



UNIVERSITY OF
LINCOLN

ACADEMIC POLICY FRONT COVER SHEET

Name of Policy:	Academic Sabbatical Policy
Scope of Policy:	The policy provides a framework for College and School to operate academic staff sabbatical schemes.
Author and contact for further information:	Deputy Vice Chancellor (Research & Innovation)
Applicable to:	Staff
Consultation Process:	Research & Employer Engagement Group
Approval Body:	Academic Board
Date of Approval:	Academic Board on 3 April 2019
Date of Implementation (if different from date of approval):	As above
Review Date:	Review by REEG in July 2020



Academic Sabbatical Policy

1. Purpose

An academic sabbatical is defined as a paid period of dedicated time during which an employee is released from teaching and administrative duties in order to further research, scholarship or professional practice that delivers the University and College/School's strategic objectives. This policy offers the opportunity of dedicated time in recognition of employee contribution to and interest in furthering the University's strategic agenda and profile.

It is expected that all periods of sabbatical granted will result in an agreed set of deliverables which could be one or a combination of the following examples depending on the nature of the proposal:

Sabbaticals for research purposes	<ul style="list-style-type: none"> • The production of at least one publication of a quality that is internationally excellent in originality, significance and rigor (3*) • The development and submission of a quality, peer reviewed, significant external grant funding proposal • The development of an Impact Case Study • Development of high quality national and international research collaborations • Writing or editing a book
Sabbaticals for scholarship and professional practice purposes	<ul style="list-style-type: none"> • Developing innovative projects to enhance teaching or professional practice across the College/University • Portfolio development – generating innovative approaches to curriculum design, delivery and new programme development (demonstrating strong student engagement) • Developing new methods, products and means of engaging students in learning (demonstrating strong student engagement) • Visiting other HEI's and organisations to undertake professional scholarly activities related to teaching, learning and/or professional practice

This policy provides a framework within which Colleges/Schools and individuals will operate. College/School sabbatical schemes must comply with the requirements contained within it.

2. Scope

This policy applies to all academic staff employed by the University of Lincoln.

Sabbaticals are not expected to be used for the purposes of working towards the completion of educational programmes such as PHD's or Research Degrees.

Working arrangements for individuals who are successfully awarded a research grant including buy out funding are outside of the scope of this policy.

Unpaid and/or other extended periods of absence are managed through the University's Leave of Absence Policy.

3. Eligibility

Individuals must have been employed with the University of Lincoln for a minimum of 2 consecutive years to be eligible to apply for an academic sabbatical.

The policy provides access to an academic sabbatical on a selective basis subject to the purpose, principles and process set out in this document.

Individuals are eligible to take an approved academic sabbatical once in every 3 years.

4. Principles

4.1 Length of sabbaticals

The length of any sabbatical should not exceed one semester.

The actual length of any sabbaticals granted should be considered as part of the application and decision making process and an appropriate period of time agreed in line with the nature of the proposal.

Colleges/Schools may, where appropriate, allow the sabbatical period to be taken in conjunction with the summer vacation.

4.2 How should time be taken

Periods of sabbatical should be taken in blocks of time eg 1 full semester rather than split over 2 semesters to minimise operational disruption.

4.3 Responsibilities and duties during periods of academic sabbatical's

Heads of Schools (or nominated other) will make arrangements to provide appropriate cover for the teaching and administrative duties of individuals who are granted a period of academic sabbatical. Discussions should also take place to agree arrangements for the completion of any key processes that may fall within the period of sabbatical (eg Appraisal, IRP).

Heads of Schools (or nominated other) are also responsible for maintaining an appropriate level of contact with employees during agreed periods of sabbatical to ensure discuss progress and any changing circumstances/needs arising during the sabbatical and keep the individual updated with relevant workplace developments.

Individuals undertaking an academic sabbatical will be expected to prepare and supply all teaching materials to colleagues who will cover their normal teaching and ensure a smooth transition of responsibilities

Certain aspects of the academic role may need to be maintained during a period of academic sabbatical such as supervision of PGR/PhD students. These will be discussed and agreed as part of the application and decision making process.

Individuals on academic sabbaticals will be expected to continue to book any annual leave they wish to take and report any sickness absence in the normal way.

