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**Guidelines and Procedures for Academic Leave**

**Policy**

SALC encourages all academic staff to take advantage of the arrangements for academic leave. **Staff are permitted to apply for academic leave after every six semesters of normal academic activity**. Staff must have passed probation in order to be eligible for academic leave. These guidelines should be read in the context of the University of Manchester Research Expectations and the University of Manchester Academic Leave Policy (October 2020).

Academic Leave provides an opportunity for professional development that might not always be possible within the normal course of academic duties. Staff are released from normal duties for a period of time to undertake research or other forms of research-based academic engagement. **Staff on academic leave are normally expected to continue with their PhD supervision duties.**

**The University will need to be notified in advance if prolonged periods during academic leave will be spent overseas, or in settings where contact with the University, as employer, will be problematic.**

**The aims of the SALC policy are to:**

* ensure that academic leave is awarded and used to maximum effect for the School, the Department and the individual staff member, within a clear framework of fairness and accountability;
* provide a framework within which staff are able to make the most of this valuable opportunity;
* permit flexible management arrangements according to local needs and priorities.

**The periods for academic leave are as follows:**

* One semester of academic leave
* A full year of academic leave

**Application procedure:** Applications should be discussed with the Head of Department and Research Coordinator, or in the case of T & S or Teaching only staff, the Head of Department and the UGPD/PGTPD, who are required to endorse each application before it can be submitted to the School. Normally, there is one call for applications towards the end of the academic year. These are then discussed and approved by the School by the end of September. If applications are not approved at this stage, they will be returned for amendment and re-submission where appropriate.

The entitlement to apply for academic leave may be varied in timing by up to one semester (prior to or following the sixth) in the management interest. Variation by one semester at the request of the applicant may be approved in exceptional circumstances, for example where it is necessary to take advantage of permissions to do fieldwork or for similar reasons; in such cases, it is expected that an early leave will be balanced by a commensurately later leave thereafter.

# Deferral

It is not always possible or desirable for staff to apply for, or Schools/Faculties to grant, academic leave in the semester/year in which there is an entitlement to apply. In such circumstances, service after the date of leave entitlement but prior to going on leave will count as credit towards the next application. This process of deferral should allow for credit to be accumulated up to a maximum of three years. **Twelve months is the maximum leave period available under this scheme.**

Where repeated deferral is instigated by the School or Faculty, the applicant shall have recourse to an appeal procedure, via application to the Head of School.

**Eligibility**

**NOTE: Staff on T & S** or Teaching only **contracts are now eligible for consideration for academic leave from the date of the UoM change of policy in October 2020, where there is a viable project to be processed or completed during the period of leave (see Appendix 2).**

**Academic leave is not an automatic entitlement for any member of staff.** Applications are considered in terms of research or other relevant activity since the previous academic leave as appropriate, and in relation to the projected research plans within the application. Staff applying for academic leave would normally be expected to demonstrate, as appropriate for staff on T&R or T&S or Teaching only contracts:

* prior performance in a number of relevant activities, such as for example, high quality research and engagement;
* a track record of high-quality research publications;
* evidence of engagement with grant capture for research or other work-related funding as appropriate;
* innovative and/original module development or teaching related publications.

Normally this prior performance would have taken place over the qualifying period for academic leave. It is recognised that sometimes staff may need academic leave to develop new research or teaching-based outputs: if this is the case then the circumstances that have prevented this prior performance from happening must be clearly articulated in the application.

**Researchers should not include projected periods of academic leave in research applications to external funding bodies**. External funding should pay for all research time embedded in the project. In keeping with the SALC policy on grant buy-out, a candidate may, after consultation, use some or all of his/her period of institutional leave to work on outputs relating to an externally funded research grant or the preparation of an agreed REF impact case study. This must, however, be agreed in advance with the relevant Head of Department and Research Coordinator and specified within the academic leave application. If the grant is awarded after a leave application has been approved, a formal request to use the academic leave in this way must be made to the Head of Department, Research Coordinator and Director of Research.

Applications for two semesters of academic leave should normally articulate the value and necessity of two semesters leave, and how this extended period will provide opportunities over and above that of a single semester. Accrued service is not sufficient in and of itself.

**Other duties while on academic leave** - **PGR supervision:** all staff are expected to maintain all PGR supervisions while on academic leave. If they are going to be away from the University for an extended period they should make formal arrangements with their student and with the co-supervisor to continue the supervision process. Staff should not normally expect or plan to take on new doctoral research students while on academic leave

**Decisions on Academic Leave**: Applications will be assessed by a committee overseen by the Head of School and the Director of Research. All applications must have received prior agreement by the Head of Department and departmental Research Coordinator/or UGPD/PGTPD and final ratification by the Head of School. The application will be:

* Approved
* Approved subject to minor changes
* Approved subject to major changes and a resubmitted application
* Rejected, with the possible option to re-submit at a later date

**Cases of Dispute:** Where there is disagreement between a colleague and his/her Head of Department, Research Coordinator or UGPD/PGTPD about any matter relating to the granting of academic leave, and attempts to resolve the matter have not been successful, the case may be made to the School directly by the colleague, who may include a statement of support from any senior colleague. The Head of Department must be informed by the colleague of his/her intended application, and should write to the Head of School and the Director of Research (T & R) or the Director of Teaching and Learning (T & S and T), stating their objections and, where possible, making an alternative proposal. The School committee will consider each case on its merits. Their decision will be binding.

