Alliance Manchester Business School (AMBS)  
Guidelines and procedures for Sabbatical Leave proposals

(Version 20190902)

The School encourages all academic staff to take advantage of the arrangements for sabbatical leave. These guidelines should be read in the context of the [University of Manchester academic leave policy.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7)

# The purpose of sabbatical leave

Sabbatical leave is paid leave which allows staff an opportunity for professional development that might not always be possible within the normal course of their academic duties. Staff are released from normal duties for a period of time to undertake research or other forms of academic study. The aims of sabbatical leave are to provide a regular opportunity for academic staff to have periods of uninterrupted, focussed research and study and to provide a foundation for future research and study.

# The aims of the policy are to:

* Ensure that academic leave is used to maximum effect, 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 period for sabbatical leave is as follows:

* A full year’s sabbatical leave may be taken from either: 1 August or 1 February.
* One semester’s leave may be taken either: 1 August – 31 January or 1 February – 31 July.

# Application deadlines

* **For sabbatical leave starting 1 February:** applications due April of the preceding year. Sabbatical Leave Committee will be held during April and decisions conveyed to applicants and their Divisions by May (to allow planning time for teaching or other cover needed).
* **For sabbatical starting 1 August:** applications due October of the preceding year. Sabbatical Leave Committee will be held during November and decisions conveyed to applicants and their Divisions by the end of November (to allow planning time for teaching or other cover needed).
* AMBS has teaching activities that do not coincide with semesters and staff may be granted leave for periods with different start and end dates where this supports local arrangements for cover, etc. Submit the application form as per the October deadline above, but draw attention to the alternate dates requested.

# Eligibility

Sabbatical leave is **not** an automatic entitlement – staff may apply for sabbatical leave and applications are considered against a number of objective and subjective criteria, such as:

* The number and quality of new, revised, or submitted publications.
* Preparing or success with research grant and contract applications.
* Activities in support of research engagement and impact.
* Activities in support of research culture such as research mentoring, joint authorship, establishing research groupings.
* Activities in support of academic enterprise;
* Contributions to the field such as invited lectures, research visits and collaborations.
* Contributions to a range of pedagogical activity such as writing cases; text books; developing games and simulations; undertaking pedagogical research; writing scholarly papers on pedagogy and education theory and practice; or, wider contributions to development of the student experience.

The Committee will take a holistic view based on all of the information provided and will make the final decision in the context of wider return on investment, for the individual and the School.

Eligibility for consideration for sabbatical leave is normally calculated as one semesters’ leave after **six** semesters’ of normal teaching and research duties. Or alternatively, calculated as two semesters’ leave after **twelve** semesters of normal teaching and research duties. Time spent on secondment or other prolonged periods away from the School does not count towards entitlement for sabbatical leave eligibility.

Staff will normally be expected to make a normal workload contribution during the qualifying periods for sabbatical leave.

Staff applying for one semester’s sabbatical leave should demonstrate that they will have a normal workload contribution over the course of the academic year in which they take sabbatical leave.

Teaching and Research Fellows are currently, under university regulations, not entitled to apply for sabbatical leave. However, local needs allow that staff who are allocated 20% time for professional development in WAM can apply for sabbatical leave (see “Sabbatical Leave Guidance for Teaching Focused Staff”).

# Expectations of performance

1. Staff applying for sabbatical leave should normally be able to demonstrate prior performance that meets the School’s usual quality expectations. Normally this prior performance would be over the qualifying period for sabbatical leave. In making this assessment consideration will be given to early career staff, career trajectory, and the balance and range of past activities.
2. Staff applying for research-focussed sabbatical leave would normally be expected to demonstrate prior performance in a number of activities, including high quality research and engagement; a track record of high quality research publications; applying for and winning research grants. Normally this prior performance would be over the qualifying period for sabbatical leave and could be measured by, for example, eligibility for forthcoming research assessments.
3. It is recognised that sometimes staff may need sabbatical leave to meet the requirements in 1 and or 2 above; if this is the case then the circumstances that have prevented this prior performance from happening must be clearly articulated in the sabbatical leave application.
4. Staff on sabbatical leave are encouraged to participate in a variety of activities that develop their academic standing e.g. visits and collaborations; grant applications; new or reworking articles for submission, etc. However, for most staff, sabbatical leave will be to increase the quality not the volume of their academic activities.
5. Applications for two semesters sabbatical 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 sabbatical leave

