**FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES**

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**Faculty Sabbatical Leave Guidance and**

**Application Forms for Leave in 2022- 23**

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**Key Dates**

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| Friday, 3 December 2021 | Applicants to submit completed forms to the relevant School Director of Research. |
| By Friday, 21 January 2022  By 28 January 2022  3 February 2022 | Heads of School to have convened a panel (membership below) to consider applications from their respective schools. Each panel, to be chaired by the Head of School who will determine who is to be awarded research leave in 2022/23. The Dean of Research will be invited to join the panel to provide Faculty with oversight of decision.  Each Head of School will write overview notes of the decisions which will form the basis for the successful applicant’s subsequent report after leave has been taken.  The Dean of Research will inform PVC and Deans of the process and the decisions taken by the Schools. |
| By 7 February 2022 | Communication of formal decisions to all applicants is to be made by Head of School. |

**Notes for Applicants**

Colleagues applying for sabbaticals leave should:

1. read the guidance below carefully before completing an application form, noting in particular the criteria that will be used to assess applications.
2. discuss any application and proposed plan of work with the relevant Director of Research before you submit an application form.
3. *address Covid and have discussions about how any possible implications of the virus in 2022-23 (e.g. for travel etc.) could be mitigated*
4. discuss any anticipated teaching and administrative responsibilities with the relevant Director of Education and/or Director of Graduate Studies as well as the relevant subject/disciplinary lead and include in any application a clear plan for how these activities will be covered if the period of sabbatical leave is awarded.
5. remember that the supervision of doctoral students and PDRAs is normally continued during any period of sabbatical leave.
6. submit completed application form to the relevant Director of Research by Friday, 3 December 2021. Late applications will not be accepted.

**Notes for Directors of Research and Heads of School. We are decentralizing decision making on sabbatical leave to the Schools for all applications received in December 2021 for the academic year 2022/23. The Dean of Research will provide oversight of the process for the Faculty PVC and the other Deans.**

The procedure for Directors of Research and Heads of School are as follows:

1. On receipt of application forms, Directors of Research should complete the relevant section for each application and submit these to their Head of School on a date to be agreed within the School.
2. Heads of School should convene a panel to consider all submitted applications and, at this meeting, take decisions. This panel will be chaired by the relevant Head of School. The panel should comprise the Head of School, the Director of Education, the Director of Research, the disciplinary leads and the Swan Champion but Heads of School may prefer to involve all the members of SMB. The panel will determine which applications it will support and which it will decline. The Dean will be invited to join the panel to provide Faculty oversight of decisions and information. After the panel has made its decision, the Head of School will compile a short overview report, outlining the rationale behind the panel’s decisions.
3. The Dean of Research will inform the Faculty PVC and the Deans of the sabbatical leave process.
4. Heads of School will have responsibility for informing all applicants of the panel’s decisions on sabbatical leave. This should have occurred before 7 February 2022. This letter for successful applicants should make clear the expectations behind the granted period of leave and form the basis of the applicant’s subsequent reporting back letter – following the period of leave.

**Guidance for Applicants**

Colleagues planning an application for sabbatical leave should consider the following:

1. Application Eligibility for One Semester Sabbatical: Colleagues are eligible to *apply* for one semester’s sabbatical leave after completing six semesters in which they have made a full contribution to the School’s teaching and administration (pro rata for staff on less than full-time contracts and appropriate flex for periods of parental leave will be considered). Colleagues may, for strategic or operational reasons, have to accrue more than the minimum period of service before an application for leave can be supported. Applications are not normally considered from colleagues who have yet to be confirmed in post.
2. Application Eligibility for Two Semester Sabbatical: Colleagues are eligible to *apply* for two semesters sabbatical after completing twelve semesters in which they have made a full contribution to the School’s teaching and administration (pro rata for staff on less than full-time contracts and appropriate flex for periods of parental leave will be considered). Applications for two semesters sabbatical leave, if unsuccessful, will not normally be considered retrospectively for one semester sabbatical leave for that year.
3. Period of Leave. Those wishing to be considered for leave for two semesters should provide a full justification for this, including a clear explanation for why the proposed work plan requires two semesters leave.

