**UNIVERSITY OF BATH SABBATICAL LEAVE SCHEME**

**Call for Applications**

**Sabbatical Leave**

Sabbatical leave is a period of release from normal academic duties in order to implement a programme of research activities. The sabbatical scheme represents an investment by the University, and applicants should be able to demonstrate how the proposed outcomes of the research activities benefit the University. Research outcomes should be defined and measurable, and applicants should also consider the risks that the proposed outcomes do not materialise.

**Operation of sabbatical leave**

Academic members of staff, on permanent contracts, who have been in post for three years or more are eligible to apply. The qualifying period of eligibility should normally begin after the completion of probation.

Staff who have been allocated a period of sabbatical leave will be relieved of teaching and other administrative duties for the duration of their sabbatical.

Sabbaticals normally run 1 February – 31 July, or 1 August – 31 January, or exceptionally over 12 months. Any non-standard period of leave must be agreed with the Head of Department before submitting the application.

Up to 25 awards of 6 month leave periods are available each academic year.

Heads of Department/Division are encouraged to identify members of staff who would benefit from a period of sabbatical leave in order to enhance the Department's research profile.

**Report on sabbatical leave**

Each awardee is required to write a report on their sabbatical activities, and the resulting outcomes. The report must be submitted to the Pro-Vice Chancellor (Research) 12 months after the sabbatical ends. The report will be reviewed by the relevant Head of Department/Division and the Dean/Institute Director to determine the success of the sabbatical. Reviewed reports will be presented at the Sabbatical Committee immediately following the submission deadline. The Chair of the Sabbatical Committee will provide feedback on the report in the form of a letter which will also be copied to the relevant Dean/Institute Director.

**Activities of strategic interest**

Entitlement to sabbatical leave is not automatic, but is based on the merits of the proposal and the strategic needs of the Department/University. For this call, we are inviting bids as defined in Table 1.

Table 1: Sabbatical scheme application streams in 2017/2018.

|  |  |  |  |
| --- | --- | --- | --- |
| **Stream** | **Aim** | **Application to identify** | **Number of awards** |
| Network Building | To build on established academic networks. | How the outcomes of the sabbatical will be of benefit to others at the University. | Up to 8 |
| Senior Fellowship | For senior members of academic staff to develop a research fellowship application. | The research funder, the project area and the research team/collaboration to be forged during the sabbatical. | Up to 4 |
| New external Initiatives | To use an extended period of time off campus to build new relationships. | The location(s) of the new partner(s), and the significance of the new relationship(s) to be built for the University. | Up to 6 |
| Team Sabbaticals | For two, or more, applicants from different departments to undertake a joint sabbatical. | The specific objective of the joint sabbatical, and how it will benefit the relevant departments. | Up to 3 |
| Research Retreats | To develop a major area of research in collaboration with others. | How the outcomes of the sabbatical will feed into growth areas in research funding/outputs/impact. | Up to 8 |
| Taking research further | To spend time away from the University to extend the outcomes of research. | Who the partner is and where the time will be spent. How the outcomes of the sabbatical will evidence the journey from fundamental research to the impact on society. | Up to 2 |



**APPLICATION FOR SABBATICAL LEAVE**

*Please refer to the conditions of the scheme detailed in the Call for Applications, and the Guidance Notes for Applicants below, when completing this form. Please note that the word limits are the* ***maximum*** *that should be used. Be as concise as possible and use bullet points as appropriate.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Surname |  | 2. First name | |  |
| 3. Post |  | 4. Department | |  |
| 5. Duration of time in post after completion of probation or after the end date of previous sabbatical, if appropriate (years and months) |  | | 6. Requested timing and duration of sabbatical leave |  |
| 7. Summary of project **suitable for lay audience**  *(max 200 words)* |  | | | |
| Section 7a: Please state which of the activities in Table 1 best describes your proposal and give details of the alignment of your proposal with the relevant stream  *(max. 100 words)* |  | | | |
| 8. Institutions to be visited during the sabbatical. Please indicate if the visit has been agreed by the institution(s) and the duration of the visit(s)  *(max 100 words)* |  | | | |
| 9. Benefits to your professional development  *(max 100 words)* |  | | | |
| 10. Previous periods of sabbatical leave and outputs delivered.  *(max 200 words)* |  | | | |
| 11. Numbered list of proposed outputs, outcomes. Please describe any significant risks that you see in reaching each objective. Please include at least one published output with colleagues from organisations visited.  *(max 200 words)* |  | | | |
| 12. Do you wish to apply for the £750 travel grant? | YES / NO (delete as appropriate) | | | |
| 13. If you apply for the travel grant, please detail here how you would use it and why is it essential?  *(max 150 words)* |  | | | |
| 14. Signature of applicant:  Date:  *(An electronic signature or your name typed is sufficient*) | | | | |
| ***Head of Department/Division to Complete*** | | | | |
| *Confirm eligibility for sabbatical leave: YES/NO (delete as appropriate); if NO, please give details*  *Please note that the department will receive £6,000 towards the cost of replacement teaching cover for every 6 month sabbatical awarded. Please confirm cover can be provided taking this into account.*  *Please include a brief analysis of PURE data to indicate the applicant’s performance during the current REF period.* | | | | |
| *Comments on the quality of the application, the fit to strategic aims, and the departmental priority ranking (applications that have not been ranked in a priority order cannot be considered by the Sabbatical Committee):* | | | | |
| *Signature of Head of Department/Division:*  *Date:*  *(An electronic signature or your name typed is sufficient)* | | | | |

