

University Sabbatical Scheme

Invitation to apply for Semester 1 or 2 of 2016/2017

1. Introduction

Our University Sabbatical Scheme provides a great opportunity for eligible academic staff to engage in activities which support our ambitions in research. Applications are invited **NOW** for sabbaticals to be taken in **2016/2017**. We particularly welcome applications from Early Career Researchers (ECRs).¹

In line with our Corporate Plan 2015-17 we intend to further develop the volume and quality of our research outputs, and the impacts arising from our research. In addition we wish for the overall proportion of academic staff with doctorates to continue to grow. Our Sabbatical Scheme is therefore focussed on:

1. **enhancing staff research capability and quality**, demonstrated through high quality outcomes, especially in relation to published outputs or the development of 'impact', which can be submitted to a future REF.²
2. **enabling staff to complete a doctorate** in order to develop increased capacity for individuals to engage in research, including contributing to the supervision of doctoral students. While normally you may only seek support to write up and complete your doctorate, you can exceptionally apply at an earlier stage if there is a compelling case, for example to facilitate an extended period of overseas data collection activity.

You are reminded that the key criteria for selection is demonstrable evidence of excellent outcomes that will enhance our university's reputation, alongside a realistic plan for their delivery, taking into account your career stage and experience. An application, therefore, which appears under- or over- ambitious, or in which a high proportion of meaningful success may be dependent on factors outside your control, such as the award of external research grant funding, is unlikely to be supported in preference to applications where the promised outputs are clearly achievable.

2. Eligibility

This scheme is open to all full time and fractional academic staff of Anglia Ruskin University. If you have previously held a centrally-funded Anglia Ruskin sabbatical you are eligible to reapply, normally so long as a minimum of **four** years have elapsed between the end date of the previous sabbatical, and the start date of the subsequent period. Exceptionally, the panel may consider applications from those who have held a centrally-funded sabbatical more recently, where the circumstances are compelling.

¹ An **Early Career Researcher** is defined for the REF as someone who started their career as an independent researcher not more than **five years** prior to taking their sabbatical, from the date on which they first held a contract of employment of 0.2 FTE or more, including a primary employment function of 'research' or 'research and teaching', with any university or organisation, in the UK or overseas. An independent researcher pursues or leads their own research, perhaps as PI or equivalent on a research grant. Someone working under the direction of another individual, e.g. a Research Assistant, does not qualify as an independent researcher. Anglia Ruskin has relaxed this definition, **for internal purposes only**, to include anyone who completed their doctorate not more than **five years** prior to taking their sabbatical, and where regardless of their contractual position, prior to completing their doctorate the individual had not otherwise met the definition of an independent researcher.

² For REF 2014 impact was defined as 'an effect on, change or benefit to the economy, society, culture, public policy or services, health and the environment or quality of life, beyond academia.'

You should normally have accrued a minimum of **two** years' continuous service with Anglia Ruskin University at the point of taking your sabbatical and are expected to remain in employment with us for **two** years after the period of sabbatical leave ends.

3. Application

Your sabbatical proposal should be formatted as follows:

- Maximum of 6 sides of A4 (including abbreviated CV if used)
- Minimum 2cm margins
- Arial font, minimum size 11pt
- Minimum single line spacing.

You are welcome to organise your proposal as you see fit, noting that it must clearly and effectively communicate the proposed aims and objectives of the sabbatical to the Sabbatical Panel, and must include the following information:

1. The proposed **dates** and **duration** of the sabbatical in weeks.
 - Your sabbatical must normally be taken as a single block; split sabbaticals across more than one academic year are no longer permitted.
 - Central funding supports a **maximum sabbatical of one semester** (twelve weeks).
 - With the agreement of your Head of Department (HoD) and Dean, which must be indicated in your HoD's reference, the length of your sabbatical can be extended to include contiguous periods of University vacation and/or scholarly days. Exceptionally, their agreement to further periods, which should not extend the total sabbatical to more than a year, may be sought.
 - Any additional costs associated with extending your sabbatical beyond the centrally-funded maximum must be covered by the Department or Faculty.
 - Please indicate, if appropriate, if you are able to take your sabbatical across either semester offered, explaining which would be preferable.
2. A brief summary of your career to date including the date on which your service with Anglia Ruskin University commenced, and your current FTE.
 - This might be provided in an abbreviated CV (which will count towards the maximum page limit).
3. Where appropriate, a statement describing how you qualify as an Early Career Researcher. This statement should include:
 - your start date, employer and job role in which you first qualified as an ECR;
 - details of your immediately previous employment or activity, to demonstrate why you had not qualified as an ECR in that role.
4. Full details of your research activity undertaken in the preceding **four** years.
5. The **dates** and **duration** of any period(s) of sabbatical leave you have taken during the preceding **ten** years.
 - Include sabbatical leave taken at other institutions.
 - Distinguish between centrally-funded Anglia Ruskin sabbatical leave, and sabbatical type opportunities supported by your Faculty or Department.

6. Details, if relevant, of any preliminary outcomes or findings on which your proposed sabbatical will be based.
7. If your sabbatical is to support you to complete a doctorate you should:
 - explain the stage you have reached at the point of application and the stage you expect to have reached prior to the commencement of the sabbatical;
 - continue with your doctoral studies between making the application and taking sabbatical leave.
 - note that an offer of a sabbatical to complete a doctorate is **provisional**, subject to you completing any required training and having made satisfactory progress prior to the commencement of the sabbatical;
 - supply HR Services, shortly prior to the expected commencement date of your sabbatical, details of your actual progress (information will also be sought from your supervisor and HoD). These details will be reviewed and your sabbatical offer confirmed or withdrawn as a consequence. Revised outcomes and outputs for the sabbatical may be requested. If so, these should be of equivalent standard to the targets originally submitted.
8. Clear **project plans**, setting out the proposed activity to be undertaken during the period of sabbatical leave.
9. The **expected outputs and outcomes** of your proposed sabbatical.
 - List the expected monograph(s), book chapter(s), journal article(s), conference paper(s), impact(s), thesis chapter(s), funding bid(s), etc.
 - Specify target publisher(s), journal(s), conference(s), funder(s), etc.
10. A clear description of the **benefits** resulting from the proposed activity, for yourself as an individual, but also for your department, Faculty and Anglia Ruskin University as a whole. These benefits should reflect the clear objectives, milestones and outputs captured in your individual research plan, a copy of which you should attach if possible.
11. A statement outlining any partnership activity to be undertaken.
 - If the work will be conducted in collaboration with other researchers, within or outside Anglia Ruskin University, who are these collaborators and what is the nature of your relationship with them?
 - If your sabbatical requires a formal secondment arrangement, access to specific external equipment and resources, etc., what are these and what is the status of any agreement to obtain them?
12. A full, detailed costing of the **financial support** that the project requires.
 - A maximum of £10,000 may be sought from central funds for a full-time applicant. Fractional employees may seek a maximum total pro-rata to their employment, i.e. a 0.7 FTE employee may apply for up to £7,000.
 - Financial support required will include the costs of the applicant's replacement cover (time), which is typically the major element. Any legitimate cost associated with the proposal can be also be covered, e.g. travel costs, materials, consumables, etc., including VAT as appropriate.
 - Projected costs must be **realistic, justified** by the activities and outcomes proposed in your application. For example, if you request twelve weeks' teaching relief your project plans should show twelve weeks' activity.

- Where your costs exceed the centrally-funded maximum, these should still be included. Your HoD must clearly state in their reference that the Department/Faculty will bear such additional costs.
- Appendix A provides example costings and a value for costing Associate Lecturer cover.

13. A statement indicating from whom **advice** has been sought in the process of formulating the application; please see section 6 below

If you do not provide all of the information requested above and/or your application does not follow the required formatting, then your application will not be considered by the Sabbatical Panel.