4.4 Funding

Sabbaticals can be funded by the University or via external sources. Any costs associated with the proposed sabbatical should be identified and considered as part of the assessment and decision making process. Any agreed costs will need to be met from within school budgets where internally funded.

4.5 Criteria to assess applications

Any applications for academic sabbaticals will be assessed and prioritised against the following criteria:

- Academic value of proposed deliverables
- Track record of applicant
- Operational feasibility of the sabbatical

4.6 End of sabbatical progress reporting

Employees granted sabbaticals will be expected to produce a written report detailing the work undertaken and progress against the achievement of agreed deliverables, within 3 months of its end.

A further report may also be required up to 12 months after completion to report on progress where longer term deliverables were the focus.

Unsatisfactory progress against agreed deliverables may affect future applications for academic sabbaticals.

5. Process

Applications for an academic sabbatical are normally expected to follow a conversation held as part of the appraisal process.

Applications for Sabbatical will be considered by a College Sabbaticals Panel Chaired by the Pro Vice Chancellor, with the College Director of Research/Education and the Heads of School as members, and one Director of Research/Education from another College (Director of Research or Education for research and teaching/learning sabbaticals respectively; for professional practice sabbaticals an appropriate Director or equivalent will serve). The PVC may nominate additional Panel members. The process is as follows:

- All applications for academic sabbaticals are made in writing using a standard pro-forma (see Appendix 1), a call for applications with a clear deadline and sufficient notice will be issued;
- The process will normally take place between January and March for sabbaticals to be taken in the following academic year – this should ideally follow the completion of academic appraisal and be concluded in time to inform academic workloading;
- Strategic feedback on applications submitted should be obtained from the College Director of Research and/or Education as appropriate.

Decisions on an application may take one of the following forms:

- i. Approved with appropriate terms/expectations agreed (this may include the requirement to apply for available funding but is not conditional on the success of it)
- ii. Approved but subject to conditions (eg successfully securing funding to cover costs or proportion of backfill where available)
- iii. Rejected with clear grounds and the provision of written feedback and assistance in respect of alternative support/future applications

Colleges are expected to keep a record of their annual process, decisions and sabbaticals granted and taken.

6. Appeals procedure

There is no appeal against the decision of the Panel.

7. Monitoring and reporting

Colleges will be expected to submit an annual report at the end of each academic year to the Research and Employer Engagement Group detailing number of applications received for sabbaticals, numbers approved and the outcomes of those that were approved.

ACADEMIC SABBATICAL APPLICATION FORM

Applicant Name:	
College/School:	
Position:	
Start Date with University:	

Brief Description of Proposal (no more than 20 words):

Sabbatical Proposal: (summarise in no more than 750 words what you intend the project or activities you are intending to undertake during the requested sabbatical and how it will contribute to the School/College/University strategic objectives):

Identify the academic value of the proposal and the likely outputs/resources (eg publications, research grant applications, new programme/curriculum etc). *If proposal relates to working on/completion of a monograph/research article(s), identify whether a publisher (or journal) has agreed publication or been approached:*

Identify the likely impacts of the output(s):

Identify what you consider to be the added value gained from a dedicated period of sabbatical, in contrast to activity undertaken through normal academic, administrative or research activity:

If your proposal is for the purposes of research – describe the likely effect of the outputs of your sabbatical on the overall research profile of both yourself and your School and College as externally assessed (normally the production of at least one publication of international excellent in originality, significance and rigor):

Identify supporting evidence to demonstrate your past track record eg research achievements and/or successful funding applications over the past 3 years, teaching and/or professional practice-based developments:

Comment, as far as you are able, on the effect on teaching if a period of sabbatical is granted, with particular regard to the importance of covering specific UG and PGT modules and PGR supervision duties:

Comment, as far as you are able, upon the effect on your wider duties and any administrative effects on the school if a period of sabbatical is granted:

Which would be the preferred term for your sabbatical and why:

Signature of applicant:	Date application completed:
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By signing this form you confirm that you have read, understand and accept the terms of the policy

Record of Decision:

Date of Panel:	
Decision:	
Terms agreed or conditions applied:	
Feedback on application:	