

UNIVERSITY-WIDE SABBATICAL POLICY

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Contents

1. What is a Sabbatical?	4
2. Aims of the Policy	4
3. Eligibility and Entitlement	4
4. Length of Sabbatical	4
5. Funding Arrangements	5
6. Purpose	5
7. Application Process	5
8. Timeline for Process	6
9. Monitoring, Reporting and Review of Sabbatical	7
10. Conditions of Sabbatical	7
11. Appeals	8
12. Feedback	8
APPENDIX 1 – Frequently asked questions	9
APPENDIX 2 – University-wide Sabbatical Application Form	12
APPENDIX 3 - Academic leave outcome report	15

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UNIVERSITY-WIDE SABBATICAL POLICY

1. What is a Sabbatical?

A Sabbatical is a continuous specified period (not funded through an external source), granted to an individual member of academic staff for sole focus on advancement of scholarship, research, innovation or teaching.

2. Aims of the Policy

The Sabbatical Policy aims to advance the pursuit of scholarship and research, innovation or teaching in the University of Portsmouth, leading to the development of individual members of staff, and to deliver outcomes of significant benefit to the University.

3. Eligibility and Entitlement

Any academic member of staff, on an open-ended contract to undertake research, innovation and teaching, and who has three years' continuous service with the University of Portsmouth at the time of commencing the Sabbatical, is normally eligible to apply for a Sabbatical. Periods of maternity, paternity, adoption leave or long-term sickness absence do count towards the three years' continuous service.

Academic staff in leadership roles wishing to apply for a Sabbatical should discuss their plans and the timing of the Sabbatical with their Dean of Faculty.

Individuals granted a Sabbatical may normally only apply for a new Sabbatical, to commence five years after the completion of the previous Sabbatical. Entitlement to a Sabbatical is not automatic but based on the merits of the proposal and the strategic and resource needs of the department/school/subject area/faculty.

4. Length of Sabbatical

The length of the Sabbatical should be commensurate with the time required to achieve the Sabbatical objectives and should reflect the strategic significance of the agreed outcome. A Sabbatical is likely to be taken over one teaching block and the summer period.

Faculties may, if they wish, also offer staff shorter periods of leave in order to achieve pre-agreed research or pedagogic objectives. Such leave is not covered by the University-wide Sabbatical Policy and it is the responsibility of the granting Faculty to establish suitable application, monitoring and reporting processes.

There is no link between the length of a Sabbatical and an individual's length of service with the University.

5. Funding Arrangements

Faculties can decide on the number of Sabbaticals they wish to fund (and the cost thereof) each year.

An employee undertaking a sabbatical period would be expected to commit to an equal length of continued employment at the University following the Sabbatical.

6. Purpose

In all cases a Sabbatical must align with, and contribute to, the strategic objectives and ambitions of the University. The purpose of a sabbatical may include, but is not limited to:

- the acquisition of experience from other leading-edge institutions, e.g., in innovative teaching techniques, professional or management practice, above and beyond normal expectations; for Continuing Professional Development (CPD);
- the pursuit of recognised outputs through visiting other institutions, facilities or libraries ;
- initiation and development of teaching and education collaborations with other organisations that could include other education providers, industry, business, professional bodies, the public and third sectors;
- the completion of a book, series of articles or substantial outputs;
- the undertaking of an exchange position with another HEI or with a person working in a government department, industry or commerce;
- secondment to an external professional body which is both in the career interests of the individual and to the benefit of the University;
- an opportunity to actively participate in policy development processes (which could include a contribution at a senior level to relevant professional bodies at national and international level);
- release of an individual for a specific project or other activities not defined above and that demonstrate clear value to the individual and the University.

7. Application Process

Applications should include clear justification for the financial support being requested. All applications must be made using the designated form. Please also attach a short two-page curriculum vitae (cv) to your application.

Approval will be based on the merits of the proposal submitted with regard to the following criteria:

- clearly stated objectives for the Sabbatical that support and deliver on the University and faculty/department/school (or equivalent) objectives;
- clearly articulated measurable outcomes directly related to stated objectives (where a research output is identified, it should be anticipated as being of internationally excellent or world-leading quality);
- a clear plan for the proposed use of time and other resources, evidencing appropriate return on investment, e.g., the length of the time requested and the relationship to the quantity and quality of planned outputs;

- clear evidence that the Sabbatical will support the continuing professional development of the individual member of staff.

