



UNIVERSITY OF
PORTSMOUTH

UNIVERSITY-WIDE SABBATICAL POLICY

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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 support:

- the development of academic staff skills, knowledge and expertise, in line with the strategic aims of the University;
- the retention of academic staff through the development of those staff.

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.

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

5. Funding Arrangements

Each Faculty will award a maximum of £40,000 to faculty staff. Each award will be up to a maximum of £10,000 depending on the nature of the activity.

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 the strategic objectives and ambitions of the University and result in an outcome that contributes to the strategy. The following would normally be considered as appropriate reasons:

- the pursuit of research, innovation or scholarly work either within the University or elsewhere leading to recognised outputs, e.g., 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;
- the pursuit of experience from other leading edge institutions, e.g., in innovative teaching techniques, professional or management practice, above and beyond normal expectations for CPD;
- secondment to an external professional body which is both in the career interests of the individual and to the benefit of the University;
- 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;
- 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.

7. Application Process

Applications should include clear justification for the financial support being requested. All applications must be made using the designated form at port.ac.uk/departments/services/humanresources/downloads/filetodownload,193735,en.docx, with a short curriculum vitae (cv) containing information relevant to the sabbatical being applied for, and should include a statement from the Head of Department/School or equivalent commenting on the merits of the application together with the impact on work allocation.

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

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 (who will provide the statement described above), or 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 four senior management staff who will be selected by the Dean (who will Chair the Panel) based upon the Sabbatical submissions received. One of these four senior management staff must be external to the Faculty. The Faculty Panel may also consult with other individuals as appropriate.

8. Timeline for Process

The University-wide Sabbatical Policy will operate annually.

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.

January

Each Dean of Faculty will provide a summary annual report of the sabbaticals agreed for the forthcoming period and the outcomes of those agreed for the previous year.

9. Monitoring, Reporting and Review of Sabbatical

Difficulties or unforeseen circumstances which may occur prior to, or during, 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 Dean of Faculty who will judge whether the Sabbatical should continue.

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 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 should confirm at its conclusion that they are on track to meet the objectives specified (this can be a brief email summary to their Head of Department/School or equivalent), and will submit a formal report to the Faculty Sabbatical Committee within twelve months of the end of the Sabbatical. The reports must be submitted on the templates provided.

The Dean (on behalf of the Faculty Sabbatical Panel) reports on who has been awarded a Sabbatical to Faculty Executive Committee (FEC). Individuals who have been awarded a Sabbatical will submit a report on the outcome of the Sabbatical to the FEC within either three or twelve months (as determined by the awarding Faculty) of the Sabbatical period completing. Faculties report, via URIC or UESEC (as appropriate), on the outcomes of such faculty sabbaticals with Deans sharing a short summary on the effectiveness and use of the Sabbatical Policy with UEB at the end of each academic year.

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 Skype.

11. Appeals

Applicants can appeal against decisions at Faculty level, only on the basis that the process of considering their application was flawed. Such appeals should be submitted to the Director of Human Resources in writing within ten working days of receipt of the written confirmation of the Faculty decision. The Director of Human Resources 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.

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 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.

How much will the award be?

The maximum amount provided per award is £10,000. However, the actual sum awarded will depend on the type of activity requested and may be less than this. In your application you should provide justification for the amount that you are requesting, up to £10,000.

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

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.

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 will 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.

How do I apply for a Sabbatical?

You must make your application using the designated form and ensure that you have a statement from your Head of Department/School or equivalent. 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 CV containing information relevant to the sabbatical being applied for.

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

No, but your Head of Department/School or equivalent will be asked to comment on your application. The supporting statements from your Head of School/Department should specifically confirm: (i) the Sabbatical has been discussed with them; (ii) the activities to be undertaken in the Sabbatical cannot be accommodated within existing workload allocations (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 it is manageable within their workload allocation, and (iv) the Sabbatical activity has been fully costed, even if the full cost of activity exceeds the £10,000 award value.

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.

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 also important to ensure you maintain an overview of the Sabbatical plan.

What happens to the report I produce as a result of my Sabbatical?

You will be required to write a formal report for the Faculty Sabbatical Committee, using the templates provided. This should be produced within twelve months after the end of the Sabbatical. The report will be reviewed by the Faculty Committee and may contribute to the summary report that the Dean of Faculty is expected to produce for review at University Executive Board.

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 commentary on any special difficulties encountered and whether, in spite of these, you were able to identify any new direction. If you have not been able to meet the timescale that you set yourself, you should provide an explanation for why this happened and also provide a realistic new timescale for completion.

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 seek external funding for my Sabbatical leave?

The maximum award is £10,000 but the amount approved may be less, depending on the type of activity you will be undertaking. You should seek support from other areas if you have additional expenses and costs.

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

Yes, you and your reviewer should have made 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

TEMPLATE FOR SABBATICAL REPORT

1. **Surname**
2. **First name**
3. **Faculty**
4. **Department**
5. **Dates of Sabbatical**

6. **Publications attributable to the Sabbatical**

You should list all outputs and outcomes directly attributable to the period of the Sabbatical. Please note the outputs should match the original objectives as far as possible with an explanation attached if this is not the case. Peer-reviewed outputs (for journal papers, chapters and books) should be included. For each item, please include the status of the output. For conference papers, only peer-reviewed papers presented at international conferences that have already taken place should be included.

7. **Grant application made as a result of/during the Sabbatical**

Please indicate the status of each grant application (successful/submitted but results not yet known/rejected). Grant applications still in preparation should not be included. Please indicate also whether Portsmouth was the main applicant.

8. **Patents or licences (include only ones submitted)**

9. **Non-academic impact and engagement**

For example, meetings, networks, workshops, contributions and impact on policy debates and decision-making.

10. **Any other outputs and outcomes not detailed above**

Include any outputs not listed above such as non-traditional outputs. Explain the benefit to the department/school or equivalent and the University and provide sufficient details for the Committee to be able to assess the status of the outputs.



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