**FBMH Academic leave arrangements**

The following arrangements summarise the process to be followed in the Schools and Faculty with regard to the making of applications for academic leave and the authorisation of applications. The arrangements have been put in place to ensure consistent practice across the Faculty and should be read in conjunction with the [University Academic Leave Policy and Associated Procedures](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7)

**Applications**

It is recommended that academic staff wishing to make an application for academic leave discuss this in the first instance at the P&DR meeting.

Following the P&DR cycle which is February to April there will be a window of opportunity in which to make a formal application. There will be further communication on this nearer the time.

Staff may normally apply for academic leave after six semesters, for one semester’s leave, or after six years for one year’s leave (further details can be found in the University policy).

Applications should include:

* An outline of the project or programme of work
* A statement of SMART objectives for the proposed project
* A realistic timetable of what will be achieved during the period of leave
* An indication of the expected outcomes (e.g. journal articles – including an indication of the likely journal(s)
* Details of the applicant’s teaching, supervisory administrative and, where appropriate, clinical duties
* A summary of any previous academic leave from this University which must include any outcomes
* Details of any external funding obtained/applied for – please note that applicants are normally expected to cover costs associated with taking the academic leave themselves
* Details of how cover will be provided during their absence

Applications should be submitted to the Head of School who will arrange for all applications to be considered by the SPC (for the purposes of academic leave applications the Chair of the School Board will be invited to sit on SPC for these cases).

**Authorisation**

The SPC will consider each case and make recommendations for academic leave which the Head of School will submit to the Dean for approval. It may be necessary to prioritise applications meriting an award of academic leave. The Head of School will prioritise these cases with the support of the SPC and prioritisation will be on the basis of the academic merit of the case.

The Dean will then consider the School recommendations at the FLT in May.

Decisions will be confirmed at the beginning of June

The following considerations will be applied to all cases:

* Firstly, is it in the best strategic interest of the School?
* Decisions thereafter will be made on a case by case basis taking account of such points as
  + the merits of the case
  + is it possible to cover the teaching/other responsibilities without placing undue pressure on other colleagues
  + if the individual has had academic leave previously were the objectives achieved and if not, was there an acceptable explanation
* Applications will only be approved if there is a compelling case where it is clear that the academic leave is essential for the individual to make a significant contribution to the achievement of School/Faculty strategic goals that is over and above that expected within the context of their current role e.g.
  + Improving the quality of the School REF return through preparation and submission of major high impact publications and/or impact cases
  + Developing a new or existing research area that will attract significant funding streams
  + Development and implementation of a major T&L initiative that will significantly improve the student experience of FBMH programmes
  + Development and delivery of new or newly configured UG or PGT programmes that will enhance the FBMH portfolio and attract new student markets and/or funding streams

If the application for academic leave is primarily for reasons other than those set out in the University policy and procedure, e.g. for caring purposes, the leave will not be approved and other procedures may be considered if appropriate.

**Appeals**

Where an application is rejected or amended by a School the applicant may appeal to the Dean, who will arrange for a small Committee comprising of 3 members of the Faculty Promotions Committee, to hear the appeal.

**Formal reporting**

All staff taking academic leave are required to submit a short report on what has been achieved during the leave period. All reports must include the following information:

* Name and School
* Dates of leave period
* Location of leave
* A brief recap on the objectives in the original application
* A statement of how far these objectives were achieved
* Any other relevant information
* A list of publications arising or planned

The report should be submitted within three months of return to the Head of School in the first instance. In the event of an unsatisfactory outcome the School will take advice from HR on any further action that may be deemed necessary.

Schools will be asked to submit all reports to the FLT on an annual basis to allow for a regular review of the way in which the academic leave scheme is working.