



Sabbatical Scheme

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1 Purpose

This scheme defines sabbatical leave, lays out the eligibility requirements and explains the process that should be followed by staff who wish to apply for a sabbatical.

2 Scope

The sabbatical scheme applies to all staff employed in the **Academic, Research and Enterprise** job family. Staff who are employed on a fixed-term contract, or to deliver an externally-funded project, may be required to demonstrate as part of their application that the requested sabbatical will not prevent them from fulfilling their contractual commitment.

This scheme is separate to the practice of granting a sabbatical, at the Dean's discretion, to staff who are re-engaging fully with their area of academic expertise upon completion of a 5-year, rotational appointment to a Senior Management Group role.

3 Definition

For the purposes of this scheme, a sabbatical is defined as **a period of relief from timetabled teaching and related activity to allow a member of staff to further his/her research**. The University recognises that research can take a variety of forms according to academic discipline and may encompass, for example:

- Practice-based research, action research, and client-focussed research;
- Working with external agencies in research-user networks;
- Entrepreneurial activities involved in knowledge transfer and research impact;
- scholarly activity which will enhance learning and teaching and/or the student experience;
- Income generation for research.

It is expected that the sabbatical will deliver significant benefits to both the member of staff and to the University through, for example, high-quality research outputs or substantial increases in external research funding.

4 Eligibility

To be eligible to apply for a sabbatical the individual must be a member of '**Academic, Research or Enterprise**' staff, and have a period of at least **five years' continuous service** since either the date of his/her appointment, or the date of his/her return from a previous sabbatical or career break.

5 Accessing the sabbatical scheme

A member of staff who is considering applying for a sabbatical must have an initial discussion as **part of his/her Performance Development Annual Review (PDAR) meeting** to explore how the activity undertaken during the sabbatical, and the subsequent output, would contribute to the Departmental and School strategic objectives.

Following agreement of the PDAR objectives, the member of staff must complete a **Sabbatical Request** which they then submit to the Head of Department.

6 Approval process

The sabbatical request will be considered initially by the member of staff's **Head of Department** as part of the normal annual workforce planning activity. The Head of Department will be expected to balance the intended deliverables from the sabbatical against the department's operational needs and available staff resources. No backfill cover will be provided for the member of staff while they are on sabbatical. The Head of Department will forward the sabbatical request with their supporting information to the **School Management Group (SMG)** for further consideration.

The SMG will consider all sabbatical requests during the annual planning process, and will ensure that the expected deliverables from each sabbatical are aligned with, and will contribute to, the School's strategic objectives.

The **Dean of School** will submit each sabbatical request with their recommendation to the **DVC Academic and the PVC Research** who will consider the requests jointly and reach a final decision on whether to grant the sabbatical. The DVC Academic will then inform the relevant Dean of the decisions reached for onward communication to the member of staff.

7 Terms of the sabbatical

While on sabbatical a member of staff will be **relieved of normal teaching, administrative and committee responsibilities**. Supervision of Doctoral students may continue by agreement.

The **length of a sabbatical period** will be agreed by the member of staff and his/her Head of Department. The sabbatical should be as long as is reasonably required to complete the planned activity, but will normally be no longer than six months in duration.

The member of staff will remain **fully employed** by the University whilst on sabbatical and will continue to receive full pay. The member of staff therefore may not take up any alternative employment or provide any consultancy services to a third party unless this is part of an on-going agreement that has already been authorised by the University.

The period of sabbatical will count as **continuous reckonable service** for all relevant purposes, and all normal Terms & Conditions of Service will continue to apply.

The University will **not cover the costs** of any travel or accommodation incurred during the sabbatical period. The member of staff will be expected to seek external funding if necessary to support those aspects of their sabbatical.

8 Post-sabbatical report

Within two months of completing the sabbatical the member of staff must submit **a report to the Dean and Head of Department** detailing the outcome and impact of their activity. The ongoing impact of the sabbatical should also be discussed and recorded as part of the member of staff's next PDAR meeting.

Sabbatical Request Form

Section 1: To be completed by the applicant		
Name:		
Department:		
Role:		
Date appointed or date of return from previous sabbatical:		
Proposed sabbatical period:	From:	To:
Where will you be based?		
<p>Please describe the exact nature of the activity you plan to undertake during your sabbatical, giving details of your objectives, any intended publication(s), how it relates to earlier or present work, and how the outcomes will benefit both you and the University.</p>		
Signed:		Dated:

Section 2: Statement by Head of Department	
Applicant's Name	
<p>I support the application for sabbatical / I do not support the application for sabbatical (please delete as appropriate)</p>	
<p>Please give the rationale for your support, or inability to support, including details of the applicant's previous published work.</p>	
<p>Please explain how the Department will provide for the applicant's teaching, administrative, examining and supervisory duties if the sabbatical is granted, noting that no backfill cover will be funded.</p>	
Signed:	Name:
Department:	Date:

The Next Step

When Sections 1 and 2 are complete, the form should be submitted to School Management Group for consideration during the annual planning process.

EQUALITY IMPACT ASSESSMENT FORM

1. DESCRIBE
1.1. Name of policy/strategy/decision
Sabbatical Scheme
1.2. Owner
People Services
1.3. Date
February 2020
1.4. Aims of policy/strategy/decision
The aim is to ensure clarity of understanding of the University's definition of and approach to sabbaticals, and to ensure consistency in terms of staff access to the scheme and the approval of applications.
1.5. Who does the policy/strategy/decision affect?
The scheme affects all staff in the Academic, Research and Enterprise job family.
1.6. Could there be any potential implications for equality, or people with protected characteristics?
The aim of the scheme is reduce the opportunity for inconsistency, inequity or less favourable treatment so no negative implications are expected.

2. ASSESS
What are the implications, positive or negative (and evidence for this) of the policy/strategy/decision in relation to GCU's duty to have due regard to the need to:
2.1. Eliminate unlawful discrimination, harassment and victimisation?
The scheme is expected to eliminate potential unlawful discrimination, harassment or victimisation by ensuring consistency in terms of staff's ability to access the scheme, and in deciding which applications are approved.
2.2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it?
The scheme is expected to ensure that all staff in the Academic, Research and Enterprise job family have equal opportunity to apply for and be granted a sabbatical.
2.3. Foster good relations between people who share a protected characteristic and those who do not share it?
The scheme is expected to foster good relations by ensuring all staff are seen to have equal opportunity to apply for a sabbatical, and that there is consistency in decision-making in relation to approval of those applications.

EQUALITY IMPACT ASSESSMENT FORM

3. ACTION
3.1. If a negative impact has been identified, how will this be addressed?
N/A
3.2. If changes have been made to the policy/strategy/decision as a result of this assessment, outline the changes
N/A

4. MONITOR AND REVIEW
4.1. How will the implementation of the policy/strategy/decision and its impact on equality be monitored and reviewed?

5. PUBLISH
Please email this completed form, along with the policy/strategy and any other relevant information ¹ to equality@gcu.ac.uk for publishing on the Equality and Diversity website and annual reporting in line with Equality Act 2010 requirements.

6. SIGN OFF	
6.1. EIA Owner	Date
6.2. Equality and Diversity Advisor	Date

¹ Information or evidence may be removed if it is commercially sensitive or personal information