In order to take full advantage of the development opportunities offered by the Sabbatical, staff are encouraged, prior to committing themselves to any plan, to discuss their intentions with colleagues, such as their mentor, Associate Deans, Head of Department/School (or equivalent), or the Dean of Faculty.

A Faculty Sabbatical Committee will review all applications submitted to it by individuals within its departments/schools or equivalent. The Faculty Sabbatical Panel will comprise between four and six senior management staff who will be selected by the Dean (who will Chair the Panel) based upon the Sabbatical submissions received. One of these senior management staff must be external to the Faculty. The composition of the panel should reflect the diverse staff community where reasonably practical.

8. Timeline for Process

The Sabbatical Policy will operate annually, but Faculties can choose to opt-out if they so wish in any year. If a Faculty chooses to opt out, in the interests of transparency, it is important that they confirm the rationale for this decision and inform Faculty colleagues as early as possible.

September

Call for applications opens.

November

Closing date for applications to be submitted to Deans of Faculty.

December

Faculty Sabbatical Committees meeting with decision and feedback to candidates.

Following Spring

The Panel Chair (or their nominee) will provide details to both FEC and the appropriate Faculty Committees (ie: FRIC in the case of research sabbaticals) on the outcome of the Faculty sabbatical call, along with an equality analysis of all sabbatical applications and awards. This should comprise the number of applications received (broken down department/school), a summary of the diversity of applicants (broken down by age, gender identity, ethnicity, disability, sexual orientation, faith and belief and full time/part time status) the names of the staff who were successful (along with details of the teaching block in which the sabbatical will be undertaken), and the total estimated cost of the sabbaticals awarded. The URIC will have oversight of all sabbatical applications and successes and will determine any University wide trends and potential inequalities.

9. Monitoring, Reporting and Review of Sabbatical

Difficulties or unforeseen circumstances which may occur prior to the Sabbatical and which impact on the staff member's ability to meet the objectives set should be discussed immediately with the Head of Department/School (or equivalent), and the appropriate Associate Dean (AD), who will judge whether the Sabbatical should go ahead as planned.

If it becomes clear during the course of the Sabbatical that the criteria and outcomes are unlikely to be met, the member of staff is expected to alert the Head of Department/School (or equivalent) and the appropriate AD as soon as possible and, where appropriate, to re-negotiate the objectives/outputs. If there is any cause for concern about the use of the Sabbatical by the Head of Department/School (or equivalent), this should be raised with the member of staff and appropriate action taken to address the concerns.

It is an explicit condition of being granted a Sabbatical that members of staff complete and submit the Academic Leave Outcome Report to the appropriate AD within two months of the end of the Sabbatical.

The appropriate AD will meet with the relevant Head of Department/School (or equivalent) within four weeks of receipt of the Leave Outcome Report to discuss whether the expected outcomes of the sabbatical have been achieved. If Head/AD concur that the outcomes of the sabbatical were satisfactory, then this decision will be communicated to the individual completing the sabbatical.

Where the outcomes of the Sabbatical are deemed to be unsatisfactory, the Head will invite the individual to a meeting with them/AD to more fully understand why the sabbatical did not deliver as expected. If, following this meeting, the outcomes are still viewed as unsatisfactory then the academic may be proscribed from applying for future sabbaticals for an agreed period.

The Panel Chair (or their nominee) will inform the next FEC of the decisions made relating to individual sabbaticals. The Panel Chair (or their nominee) will also confirm to the appropriate Faculty Committees that a review of all relevant (to that Committee) Academic Leave Outcome Reports has been completed. The outcomes of the individual Academic Leave Outcome Reports will, however, not be shared with these Committees.

10. Conditions of Sabbatical

Terms and conditions of employment for staff on Sabbatical remain unchanged. All staff are required to have an annual Performance and Development Review and arrangements should be made between the reviewer and the member of staff to ensure this is in place. Existing arrangements for sickness absence will apply. The University strongly encourages staff to take appropriate levels of annual leave to support their wellbeing, and staff on Sabbatical are expected to book annual leave in accordance with departmental practice.

Staff are required to adhere to the terms of their contract of employment about University's Intellectual Property Policy: <http://policies.docstore.port.ac.uk/policy-090.pdf>

All activity conducted during Sabbatical must be subject to both the University Ethics Policy and the equivalent at the host institution. The University's Ethics Policy is found at:

<http://policies.docstore.port.ac.uk/policy-028.pdf>

Staff must inform their Head of Department/School (or equivalent) of any potential conflict of interest, for example, relating to intellectual property issues.