**Guidance Notes for Applicants**

**Section 5**: Eligibility is counted from the proposed start of the sabbatical leave, not from the time of application.

**Section 6:** Sabbaticals will normally run from either 1 February to 31 July, or 1 August and 31 January during any academic year. Any non-standard period of leave must be discussed and agreed with the Head of Department/Division before submitting the application to ensure cover arrangements are in place.

**Section 7:** The members of the Sabbatical Committee are not specialists in your area of research. **Please summarise the project in terms suitable for a lay audience**.

**Section 7a:** Briefly explain how the proposed programme of research activities supports the University’s interests outlined in Table 1.

**Section 8:** Please indicate the institution(s) to be visited during your sabbatical and include the length of visit (and number, if appropriate) to each institution. Please give reasons if you do not plan to visit other institutions.

**Section 10:** Please include the dates of any periods of sabbatical leave which have already been taken along with a brief summary of the intended outputs (as detailed on the original application form) and the extent to which they were delivered.

**Section 11:** Planned outputs and outcomes from the sabbatical leave should be defined and measureable (see Table 2 for example). All research outputs are expected to be at the highest quality levels (world-leading or internationally excellent in originality, significance and rigour). The number of outputs should be appropriate to the discipline. Co-authorship with international partners is encouraged. Activities related to non-academic impact may be supported. Outputs should be specified (target publication, subject, co-authors, timescale) and should include at least one published output with colleagues from the organisation(s) visited. Planned applications for research funding should also be detailed (target funder, collaborators and draft title).

Planned outputs and outcomes should be realistic, and will be used as the basis for measuring the success of the sabbatical. You should identify and evaluate any risks that may prevent you from achieving your plans.

Please consult your Head of Department/Division in the first instance if you require clarification.

Table 2: Exemplar proposed outcomes from sabbatical research activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Type** | **Collaborator** | **Risks and mitigation** | **Further information** | **Planned completion date** |
| 1 | Paper | [Name of collaborator or institution] | Risk: collaborator may not be available  Mitigation: agreement from collaborator has been secured | The paper will target a high quality journal such as [name of proposed journal(s)] | Paper will be submitted by [date] |
| 2 | Paper | n/a | Risk: none identified  Mitigation: n/a | Paper on [proposed paper title] to target a high quality journal such as [name of proposed journal(s)] | Paper will be submitted by [date] |
| 3 | Paper | n/a | Risk: none identified  Mitigation: n/a | Paper to be based on experimental work, and presented in various places [name of conference(s)] before publication | Date of [conference name]: [Date]  Paper will be submitted for publication by [date] |
| 4 | Policy brief | [Name of collaborator or organisation] | Risk: there is some risk associated with working with a government body  Mitigation: written agreement will be reached in advance to include details of any potential sensitivities/data protection requirements | Policy brief on [title of policy brief] | Policy brief will be published by [date] |
| 5 | Research grant proposal | [Name of collaborator or institution] | Risk: [describe risk(s) associated with development of grant proposal]  Mitigation: [describe how risks identified will be mitigated/managed] | A research grant proposal to be submitted to [name of funder] to conduct lab and field experiments on [topic for proposal] | The submission deadline for the grant proposal is [date] |
| 6 | Manuscript | n/a | Risk: none identified  Mitigation: n/a | Completion of a manuscript for a book on [book topic] following lectures at [institutions to be visited] | The manuscript will be completed by [date] |

**Sections 12-13:** Please indicate whether you wish to apply for the £750 travel grant. Please note that the aim of this is to support the applicant’s ability to visit institutions abroad and is aimed primarily at those who would otherwise find this difficult. The normal expectation is for the applicant to source the travel costs externally. The Sabbatical Committee reserves the right not to award the travel grant every round of applications.