**Externally Funded Leave:** University Academic Leave may be prolonged by external funding in a manner to be agreed by the applicant, their Head of Department, their Research Coordinator and the SALC Research Committee on the terms offered by the funder.Periods of externally-funded leave *will* contribute towards future entitlement to institutional leave, subject to the limit that "the amount of such time that can be counted towards eligibility is normally restricted to one period in seven" (University Policy). (Periods of sick leave or maternity leave contribute in full towards future entitlement.)

**Unpaid Leave:** Unpaid leave is the only means of total buyout from all University duties which is available in the absence of external funding. Full buyout leave will involve the forfeiture of 100% of salary for the period for which leave is sought. The University will not normally contribute employers’ costs (including USS) during the period of absence, and provision for this will have to be made in the buyout or by arrangement within the School if the Head of School and Head of Department agree to waive this requirement.Unpaid leave can only be granted with the support of the Head of Department and the approval of the Head of School. It is not a contractual entitlement.

Partial unpaid leave is not normally a possibility, and will only be considered in exceptional circumstances.

**Changes of circumstances while on academic leave:** If, while on academic leave, an individual’s circumstances change to the extent that it may compromise their productivity, or require a substantial change to their planned research or other agreed activity, they must contact their Research Coordinator (R&T contracts) or their HoD (T&S and T contracts) and this information should be communicated to the SALC Director of Research or Head of School. Any confidential or sensitive information the individual chooses to share will be treated as such. This is important as while on academic leave staff continue to be University employees and there is a continuing responsibility to ensure their welfare as well as making necessary adjustments, offer support and advice, etc. This has an additional importance – if the period of academic leave does not meet the planned objectives it may compromise an individual’s future eligibility for academic leave.

**Post-leave Reports:** Once academic leave is completed you will be required to submit a report on the period of leave. The report form is Part II of the Academic Leave Application Form (Appendix 1/T&R contracts or Appendix 2/T&S and T contracts). You will be asked to submit this to your Head of Department and Research Coordinator (T&R contracts) or your Head of Department and UGPD/PGTPD (T&S) who will need to verify and sign the report before you submit it to the Research Office (T&R) or Head of School (T&S and T) within one month of the end of your period of academic leave (the end of February [for leave taken in semester 1] or the end of September [for leave taken in semester 2]). Reports will then be assessed and signed off. Where any issues are raised in relation to the report, the staff member will be asked to provide further information or clarity.Failure to submit a satisfactory report at the end of the period of academic leave and to complete appropriate work agreed (or to deliver other equivalent outputs) shall normally be a bar to the granting of the following period of academic leave. Entitlements to academic leave beyond that will be subject to careful scrutiny of the candidate’s track record up to the point of application.

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# Appendix 1:

# ACADEMIC LEAVE (T&R CONTRACT) [APPLICATION] FORM

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| **Name:** **Department:** **Date of Proposed Academic Leave: Semester/Year** |
| **NOTES**: * Your academic leave proposal has to be discussed with and approved by your Departmental Research Co-ordinator and your Head of Department before submission to the Research Office and SALC Research Committee. They will need to consider your request for Academic Leave in terms of fit with your own and the wider departmental research planning profile, and in terms of its potential impact on the delivery of UG and PGT programmes. We also ask that you detail research completed since your last period of academic leave.
* If your research plans change significantly between the approval of this application and the end of the awarded academic leave period, please consult your Research Co-ordinator ASAP in order to discuss and confirm your change of plan. These will require approval in most cases.

**Research Coordinator Signature:****Date:****Head of Subject Signature:****Date:****Additional Comments:** |
| 1. **Indication of intended outcome(s) within the leave period, e.g.:**

 • journal article (indicate target journal and length of article) • chapters of a book (indicate length and titles of chapters, title of book) • completion of book (indicate title, publisher, length) • completion of research grant application (indicate competition & value of application) • Impact Case Study activity (identify the ICS + any associated research outputs) • other (score, exhibition, etc: indicate titles and type of activity) |
| **2. Timetable for achievement of intended outcome(s) within the leave period (100 words max)** |
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| **3. REF context for outcome(s): 100 words max** |
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| **4.  Summary of outcomes from previous period of University academic leave to the point of this application:**  |
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# Appendix 2:

# ACADEMIC LEAVE (T&S and T ONLY CONTRACT) [APPLICATION] FORM

**Academic Leave Application (T&S and T only contracts)**

The School has a commitment to use periods of awarded academic leave to strategically improve individual and collective scholarship profiles, whilst explicitly contributing to the teaching and learning priorities within SALC. Particular attention will be paid to the scholarship case made in the application and to what the period of academic leave can be expected to yield with respect to enhancing our teaching and the student experience. The emphasis here should not be on the quantity of outputs, but on providing a reasoned case for how the activities proposed will help ensure high quality outputs. These outputs should enhance both the individual’s teaching and learning profile and that of the School.