5. References

Your application must be accompanied by an internal reference, normally provided by **your HoD**, and an **external** reference.

- If you are a HoD, your internal referee will usually be your Dean.

If you are applying for a sabbatical to complete your PhD or Professional Doctorate then you will **also** need a reference from one of your research degree supervisors, normally your **First Supervisor** (or equivalent).

Where the sabbatical involves formal collaborative arrangements such as secondments, or is dependent on access to specific external resources or equipment, a letter of support from the host organisation is required.

- Where appropriate, this could be provided by your external referee.

Further information on the requirements for references is in Appendix B. It is **your** responsibility to collect the references and submit them with your sabbatical proposal, so references should be **requested in good time**.

Applications with missing references will **not be considered** by the Sabbatical Panel.

6. Further Advice and Support

You are expected to discuss your plans with your HoD in the first instance, including to establish the costs of teaching replacement cover where required. You should also discuss your proposal with your Dean **BEFORE** submitting as their clear support is essential for the application to receive serious consideration.

You are also strongly encouraged to seek advice on your proposed sabbatical from your Faculty Deputy Dean for, or Director of, Research, or other appropriate colleagues.

Briefings for prospective sabbatical applicants will be offered in November by Dr Tim Brooks (Research Policy & REF Manager, RDCS) who should also be approached with any queries on the above requirements or if you wish your proposal to be reviewed before submission.

If you would like support to find a mentor to assist with planning your application you should contact Fleur Dulude (Learning & Development Manager, HR Services) in the first instance.

7. Application Process, Dates and Deadlines

Invitations to apply are usually published on HR Online from early October in the academic year preceding the academic year in which the sabbaticals are to be taken. The Sabbatical Proposal and supporting references must be sent to your Faculty Dean's PA by the end of the following January.

After the closing date, Deans are asked to complete a checklist for the full set of applications from their Faculty, and to provide any additional comment they feel would be helpful in assisting the Sabbatical Panel to effectively assess the proposal. Additional detail is provided in Appendix C.

Decisions are usually made and communicated by the end of April.

For sabbatical applications for semester 1 or 2 of the 2016/17 academic year, the precise dates and deadlines are as follows:

Invitation to bid issued:	October 2015
Briefing workshops held:	November 2015
Deadline for receipt of applications:	Tuesday 2nd February 2016
Deadline for Dean's checklist:	Monday 23rd February 2016
Decisions made and communicated by:	Friday 29th April 2016

8. Assessment of Applications

All applications are considered by a Sabbatical Panel independent of the Faculties; feedback from applicants to previous rounds of the Sabbatical Scheme has emphasised the value placed in this independence. The Panel's membership presently consists of Professor Helen Valentine (Deputy Vice Chancellor, Advanced Systems); Professor Roderick Watkins (Deputy Vice Chancellor, Research & Innovation); and Dr. Tim Brooks (Research Policy & REF Manager, RDCS), supported by Fleur Dulude (Learning & Development Manager, HR Services).

The Sabbatical Scheme is in increasingly high demand and receives more applications worthy of support than can in practice be supported. While the key criteria for selection are as noted above, the Panel also endeavours to make sure that, over time, as many individuals as possible are able to benefit, and that awards are made across all our Faculties and departments. Accordingly, the Panel may prioritise applications or restrict awards to ensure equality of opportunity as follows:

- In respect of the size of the QR allocation received by a department or Faculty, as those receiving higher rates of funding from this source are more able to provide support themselves than those with little or no QR income.
- In respect of the applicant's role, career stage and track record, taking into account e.g. whether and when applicants have previously benefitted from a sabbatical; the difference in experience between applicants qualifying as ECRs and members of our professoriate; or where onerous managerial or other substantive duties may have constrained the applicant's ability to undertake research.
- In respect of the overall application set, limiting the number of sabbaticals awarded per department or per Faculty, as appropriate and in order to ensure that, over time, as many different applicants as possible are supported by the scheme.

