



## Policy and procedure for sabbatical leave (academic staff)

### Intent

To ensure that requests for sabbatical leave are managed fairly and consistently by the department.

### Entitlement to sabbatical leave

The entitlement to apply for sabbatical leave is set out in the [University Regulations](#). In this department Statutory Professors and staff in substantive Associate Professor (previously Reader or University Lecturer) posts are entitled to apply for sabbatical leave.

The holders of Professor and Associate Professor title by conferment are not eligible to apply under the University scheme for sabbatical leave, but the department will apply the same process to individuals in the department with permanent posts and either Professor or Associate Professor title.

For the avoidance of doubt, there are no CUF (Common University Fund) Lecturers in this department, nor do we have Senior Research Officers, Clinical Tutors or eligible Clinical Lecturers in academic posts.

Sabbatical leave is reckoned on the basis of one term's leave for every six terms of qualifying service. Any qualifying service in excess of 18 terms is lost.

### Purpose of sabbatical leave

Sabbatical leave is a relief from teaching, administrative and/or clinical duties to enable the academic to advance their research.

It is 'the provision of uninterrupted time, which academics use to think, to explore new areas, to master new techniques, to develop new collaborations and to draw together previous work or set it in a new context'<sup>1</sup>

Where sabbatical leave is planned it is important that adequate resource is put in place to fulfil the teaching, administrative or clinical duties. Decisions about the availability and suitability of that resource are made jointly and approved by the Head of Department.

### Process

1. The application form for sabbatical leave should be downloaded from the Medical

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<sup>1</sup> [How academic sabbaticals are used and how they... | F1000Research](#)

Sciences Division [Leave Guidelines](#).

2. The individual should discuss their sabbatical plans in the first instance with their line manager and articulate their research plans clearly on the form. Plans must be made with sufficient notice (at least equivalent to the length of the sabbatical requested) to enable the department to seek appropriate cover to ensure that students and other staff are not disadvantaged.
3. Relief from undergraduate teaching and/or administration, and the appropriate backfill, must be discussed and agreed with the Departmental Academic Lead for Undergraduate teaching, in conjunction with the relevant Course Director in the [Medical School](#). Written confirmation must be obtained.
4. Relief from post-graduate taught (PGT) course contribution (teaching or PGT supervision) must be agreed with the relevant course director and the Director of Graduate Studies.
5. Relief from post-graduate research (PGR) supervision must be discussed and agreed with co-supervisors and the Director of Graduate Studies. Written confirmation must be obtained from the Director of Graduate Studies.
6. A course director seeking relief must discuss and agree with the Head of Department and the Director of Graduate Studies. Where the course is held jointly with another department then arrangements for relief should also be discussed and agreed with the relevant Director in that department (Director for the Department of Continuing Education, or, Associate Dean for Executive Degrees in Saïd Business School). Written confirmation should be obtained.
7. Where the academic has already accepted nomination as examiner or assessor, and seeks relief of this, then they must apply separately to the Proctors for leave.
8. Relief from administrative duties must be discussed with the Head of Department so that appropriate cover can be planned.
9. Once all aspects of relief have been resolved, the form, along with supporting documentation, should be sent to the Head of Administration for tabling at the next Department Strategic Committee.
10. If the application is approved the Head of Administration will arrange for the form to be sent to MSD for Board approval. The Head of Administration will ensure that any feedback from DSC is communicated to the individual.