**Outputs and Outcomes:**

**Applications can be guided by the ultimate aim which is to support activities focused on enhancements to our teaching and student experience**. As a guide for interested applicants, the following activities might be considered as potential outcomes from extended leave:

* Developing income generation activities related to teaching and learning (e.g. translation of research into teaching practice).
* Incubation projects linked to innovative approaches to teaching and learning.
* Examining and disseminating innovative approaches to teaching, learning and assessment.
* Project development linked to SALC teaching and learning priorities and which is aimed at enhancing teaching and the student experience.
* Production of teaching-focused materials (e.g. books linked to a specific academic unit/paradigm shifting text books).
* Developing enhanced programme resources e.g. high quality on-line resources, or significant e-learning materials particularly those that could be deployed by others in addition to the author.
* Development of new academic units that require a sustained period of preparation not normally available.
* Co-production of materials with external partners e.g. course handbooks/text books/ resources.
* Addressing particular areas of concern related to feedback data such as aspects of TEF, student satisfaction, WP, etc.
* Teaching exchange with relevant international partner institutions.
* Developing recent and relevant experiences particularly for those teaching on vocational courses with professional accreditation e.g. a sustained period in industry/practice (with a focus on student employability or real world case-studies and industry collaboration).

Some of the above already fall within existing Teaching and Scholarship expectations. The distinction for an academic leave application is that **the scope or depth of the activity merits a dedicated period away from normal duties**. Applicants must show how and why the activities cannot be achieved as part of normal duties and expectations. Consistent with research-based academic leave, there is an expectation that plans for T & S and T academic leave are ambitious in terms of work and outputs than is possible under normal circumstances.

Applications should be no longer than 2 pages in length (around 500-750 words). They should be accompanied by a 2-page summary CV. Applications should clearly state the following information. **All of these information headers must be addressed:**

1. ***Applicant Details*** [Name, Department]
2. ***Date of last academic leave*** [Number of semesters and Dates]
3. ***Period applied for*** [Semester/dates]
4. ***Summary of the results of any previous periods*** ***of academic leave***; focusing on achievements and specific outputs [Please refer to achievements from the relevant Academic Leave Report (if applicable), noting any subsequent outcomes (if applicable)]
5. ***Preferred timing of sabbatical*** [Please indicate up to two periods, where possible]
6. ***Scholarship basis for the sabbatical*** [Brief rationale for the academic leave focus, the need being addressed, related activities and their timing. Also note why activities cannot be conducted alongside normal duties]
7. ***Intended outputs and deliverables at the end of the sabbatical***, including plans for knowledge exchange/transfer activities where appropriate. Please clearly identify how activities and outputs are expected to enhance teaching and the student experience
8. ***How the proposed period of academic leave meets the strategic interests of the School*** [Indicate how the work links to departmental or cross-departmental teaching strategies and goals Early-career applicants are encouraged to discuss this section with mentors/departmental coordinators]
9. ***Implications of period of academic leave for administrative, teaching and PGR responsibilities*** [please indicate specific roles/activities which require cover, and which duties will be continued]

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| **Head of Department Name:****Date:** | **Head of Department signature:** |
| **UGPD/PGTPD Name:****Date:** | **UGPD/PGTPD signature:** |

# ACADEMIC LEAVE REPORT FORM

**PART II**

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| **2. Give a brief overview of what has been accomplished during the period of leave**, **with detailed reference to intended outputs and activities listed and approved from your original application.** Have the intended outcomes, been completed? If so please give full publication details, and indicate explicitly whether an outcome is in press with a projected date for publication or, if not yet in press, indicate intended submission/publication dates.*[Where two periods of leave have been completed - one may have been externally funded - this section should include information on* ***both*** *periods of leave]* |
| **3. If the outcomes stated in section 1 have not been completed (or only partially completed), please:**a) describe the current state of progress with the approved intended outcomes.b) OR state, where appropriate, progress with alternative outcomes (for which you will also have sought approval) - and their current state of completion and / or submission).c) describe the context for the non-completion or partial completion of the approved intended outcomes or for the completion of alternative outcomes**.***2. Submission of the UREC application for the ERP study was intended to be completed; at present it is not quite complete, as the wording of the participant information sheet requires some revision and finalisation, but it will be submitted by the end of July.* |
| **NOTES:** Your post-leave report has to be discussed with and approved by your Departmental Research Co-ordinator (T&R contracts) and your Head of Department, before submission to the SALC committee for which you will have been given a deadline. They will need to approve your outcomes in relation to the original application or any agreed alterations to your schedule of planned outcomes from the period of leave.**Approved: Research Coordinator [Signature]****Date:****Approved: Head of Department [Signature]****Date:** **Additional Comments:**  |
| **Approved by SALC Research Committee Date:** |
| **Signature [Director for Research]** |