The Sabbatical Panel encourages you to seek advice as discussed above, and for departments and/or Faculties to implement peer review processes, to assist the development of high quality applications. However, departments and/or Faculties should not sift, pre-screen or otherwise prevent applications from being made.

The Sabbatical Panel does, however, expect you and your faculty to display a degree of realism by only submitting applications of demonstrably high quality. You are also reminded that the Sabbatical Scheme is an institution-wide competition, and while you may be ranked highly by your department or Faculty, this does not guarantee that you will be awarded central sabbatical funding.

9. Sabbatical commencement, ongoing contact and return to work

It is expected that you will be relieved from all teaching and administrative duties during the sabbatical period, however continuing contact during the sabbatical itself is also important to maximise the benefits of the period of leave. It may be helpful to you to agree to discuss progress from time to time, or to be able to seek advice including mentoring or supervisory support. In addition such contact may include, as and when agreed, responsibilities that you will retain during their sabbatical period, which normally will include doctoral supervision.

Due consideration must also be given to your return to work following the sabbatical period to enable your successful reintegration into 'normal' academic life. This is particularly in relation to workload planning; feedback from previous recipients demonstrates that properly planned returns go much more smoothly. It may be appropriate, for example, to agree more frequent contact towards the end of the sabbatical to facilitate the return to work.

You and your HoD are jointly responsible for a preliminary discussion of these arrangements as part of the sabbatical planning process, and the HoD must indicate that such a discussion has taken place in their reference.

Following award of a sabbatical and prior to its commencement, the arrangements for sabbatical commencement, ongoing contact and return to work **must be agreed** between you and your HoD

10. Monitoring and post-Sabbatical reporting requirements

In order to allow evaluation of the Sabbatical Scheme, you are expected to report details of your achievements during your sabbatical, in line with intentions set out in your application. Where you have not achieved some or all of the expected outputs and outcomes, a brief explanation should be provided. This may include reference to outputs and outcomes arising which were not expected in the original application. Such evaluation data may be used in making future sabbatical awards.

You are also required to disseminate the outcomes of your sabbatical. It may be that if key outcomes include publications or external conference presentations, no further action is needed. Recipients whose outcomes do not include publications or external conference presentations are expected, doctoral recipients especially, and all recipients are encouraged, to share their outcomes at an appropriate, University-wide event. To discuss appropriate dissemination outlets, please contact Dr. Tim Brooks, Research Policy & REF Manager, RDCS.

APPENDIX A EXAMPLE COSTINGS

Sub totals may be rounded to the nearest £10. The maximum funds available per sabbatical is £10,000

Example 1 (Associate Lecturer based costing)

Where an Associate Lecturer is to be employed to provide teaching relief, the total cost should be calculated on the basis of **£50 per hour**, including on-costs.

Item	Details	Cost
Teaching cover	Associate Lecturer cover for 10 hours per week for 12 weeks = 120 hours @ £50 p.h.	£6000
Travel	Economy return air fare London Heathrow – Nairobi and return transfers Cambridge-Heathrow and Nairobi-Embu	£1000
Accommodation and Subsistence	Ten nights at Embu University Field Study Centre, all inclusive bed and board @ £35 per night	£350
Consumables	3 boxes of Elephant Ticks @ £200 per box	£600
Equipment	Portable Electroscop and travel case	£350
Grand total		£8300

Example 2 (Acting Up based costing)

First, calculate the difference between the actual annual salary of the applicant, and the person acting up into their role. For example, the applicant is paid £58,172, and is being covered by a colleague paid £51,702 = £6,470.

Second, calculate the weekly salary difference ($£6,470 \div 52$) = £124.42

Third, add on costs at 20% ($£124.42 \times 1.2$) = £149.30 to arrive at the weekly cost of acting up.