Some general principles of what staff might or might not continue with while on sabbatical leave:

* The intention of sabbatical leave is to relieve the duty to teach (UG; PG; PGR and DBA).
* Where necessary, to mark examination scripts for modules or parts of modules on which they have lectured. Colleagues are expected to set examinations questions, including resit papers.
* Academic advisors should be clear about the arrangements to ensure these duties are continued or covered while on sabbatical leave.
* Masters supervision and dissertations - staff taking 2 semester’s leave will not miss 2 semesters of supervisions – these may be taken before or after sabbatical leave, subject to local needs. In addition, staff planning to start sabbatical leave in semester 2 should set-up clear arrangements with named colleagues for each student, to take over this role. Those staff taking semester 2 sabbatical leave, and transferring MSc dissertation supervision to colleagues, will be expected to take on an additional and proportionate PACT workload in the semester immediately preceding or following their sabbatical leave.
* PGR and DBA supervision – staff are expected to maintain all PGR supervisions while on sabbatical leave. If they are going to be away from the University for an extended period they should make arrangements with their co-supervisor to continue the supervision process.
* Staff should not expect or plan to take on new doctoral research students while on sabbatical leave
* Executive Education: During sabbatical leave the expectation is for staff to focus on their various planned activities. However it is recognised that due to expertise gaps in the School and possible research related work that staff may want to undertake *minimal* executive education work. We would not expect this to exceed ten days within a two semester leave period (i.e. five days per semester’s leave).
* Staff should be available for consultation on strategically significant issues subject to advance notice.

While on sabbatical leave it is reasonable that staff may take on limited paid for duties outside of the School. This can be useful to fund trips abroad, subsistence, etc., but should be modest so as not to compromise the productivity of sabbatical leave. Any paid leave must be clearly indicated in the application for leave and will be at the discretion of the Sabbatical Leave Committee.

# Decisions of sabbatical leave committee

The Sabbatical Leave Committee may make a number of decisions about applications:

* Approve
* Approve subject to minor changes
* Approve subject to major changes and a resubmitted application
* Defer
* Reject, possibly with the option to re-submit at a later date

The Sabbatical Leave Committee reserves the right to appoint or delegate the appointment of a mentor, irrespective of the seniority of the applicant.

Staff may appeal the decision of Sabbatical Leave Committee – in the first instance this should be done by writing to the Head of School.

# Changes of circumstances while on sabbatical leave

If, while on sabbatical leave, an individual’s circumstances change to the extent that it may compromise their productivity while on sabbatical leave they must contact someone in the School or HR and this information should be communicated to the Chair or Secretary of the Sabbatical Leave Committee. Any confidential or sensitive information the individual chooses to share will be treated as such.

This is important as while on sabbatical 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 sabbatical leave does not meet the planned objectives it may compromise an individual’s future eligibility for sabbatical leave.

# Sabbatical leave reports

Staff should submit a report within **three months** of returning from sabbatical leave (templates are on the Research Support webpage and can be requested from [research.services@mbs.ac.uk](mailto:research.services@mbs.ac.uk)). For two semester’s sabbatical leave, staff will also be asked to submit an interim report at 6 months. If a mentor has been assigned for the sabbatical leave period, then the mentor should initially consider the report and provide comments where relevant before consideration by the Sabbatical Leave Committee. An unsatisfactory sabbatical leave report will normally compromise an individual’s future eligibility for sabbatical leave.

The length of the report should be consistent with the duration of the leave (normally within the range of 500 to 1,000 words). The report should include the following information: name and division; dates of leave period; location(s) of leave; objectives given in the original application; a statement of how far these objectives were achieved; a list of outputs or activities arising or planned; and any other information of interest. Colleagues on sabbatical leave will be sent advance reminders by the Research Support Office of when sabbatical leave reports are due.

# Procedure for submitting sabbatical leave applications

Application forms are available in electronic format on the AMBS intranet (Research Support webpage) or electronic copies can be requested by emailing [research.services@mbs.ac.uk](mailto:research.services@mbs.ac.uk).

Once teaching cover and the divisional support statement has been completed, the form, the case for support and additional support material – as deemed appropriate – should be sent to the Divisional Manager (**the next Sabbatical leave Committee will be held on Wednesday 30 October 2019**). The application will be checked against the eligibility requirements and for the inclusion of a CV (this should be brief, include recent work and between 3-5 pages) and a research plan. The case will be considered by the Sabbatical Leave Sub-Committee of the AMBS Research Committee, which will meet twice per year (April and October) and comprise the Director of Research (Chair), Heads of Divisions as well as any required *ad hoc* invitees.