During the Sabbatical period, the individual staff member is expected to keep in touch with their line manager and with the University. This would include: regularly checking work emails, keeping informed of news and events within their Department/ School (or equivalent) and across the University, and responding in a reasonable timeframe to any issues where their input is required. Staff should be available for meetings with their Head of Department/School (or equivalent) if required. This can be either face to face, telephone conference call or via Zoom/Skype/Google hangouts.

Academic Leave Outcome Report

The Report (max. 2 pages) must be submitted, along with the original Sabbatical Application, to the appropriate Faculty AD within two months of the Sabbatical being completed.

The AD will meet with the relevant Head of Department/School within one month of receipt of the leave form to discuss the progress made during the sabbatical:

- Where the outcomes of the sabbatical are deemed to be **satisfactory** this will be communicated to the individual completing the sabbatical by the Head, and the following PDR will examine ways in which the sabbatical outcomes might be built upon.
- Where the outcomes of the sabbatical are deemed **unsatisfactory** this will be communicated to the individual completing the sabbatical by the Head. The individual will be invited to a meeting with Head/AD to discuss the sabbatical outcomes more fully in order to understand why the sabbatical did not deliver as expected and this discussion will be followed up in the proximate PDR. In instances where the outcome is deemed unsatisfactory the academic may be proscribed from applying for a further sabbatical for a five year period.

Details of sabbaticals awarded (and to who) and the subsequent outcomes will be recorded at the next Faculty FRIC and FEC meetings.

11. Appeals

Applicants can appeal against decisions (the awarding of sabbaticals or the review of Leave Outcome Reports) at Faculty level, only on the basis that the process of considering their application was flawed. Such appeals should be submitted to the Chief People Officer in writing within ten working days of receipt of the written confirmation of the Faculty decision. The Chief People Officer may request that a senior member of staff, not previously involved in the decision, investigate the complaint and provide a written report to the complainant and the Dean of Faculty.

12. Feedback

Feedback for unsuccessful applicants will be given by the Dean of Faculty.

APPENDIX 1 – Frequently asked questions

Who should I consult if I am thinking of applying for a Sabbatical?

Staff are encouraged, prior to committing themselves to any plan, to discuss their Sabbatical plans with their Head of Department/School (or equivalent), their mentor and other senior colleagues.

Is there an automatic entitlement to a Sabbatical for academic staff on a permanent contract of employment?

No, there is no automatic entitlement to a Sabbatical. Any academic member of staff who is on a permanent contract of employment, who has three years' continuous service and who has successfully completed their probationary period with the University of Portsmouth is eligible to apply for a Sabbatical.

Can I have more than one Sabbatical?

Yes, further applications for a Sabbatical may normally be made after a five year period following the completion of the previous Sabbatical period. In instances where the outcomes of the previous sabbatical were deemed to be 'partially' OR 'not' achieved then the Faculty may choose to take this information into account when choosing to award sabbaticals.

I am on a fixed term academic contract of employment. May I apply for a Sabbatical?

No, academic staff on fixed term contracts are not eligible to apply for a Sabbatical. You are advised to discuss with your Head of Department/School (or equivalent) about other options that may be available.

How long can a Sabbatical be?

In normal circumstances, a Sabbatical is likely to be for one teaching block and the summer period. You should take this into account the outputs that you are intending to achieve, when deciding how long the Sabbatical should be. Do not simply request the longest period if the outputs will not justify this period of time as this may cause your application to be rejected.

How much will the award be?

The University Policy places no upper or lower sum on the award granted. Faculties can, if they so choose, adopt and apply local upper and lower limits. Generally, the actual sum awarded will depend on the type and location of the activity you are expecting to undertake.

I have caring and parental responsibilities which make travelling for long periods difficult. Will my application for a Sabbatical be considered seriously?

The University is committed to creating a community where all colleagues can develop and thrive by building an inclusive culture and ensuring fair representation and fair outcomes. The most important aspects of your application will be how clearly you can identify the strategic relevance of your proposal and the clarity with which you are able to articulate the measurable outcomes. In researching your Sabbatical, it is important that you identify what adjustments might need to be made to ensure you fully benefit from your sabbatical.