The periods for sabbatical leave for 2022-23 are as follows:

* Semester 1: Monday, 1 August 2022 to Friday, 9 December 2022
* Semester 2: Monday, 30 January 2023 to Friday, 9 June 2023

Those awarded sabbatical leave for Semester 1 would not be expected to pick up any assessment related to Semester 1 teaching. Rather, returning on 12 December provides some time to prepare for Semester 2 teaching that will begin early in January.

For those awarded sabbatical leave for Semester 2, would not be expected to undertake any Semester 2 teaching during the first few weeks of January and before they go on leave. Rather, the January period would be used to complete any existing assessment work related to Semester 1.

1. Criteria: Sabbatical leave is an important part of the life of the University and is very much part of the Faculty’s research strategy and part of our research culture. Sabbatical leave provides the opportunity for colleagues to advance their research activities and decisions are made solely on the merits of the plans put forward by the applicants. Sabbatical leave is not an entitlement.
2. Applicants must demonstrate clearly how the period of leave will result in significant research benefits for the School and wider Faculty and University. Applicants should mention clearly how their sabbatical leave fits into the research strategy of the School. An application will not be supported unless the programme of work contributes clearly to our strategic priorities. The overall research record of the applicant, including outputs from previous periods of leave (see 7 below), will be taken into account in the assessment of applications. In addition, they must demonstrate how their proposed programme of work meets at least three of the following four criteria:
   1. The proposed programme of work should involve the production of high-quality publications, likely to be regarded by a future UK REF sub-panel to at least attain standards of international excellence. **These outputs, ideally, should be submitted to the top 10% of journals in the respective field of research**.
   2. The proposed programme of work should also be linked to the delivery of work supported by an external grant and/or involve the development, preparation and, normally, submission of at least one external grant application, as PI or CI, particularly to UKRI or equivalent funders.
   3. The programme of work should include clear plans and activities that seek to enhance public engagement and/or impact arising from research activities.
   4. The period of leave should be used to contribute to the University’s aim of increasing our international connectedness, particularly by forging links with international scholars and institutions of high academic status. At a minimum, a period of leave should involve attendance at one international-quality conference or seminar and the (further) development of the applicant’s international publication profile.

Colleagues should discuss the criteria with their Director of Research before preparing an application – and should also discuss plans for covering teaching and associated administrative responsibilities with the appropriate Director of Undergraduate Education and/or Director of Graduate Studies. It is also necessary for all applicants to discuss their sabbatical leave application with the relevant subject/disciplinary lead. **Applications will not be considered unless such discussions have taken place.**

1. Conditions of Support: The Head of School will seek the advice of their School Management Team before deciding whether to support an application. Head of School support will normally only be given to applications if: a) the conditions regarding semesters of service accrued are satisfied; b) adequate cover can be found for teaching and other needs; c) the application outlines clearly a programme of work that matches the criteria detailed in point 4 above; and, d) the application is supported by the Director of Research (unless the applicant is a Director of Research).
2. Service Accrued: Colleagues can only accrue semesters of service from the time of their arrival in the School on full teaching posts, or their most recent return from a period of sabbatical leave, whichever is most recent.
3. Reporting: Within three months of a return from sabbatical leave, colleagues should send a full report to the Head of School detailing all their activities and achievements during the period of leave. Colleagues returning from a period of (partly-) funded leave should also forward to the Head of School copies of reports they are required to complete for grant-awarding authorities. Please note that *it is a requirement of any future research leave that you submit such a report to your Head of School for initial consideration and that it is considered satisfactory by your School Research Committee. A copy of the report should also be forwarded to the Dean of Research so that the Faculty becomes directly aware of successes and achievement secured over the period of sabbatical leave.*
4. A Scarce Resource: There are reasonable limits to the number of colleagues who will be granted sabbatical leave in any one year. It is often difficult, for example, to sustain a range of module options in particular areas and to have more than one colleague from any particular disciplinary area on leave at a given time. Heads of Schools and Directors of Research may therefore require colleagues within the disciplinary area to agree to some compromise on the sequencing of leave applications.
5. Prioritisation: If demand exceeds supply, and if the criteria mentioned in point 4 above have been matched in more cases than can be supported, applications will be prioritised on the basis of:
   1. potential contribution to the School and Faculty/University;
   2. period since last sabbatical leave has been granted.
6. Supervision and Mentoring Duties: The norm is for colleagues to continue to carry their supervisory responsibilities for research students while on leave. If there are to be any changes regarding supervision then colleagues must confirm with their Director of Research as to what arrangements are to be put in place several months in advance of the start of the period of leave. In all cases, these arrangements must be acceptable to the students concerned, and evidence of this will be required. Colleagues should also, where possible, carry their mentoring and probationary supervision duties while on leave.