**Divisional Managers:**

**A&F Division:** Margaret Nelson (Margaret.Nelson@manchester.ac.uk)

**IMP Division:** Helen Dean (Helen.Dean@manchester.ac.uk)

**MSM Division:** Louise England (Louise.England@manchester.ac.uk)

**PMO: Division:** Pippa Paga ([Pippa.Paga@manchester.ac.uk](mailto:Pippa.Paga@manchester.ac.uk))

# Research plan guidance

An overview of what you intend to do. Please attach up to two sides of A4 detailing how your sabbatical leave is to be used, including:

* Date and outcomes of previous sabbatical leave period (where applicable);
* An overview of what you intend to do;
* Details of visits or collaborations with other universities – including contact names and the focus of activities to be carried out during such visits;
* The expected outputs;
* How the plan fits with your individual research strategy and the School research strategy;
* The benefits to you and to the School;
* How the success of your sabbatical leave may be judged.

**When complete please return the application form together with a short CV and a research plan. Applications will not be considered without a CV and research plan.**

Alliance Manchester Business School (AMBS)  
Application for Sabbatical Leave

|  |  |
| --- | --- |
| **Name:** |  |
| **Role title:** |  |

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| --- |
| **When do you wish to have sabbatical research leave? Please specify exact dates.** |
| (delete as necessary)  Full year: 1 August to 31 July or 1 February to 31 January  One semester: 1 August to 31 January or 1 February to 31 July  [Or variation- subject to local needs] |

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| --- |
| **When were you first appointed to the VUM/UMIST/The University of Manchester?** |
|  |

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| --- |
| **Have you had any leave or secondment in the last 6 years?** |
| |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
| **If so, please specify exact dates and type of leave, and how this was used:** |

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| --- |
| **Please detail your course direction, tutorial or other teaching-related responsibilities, and how these will be undertaken in your absence** |
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| --- |
| **Please detail any other administrative responsibilities you currently have and the arrangements to continue them in your absence.** |
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| --- | --- | --- | --- |
| **Research Students. Please list names and degrees for which they are registered. What are the arrangements for substitute supervision or how do you intend to continue to act as supervisor to these students?** | | | |
| **Name** | | **Degree** | **Supervision arrangements** |
| 1. | |  |  |
| 2. | |  |  |
| 3. | |  |  |
| **Undergraduate Students. Please list names of students to which you are academic advisor. What are the arrangements for a substitute or how do you intend to continue to act as academic advisor to these students?** | | | |
| **Name** | **Degree** | | **Supervision arrangements** |
| 1. |  | |  |
| 2. |  | |  |
| 3. |  | |  |
| 4. |  | |  |
| 5. |  | |  |
| 6. |  | |  |
| 7. |  | |  |
| 8. |  | |  |
| 9. |  | |  |
| 10. |  | |  |

# Agreement

Please note that electronic signatures are welcomed with supplementary emails.

Associate Head of Teaching to provide details of the teaching commitments in the current session including Executive Education. Bought in cover should only be requested where all relevant staff are have met the academic workload target or where the course requires very specific skills and cannot, for pedagogical or contractual reasons, be cancelled.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course code** | **Subject** | **Type of Teaching** | **Total Contact Time** | **Decision:**  ***Substitute teacher or Cancel*** |
|  |  |  |  |  |
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| --- | --- |
| **Comments** section -- Please explain:   1. What is it about the candidate’s past performance that make the plans for sabbatical leave reasonable and achievable? 2. Why is it in the best interest of the School to grant sabbatical leave | |
| **Head of affinity group/subject area (SAG)** comments/statement |  |
| Head of affinity group/subject (SAG) area signature |  |
| **Associate Head of teaching** (AHT) for division comments/statement |  |
| Associate Head of teaching (AHT) for division signature |  |
| **Head of Division (HOD)** comments/statement |  |
| Head of Division (HOD) signature |  |

|  |  |
| --- | --- |
| Date Received by Research Support Office |  |
| Decision |  |
| Other Comments |  |

# Attachments

* CV, and detail sabbatical leave research plan (see the section ‘research plan guidance’ above)
* Additional material and comments, if deemed necessary, please attach or send these directly to the research office