academic staff employed in that role for at least 3 years may be eligible to apply for a research sabbatical.

Award criteria:

- Applicants will need to demonstrate that they have made a significant contribution to the department in accordance with their allocated roles and responsibilities over a period of time
- AND
- That for the sabbatical period the applicant will present a defined plan of research activities that will make a significant contribution to the Department Plan. Plans for research sabbaticals will have specific research outcomes and deliverables and supporting materials that underpin the likelihood of achieving those outcomes and deliverables
- AND
- That the sabbatical can be managed within the departmental plan and resource envelope without significant deleterious impact on departmental performance.

¹ *Please note that sabbaticals are not connected to career progression or professional development.*

Process of approving a research sabbatical

1. The Head of Academic Department should make clear to all their academic staff the process of applying for a research sabbatical and the timescale for application, consideration and communication of outcomes.
2. Applications will be made by individuals addressing the criteria described above using a University pro-forma and submitted to their Head of Academic Department in a timely manner (applications will normally only be considered if they are made at least 8 months before the start of the academic year in which the proposed research sabbatical would take place in order that applications can be considered alongside departmental plans and budgets for the coming year.)
3. The decision on whether an individual is awarded a research sabbatical is made by the Head of Academic Department; they may draw upon advice from Deputy Deans and/or Director of Research as appropriate.
4. The outcome of all applications for a research sabbatical will be reported by the Head of Academic Department to the Academic Management Team who will maintain an oversight of sabbatical activity across the University and will pay particular attention to transparency and equity.
5. All research sabbaticals should be an explicit part of the Departmental plan and resourcing agreed within the normal planning process.

Note on externally funded sabbaticals

There is no proposed change for externally funded sabbaticals (e.g. Research Council funded fellowship), or periods of teaching remission funded through external income or the Research Facilitation Fund. These should be managed by the Head of Department as is current practice, taking into account impact upon other priorities such as teaching.

Indicative timeline

- Academic discusses possibility of research sabbatical during PRDP (June-Sept)
- Head of Department invites applications from their academic staff for research sabbaticals to be taken in the next academic year (Nov-Dec)
- Head of Department considers applications, taking advice from the relevant Deputy Dean and the Director of Research as appropriate (Jan-Feb)
- Head of Department agrees in principle research sabbaticals for coming academic year, makes the necessary adjustment to the Departmental plan and budget and notifies the Academic Management Team (Feb-Mar)
- Department plan approved by ChET (June)
- Individual notified that resources for research sabbatical have (not) been approved
- Individual academic takes research sabbatical during the next academic year (September onwards).

Draft Research Sabbatical Pro-forma

1. Applicant information	
Name of applicant	
Confirmation of eligibility: <i>I have been employed in a fractional/ full time academic staff employed role for at least 3 years prior to the date of this application.</i>	Y/N
Academic department	
Name of Head of Academic Department	
2. Case for award of the research sabbatical	
2.1 Contribution to the department	
<i>Please describe the contribution that you have made to the department in accordance with roles and responsibilities you have been allocated</i>	
2.2 Proposed plan of activities for the period of the research sabbatical	
<i>Please describe in brief what it is you plan to do whilst on research sabbatical and how it makes a specific contribution to the Departmental Plan. Do make reference to any other individuals (at Chichester or elsewhere) or third-party groups/organisations as appropriate</i>	
2.3 Specific deliverables/outcomes of the activities to be undertaken in the period of the research sabbatical	
2.4 Supporting materials/evidence	
<i>Reference to supporting materials that underpin the likelihood of achieving those outcomes and deliverables e.g. evidence of similar past achievements, where relevant evidence of external funding/external commissions/book contracts or equivalent</i>	
2.5 Outline how your responsibilities could be most appropriately covered whilst you are on sabbatical	
<i>Do liaise with your Head of Department as appropriate in order to explore the feasibility of options.</i>	
2.6 Resources	
<i>Identify any resources/facilities that you will require during the sabbatical period</i>	

3. Outcome of the application	
Application for a Research Sabbatical was:	Successful / unsuccessful
<i>Applicant and Head of Academic Department to complete section 3.1 <u>or</u> 3.2 below depending on the outcome of the application</i>	
<i>Section 3.1 for successful applications and section 3.2 for unsuccessful applications</i>	
3.1 Comments from the Head of Academic Department relating to the award of the sabbatical. Comments should make reference to the applicant's case (section 2) and/or any additional/specific stipulations/deviations from the plans above and any specific agreed duties/responsibilities that will be fulfilled by the applicant during the sabbatical period.	
<i>In making this award I confirm that the sabbatical can be managed within the departmental plan and resource envelope without significant deleterious impact on departmental performance</i>	
Signed by Head of Academic Department:	
Date:	
Signed by Applicant:	
Date:	
<i>NOTE: A letter of award will be prepared by the Head of Academic Department and signed by both parties. The letter will be based on the information described above will make particular reference to the dates of the research sabbatical, the identified deliverables/outcomes, arrangements for progress monitoring, and a description of duties and responsibilities to be undertaken during the sabbatical period (if any).</i>	
3.2 Brief description of reason for not awarding sabbatical with explicit reference to the criteria for a Research Sabbatical and where appropriate the Department Plan and budget.	
Signed by Head of Academic Department:	
Date:	
Signed by Applicant:	
Date:	

NOTE: In all cases this completed form, and letter of award (if appropriate) should be forwarded to Academic Management Team within 1 month of the award being agreed.

Policy agreed by Academic Board: 8 May 2013
IJC