What costs can I include in my Sabbatical application?

The funding would normally provide for the costs of replacement staffing. Travel and subsistence expenses

incurred as a result of the Sabbatical can also be reimbursed.

Can I apply for a Sabbatical to develop aspects of my profile other than research?

Yes, a Sabbatical is most likely to be used to develop and strengthen research and scholarship but it can also be used to develop and support many other aspects of University activity. Please refer to the section about Purpose (page 1-2) of the Sabbatical Policy for examples. If you require further information, discuss this with your Head of Department/School (or equivalent) and the relevant Associate Dean.

How do I apply for a Sabbatical?

You must make your application using the designated form. It is particularly important that you have a supporting statement from your Head of Department/School (or equivalent). It is also important to work with the Faculty Finance Manager to ensure your application is properly costed (in terms of replacement teaching cost, travel etc.) as, if your application is approved, it will not be possible to modify the costing ex-post. Please make sure that you provide a response to all parts of the application form as failure to do so may jeopardise your chances of success. You should include a short two page (max) CV containing information relevant to the sabbatical being applied for.

Do I require the support of my Head of Department/School (or equivalent)?

Yes. The supporting statements from your Head of School/Department (or equivalent) should specifically confirm: (i) the Sabbatical has been discussed and agreed with them; (ii) the activities to be undertaken by yourself in the Sabbatical go above and beyond that which can be accommodated within your existing workload allocations (ie: for research, for example); (iii) staff providing cover for you have either been given a workload allocation to allow them to assume these additional duties or that the cost of replacement staff has been stored into the application.

If I am successful in my application, what support will I receive to ensure that my Sabbatical is a success?

The importance of preparation before you submit your application cannot be over-stated. Those who are contemplating their first Sabbatical may find significant benefit in advice from experienced staff on matters such as financial and administrative arrangements, the avoidance of problems of isolation, the value of a Sabbatical coach or guide. The possibility of entering a learning partnership could also be worth exploration.

I am a disabled academic who may require reasonable adjustments to be made in order to enable me to successfully complete the requested sabbatical. How will this affect my application?

The University is committed to creating a community where all colleagues can develop and thrive. The most important aspects of your application will be how clearly you can identify the strategic relevance of your proposal and the clarity with which you are able to articulate the measurable outcomes. In researching your Sabbatical, it is important that you identify what adjustments might need to be made to ensure you fully benefit from your sabbatical. Ask questions and seek assurance that host institutions (including Portsmouth) and organisations are able to meet your needs. Consider situations such as emergencies and seek assurance that you will be effectively supported.

What do I need to consider in developing my Sabbatical plan?

Make sure you have time for pre-application reflection and planning before you launch into the application process. You should consider how long you will need for your Sabbatical and you should also have clear views on your re-entry to the University and the follow-through after the Sabbatical. It is very useful to seek advice from those currently undertaking (or have undertaken) a Sabbatical in your Faculty.

What happens to the Academic Leave Outcome Report I produce as a result of my Sabbatical?

You will be required to submit this, using the templates provided, within two months of completing your sabbatical. This will be reviewed by the AD and your Head of Department/School (or equivalent) who will provide feedback upon your Report within the following month. You will have a right to respond to this feedback, if you wish.

What happens if I have not been able to complete some or all of the objectives I set myself in my Sabbatical plan?

You should provide a full commentary in your Academic Leave Outcome Report on why you have been unable to meet any of the objectives you had set out in your Sabbatical application.

What if something happens to me or my family whilst I am on my Sabbatical?

Difficulties or unforeseen circumstances which may occur during the Sabbatical and which impact on your ability to meet the objectives set should be discussed with the Head of Department/ School or equivalent who will judge whether the Sabbatical should continue.

Am I expected to have an annual Performance and Development Review whilst on Sabbatical leave?

Yes, you and your reviewer should have made such arrangements before the Sabbatical starts.

Do I remain an employee of the University whilst I am on Sabbatical?

Yes, you are required to adhere to the terms of your contract of employment during your Sabbatical. You are expected to keep in touch with your line manager and with the University. You should also be available for meetings with your Head of Department/School or equivalent if required.

Can I appeal against a decision not to approve my application for Sabbatical?

Yes, you may appeal against decisions made, but only on the basis that the process of considering your application was flawed.

I am a Head of Department and I am intending to step down in a year's time. Can I apply for a Sabbatical?