Item	Details	Cost
Acting up allowance	Cover for 12 weeks @ £149.30 per week.	£1800
Rail Travel	Cambridge – London anytime day return train fare, two journeys per week for twelve weeks @ £23 per ticket	£560
	London Underground Zone 1 Oystercard Fares @ £4.60 per day for 24 days	£110
Grand total		£2470

APPENDIX B ADDITIONAL INFORMATION FOR REFEREES

Referees are reminded that as it is the applicant's responsibility to collect the references **BEFORE** they are able to submit their proposal, references should be requested and supplied in good time.

All referees are requested to supply a statement that assesses the Sabbatical Proposal, and provides evidence-based information and advice that will assist the Sabbatical Panel in arriving at its decisions. The reference should comment on the academic merits of the proposal and how realistic and achievable the proposed outcomes and outputs are.

External referees, where they are also representing an organisation which will host the applicant, or provide specific resources or equipment, are asked in addition to confirm that the required access has been arranged, and to comment on the 'fit' of the proposed activity with the host organisation.

Research Degree Supervisors (normally the applicant's First Supervisor or equivalent) are asked in addition to comment on the feasibility of the proposed doctoral activity to be completed during the sabbatical, and to confirm the applicant's present position. The reference should provide assurances of the completion of the specified milestone(s) within the sabbatical period.

Heads of Department are asked in addition to comment on the value of the proposal in the context of the applicant's career trajectory, research plan, and the home department. As well as such comment on the academic merit of the proposal, HoDs must:

- confirm that the applicant will be relieved of all teaching and administration (excluding any responsibilities that will be retained, which should be clearly stated), and if necessary identify any practical problems with doing so;
- confirm that arrangements have been discussed for contact during the sabbatical, including hand-over, ongoing activities during the sabbatical, and the applicant's return to work including, if appropriate, the identification of a mentor who will work with the applicant during their sabbatical period;
- confirm that the duration, dates and costs of the sabbatical are as specified and, if additional time or costs are required over and above the centrally-funded maximum, that these will be met from the departmental or Faculty budget.

In addition, the HoD should consider the impact of the proposed sabbaticals from their department in the round: for example, if there are five applications from their department, and awarding more than three would prove difficult to cover, this should be made clear. Such commentary may be provided separately to the formal individual references, if preferred.

Deans will normally provide the equivalent reference where the applicant is one of their Heads of Department.

Please note that Anglia Ruskin operates on the basis of openness and transparency, and as this will apply to the reference(s) that you provide, we cannot guarantee the confidentiality of the content. If you have any concerns about the content of your reference or wish to discuss a matter that you feel should be kept confidential, please contact Fleur Dulude (Learning & Development Manager, HR Services) for further advice.

APPENDIX C

ADDITIONAL INFORMATION FOR DEANS OF SERVICES

For the application set from their Faculty as a whole, the Dean is asked to rank the proposals three times, relative to each other. The first should rank the proposals **solely** on the basis of the **quality** of the research activity being proposed. The second ranking should classify the **practicality** of enabling replacement cover for the applicant as **easy, moderate or hard**.

The third should provide an **overall** numerical ranking which not only takes into account the previous two measures, but any other relevant aspects, including for example:

- achieving Faculty strategy
- enabling staff development
- meeting key performance indicators
- the applicant's contribution to the Faculty particularly where this may hinder their day to day capacity to engage in research
- the applicant's previous sabbatical history.

This means that the overall ranking may not correlate precisely with the combination of the ranking of the quality of the proposals and the practicality of cover.

The Dean may also add a short comment providing any other information which in their view the Sabbatical Panel will need to make effective and workable decisions. This could include, for example, comments 'batching' applications e.g. stating that applications 1, 3 and 5 are by far the strongest, or that it will be difficult to accommodate more than X sabbaticals in Y department.

Deans are reminded that final decisions will be made by the Sabbatical Panel – as already noted, feedback has recognised the value of the Panel's ability to act independently. While the Sabbatical Panel's decisions will be informed both by the references and the feedback from the Dean, the Panel will form its own view of the merits of each application.

If an application has been made by a Head of Department, Deans are expected to provide a statement to replace the internal reference normally provided by the Head of Department.