Those on sabbatical leave should consider applying separately to the schemes for building our international profile run by the International Relations Office.

*If you wish to apply for sabbatical leave at the* ***Institute for Policy Research (IPR)****, please ensure you also complete the second form included at the end of this document (see: APPENDIX B: ADDITIONAL FORM FOR INTERNAL SABBATICAL LEAVE AT INSTITUTE FOR POLICY RESEARCH). Applications for internal sabbatical leave at the IPR are appraised by the Sabbatical Committee alongside applications from across the University.*

**After completing the form**

After you have completed the application, please pass it to your Head of Department/Division well in advance of the closing date of the call. S/he should complete the bottom section of the form with his/her evaluation, and pass the form to the **Pro-Vice-Chancellor (Research) -** [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk) **–** by the deadline.

**Decisions of the Sabbatical Committee**

The Sabbatical Committee will meet within a month of the closing date and their decisions will need to be ratified by the Vice-Chancellor. Applicants will be informed of the decisions by the end of January (for Round 1) or by the end of April (for Round 2).

**Reporting**

Each individual who completes a period of sabbatical leave is required to prepare a formal report for the Sabbatical Committee 12 months after the sabbatical ends. The report must be submitted on the template provided (see Appendix A below). The report will be assessed by the Head of Department/Division and the Dean/Institute Director against the aims of the original application.

There is a formal requirement for individuals to inform the Sabbatical Committee if there are substantial changes to the sabbatical plans such as changes to the visiting schedule or the planned outputs.

**Queries**

Queries about completing the form should be sent to [pro-vc-research@bath.ac.uk](mailto:pro-vc-research@bath.ac.uk).

If your questions relate to the proposed outputs or the fit of your application to the strategic goals of the Department/Division or the University, please discuss with your Head of Department/Division in the first instance.

**Appendix A**

**Report on sabbatical leave: outputs and outcomes**

**To be submitted 12 months after the end of the period of leave**

You should list all outputs and outcomes directly attributable to the period of sabbatical leave. All outputs and outcomes must be explicitly cross-referenced against the outputs and outcomes identified in Section 11 in the original application. Where an output was planned but not produced, please describe the reasons for this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1 – Sabbatical Report** | | | | |
| 1. Surname |  | 2. First name |  | |
| 3. Department |  | 4. Dates of sabbatical leave | |  |
| 5. Six month leave? | YES / NO (delete as appropriate) | 6. Twelve month leave? | | YES / NO (delete as appropriate) |
| 7. Publications attributable to the sabbatical –***see Report Guidance Notes below for what to include***  ***PLEASE NOTE:***  *Indicate the status of* ***each publication*** *by noting whether it has been****:***   * ***Published*** * ***Accepted*** * ***Submitted*** * ***In preparation*** | ***7.a*** *Journal articles* (please include name of article, all authors, journal, page numbers, publisher, volume, publication date and DOI) | | | |
| ***7.b*** *Chapters in books* (name of chapter, name of book, author(s), page numbers, publisher, publication date and DOI) | | | |
| ***7.c*** *Monographs* (author(s), publication date, publisher, DOI) | | | |
| ***7.d*** *Edited books / journals* (please include name, editor(s), authors, journal, page numbers, publisher, volume, publication date and DOI, as appropriate) | | | |
| ***7.e*** *Conference papers* (include name and date of conference and the organising body) | | | |
| ***7.f*** *Policy Briefs* (if applicable) | | | |
| 8. Grant applications made as a result of/during sabbatical leave – ***see Report Guidance Notes below for what to include***  **Please** indicate the status of **each application**:   * **successful** * **submitted** * **rejected**   and whether Bath was the **lead applicant** |  | | | |
| 9. Patents or licences (include only ones submitted) |  | | | |
| 10. Non-academic impact and engagement  (for example, meetings, networks, workshops, contributions and impact on policy debates and decision-making) |  | | | |
| 11. Any other outputs and outcomes not detailed above (please explain the benefit to the Department, the University and if applicable, the Institute) |  | | | |
| Signature of applicant:  Date:  *(An electronic signature or your name typed is sufficient)* | | | | |
| **Section 2 – Head of Department/Division review** | | | | |
| *For Head of Department/Division to complete:* | | | | |
| *Review of 12 month report:* | | | | |
| *Is the quality of outputs at 3 / 4\* standard: YES / NO* | | | | |
| *Signature of Head of Department/Division:*  *Date:*  *(An electronic signature or your name typed is sufficient)* | | | | |
| ***Section 3 – Dean/ Institute Director comments*** | | | | |
| *For the Dean/Institute Director to complete:* | | | | |
| *Comments for the attention of the Sabbatical Committee:* | | | | |
| *Signature of the Dean/Institute Director:*  *Date:*  *(An electronic signature or your name typed is sufficient)* | | | | |