Yes, all Heads of Department/School or equivalent and other senior role holders on permanent contracts of employment are eligible to apply for a Sabbatical. It may be preferable in these circumstances that you plan your Sabbatical to be taken shortly after relinquishing your role. However, you are advised to discuss this with your Dean of Faculty to ascertain the most appropriate action.

What happens if I resign my employment whilst on Sabbatical?

If you resign from your employment at the University of Portsmouth, your Sabbatical will normally terminate immediately. You may also be asked to repay the salary costs awarded to you for the Sabbatical period you have completed.

I have just returned from a period of maternity/adoption/long-term carer's leave. Is this time off included in my three years' continuous service?

Yes, it is. You are encouraged to discuss with your Head of Department/School (or equivalent) how you can be assisted in your plans to ensure that you are updated with advances in research.

APPENDIX 2 – University-wide Sabbatical Application Form

PART 1: To be completed by applicant

Applicant name	
Department / School (or equivalent)	
Post title	
Date first appointed to the University of Portsmouth	
Have you had a sabbatical from the University of Portsmouth before? (If so, please specify year/teaching block)	
Teaching Block in which the Sabbatical will take place	
Venue / base during sabbatical	

1 Sabbatical overview (between 500 and 1000 words):

In providing an overview of the activities you intend to undertake during your proposed sabbatical please ensure you clearly address the four criteria which will be used to assess your application (see Section 7 'Application Process' of the Sabbatical Policy)

1	Where appropriate, does the proposed sabbatical meet with the University's ethical review and research governance requirements	Not appropriate	Yes	No
2	Duties which you will continue to undertake during your Sabbatical (e.g., PhD and student supervision, personal tutoring etc.),			
3	Duties that will need to be covered by others during your proposed sabbatical (ie: teaching [please state course, type of activity – lecture, seminar etc, and the face-to-face contact hours for these activities], administrative tasks etc.),			
1.	If the Faculty has stipulated a maximum award threshold per sabbatical (i.e.: £10,000) then the budgetary costs [see Section 2.3 below] should not exceed this threshold. If you foresee the sabbatical as incurring costs above this threshold then please indicate below how you expect to cover these costs (If the requested costs are lower than the Faculty threshold, please leave this section blank)			
<p>I have attached a two-page curriculum vitae with this application.</p> <p>I commit to submitting an Academic Leave Outcome Report on the form prescribed within two months of the completion of the sabbatical.</p>				
Applicant signature		Date		
<p>.....</p> <p>Name (BLOCK CAPITALS)</p> <p>.....</p>				

The applicant should now submit this with a two-page curriculum vitae to their Head of Department / School (or equivalent).

PART 2: To be completed by Head of Department / School (or equivalent)

2.1. Comments on the benefits of the proposed Sabbatical to (i) Department/School activities and (ii) the professional development of the applicant:

2.2. Please read Section 1.4 above, and then explain how you intend to cover these duties. Where you are seeking Sessional Teaching Fellow staff to provide teaching cover then please add these details separately in Section 2.3 below.

2.3. Budgetary Costs: (NB: Please The hours requested here should include those as detailed in Section 1.5. of the sabbatical application, increased to reflect preparation/marking in line with your Faculty WLM)

(Please use staff replacement costs [£ per hour] as approved by the Faculty Finance Manager)

Signature

Date

Name (BLOCK CAPITALS)

Once both Parts 1 and 2 have been completed and signed, the application should be submitted, along with a two-page curriculum vitae, to the Dean of Faculty.

APPENDIX 3 - Academic leave outcome report

An editable version of this report is available to download [here](#):

The Report (max. 2 pages) must be submitted, along with the original Sabbatical Application, to the appropriate Faculty AD within two months of the Sabbatical being completed.

Name:				
Job Title		Department (Faculty)		
Period of Leave	Commenced:	Finished:		
Was any other financial support (beyond time buy-out) offered?				
If so, please provide value (£)				
Section A: COMPLETED Work Please provide specific details below of any fully completed work - and the publications, outputs etc. resulting – and attach copies of the same				
Section B: WORK IN PROGRESS Please describe below any work that is still in progress – and the likely outputs [and completion dates] – and attach the latest version of the same.				
Section C: INCOMPLETE OUTCOMES				

Please state below any outcomes that have not been achieved during the period of sabbatical leave (and are not currently in progress) – and provide specific details as to why.

Signature		Date	

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