**Faculty of Arts, Humanities and Social Sciences**

## **Application for Sabbatical/ Research Leave to be taken during 2022-23**

**Personal Details**

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| **Name:** |  |

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| **Core Disciplinary Research Group:** |  |

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| **Fellow/Associate Fellow of GRI/PRP (where appropriate):** |  |

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| **Present appointment and date of appointment:** |  |

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| **Date of first appointment at QUB:** |  |

**Details of previous sabbatical leave/leave of absence/secondment granted.**

Where applicable, please provide details of previous leave or secondment granted, including dates and outcomes such as published work completed in that period, and attach a copy of the report you provided at the end of that period.

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**Period of sabbatical leave applied for.**

Please indicate below whether you are applying for one or two semesters and, if the former, which semester you wish to be granted leave for.

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# **Plans to be away from Belfast.**

# Are you planning to be away from Belfast for some or part of the time? If so detail here the name of the host and the length of time you will be there: Please state any potential impact of Covid on travel plans

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**Current commitments in teaching and administration.**

Please give details of your current commitments in teaching and administration, and clear plans for how you propose these are covered during the sabbatical period (e.g. duties, offices or posts held, membership of committees etc.). These plans must have been discussed and agreed with your Director of Education and/or Director of Graduate Studies.

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**Proposed programme of work.**

This programme of work must clearly indicate how it will address at least three of the four criteria set out in the guidance notes (see point 4). The details should be as precise as possible. Please reference any impact that Covid may have, and ways around this should it come about.

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**Measurable outcomes.**

Please provide a summary of what is to be achieved during the period of leave.

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**Special circumstances.**

Please provide details of any special circumstances which the Director of Research, Head of School, Dean of Research and the panel is asked to consider.

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**Recent research activity.**

Please provide details of recent research activity, including publications for last 5 years, grants held or applied for, and other relevant activities.

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**Consultation**

Please note that applications will not be accepted unless you have answered ‘yes’ to the following two questions.

Have you discussed this application in detail with your Director of Research? Yes/No

Have you discussed the teaching implications of your absences, and proposed plans for addressing these in detail with the Director of Education and/or Director of Graduate Studies? Yes/No

Have you discussed the teaching implications of your absences with the subject/disciplinary lead? Yes/No

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| **Signed:** |  |

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| **Date:** |  |

**Please delete the first four pages of guidance provided above and submit your completed form as an e-mail attachment to your Director of Research by Friday, 3 December 2021. Late applications will not be considered.**

### Report by Director of Research

**1. Potential benefits.**

Please specify the potential benefits to the School of the proposed period of sabbatical leave and the likelihood of those benefits being delivered in an appropriate timeframe?

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**2. Criteria.**

Does the proposed period of leave satisfy the criteria set out in the Faculty guidelines? Be specific about future publications or contributions to our internationalization strategy. You should also note any benefits that might follow regarding future grant applications, student recruitment (particularly international PG recruitment) or research collaboration. Please indicate the possible impact of Covid on planned agenda and how this can be managed.

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**3. Consultation with Director of Education and/or Director of Graduate Studies and Disciplinary/Subject leads.**

Have you discussed with the School Director of Education and/or Director of Graduate Studies and the subject/disciplinary leads the implications of the proposed absence for teaching within your subject area? If so, are all parties satisfied that this colleague’s work will be covered adequately during her/his absence? What are the resource implications and will teaching assistance cover be required (specify the amount of teaching assistance cover)?

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**4. Do you support the application and its purpose?**

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**5. Director of Research signature**

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| **Signed:** |  |

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| **Date:** |  |

**6. Head of School approval**

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| **Signed:** |  |

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| **Date:** |  |

Completed applications that have approval, together with the appropriate supporting materials, should be forwarded by Heads of School by **Wednesday, 12 January 2022 to allow the decision making panel to have made a decision by Friday, 21 January 2022.**