**Report Guidance Notes**

**Section 1**

**7.a – e: Only** peer reviewed outputs (for journal papers, chapters and books) should be included. For each item, please include the **status of the output** (published, accepted, submitted or in preparation). For conference papers, only peer reviewed papers presented at **international conferences** that have already taken place should be included.

**8.** Please indicate the status of each grant application (successful/submitted but results not yet known/rejected). Grant applications still in preparation should not be included. Please indicate also whether Bath was the main applicant.

**11.** Include here any outputs not listed above such as non-traditional outputs. Please provide sufficient details for the Committee to be able to assess the status of the outputs. This should include teaching and learning-related benefits where applicable.

**NOTE TO THE AWARDEE: After you have completed Section 1, please sign (or add your electronic signature to) the report and pass it to the Pro-Vice-Chancellor (Research) –** [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk)**. The report will be sent to your Head of Department/Division after its receipt is noted.**

**Section 2**

The Head of Department/Division should review the report against the original aims of the application.

**NOTE TO THE HEAD OF DEPARTMENT/DIVISION: After you have completed Section 2, please sign (or add your electronic signature to) the report and pass it to the Pro-Vice-Chancellor (Research) –** [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk)**. The report will be sent to the Dean/Institute Director after its receipt is noted.**

**Section 3**

The Dean/Institute Director is asked to provide comments as appropriate to the Sabbatical Committee on the above two sections to enable the Committee to assess the final report.

**NOTE TO THE DEAN/INSTITUTE DIRECTOR: After you have completed section 3, please sign (or add your electronic signature to) the report and pass it to the Pro-Vice-Chancellor (Research) –** [**pro-vc-research@bath.ac.uk**](mailto:pro-vc-research@bath.ac.uk)**. It will be brought to the next meeting of the Sabbatical Committee.**

**Feedback**

Following consideration of the 12 month report by the Sabbatical Committee, feedback will be provided to the awardee in the form of a letter from the Chair of the Committee. The letter will also be copied to the Dean/Institute Director.

**APPENDIX B: ADDITIONAL FORM FOR INTERNAL SABBATICAL LEAVE AT INSTITUTE FOR POLICY RESEARCH**

|  |  |
| --- | --- |
| 1. Colleagues in IPR and other Departments who will be actively involved in the research project and how the collaboration will be organised, if appropriate  *(max 100 words)* |  |
| 2. Please outline the forms of policy and/or public engagement anticipated in your sabbatical  (*max 100 words)* |  |
| 3. Please indicate how you will benefit from working with the IPR and how the IPR will reciprocally benefit from your involvement |  |
| 4. Is this application part of a joint sabbatical project with another academic colleague? | YES / NO (delete as appropriate) |
| 5. Are you also applying for funding under the IPR Visiting scholar and policy maker scheme, so as to enhance the sabbatical project?  *(max 150 words)* |  |

**Guidance notes for applicants – IPR only**

*Please refer to the conditions of the scheme detailed in the Call for Applications when completing this form. Please note that the word limits are the* ***maximum*** *that should be used. Be as concise as possible and use bullet points as appropriate.*

**Section 1:** Priority will be given toresearch projects which are interdisciplinary; which involve a strong degree of collaboration with colleagues from other than the applicant’s own Department; and which are endorsed by the HoD or Director of Research of those other Departments.

**Section 2:** Priority will be given toresearch projects which involve a strong element of policy and/or public engagement.

**Section 4:** Double applications shall be countenanced from two academics from different Departments, wishing to work together on a joint sabbatical project.

**Section 5:** Applicants may apply simultaneously for funding under the IPR Visiting Scholar and Visiting Policy Maker schemes, in order to enhance these aspects of their sabbatical bid.

**Queries**

If you have any queries about completing the form, please contact the IPR administrator. If your questions relate to the proposed outputs or the fit of your application to the strategic goals of the department or the university, please discuss with your Head of Department in the first instance.