

Research
Sabbatical Scheme
2018

Sunway University

Introduction

1. Sunway University recognises that enabling staff to take a sabbatical for the purposes of research is integral to the development of the University and the individual. Sunway University therefore wishes to encourage eligible staff to apply for a sabbatical and to support successful applicants to do so.
2. A sabbatical is a period of time during which a member of staff completes an agreed programme of work, free from teaching or teaching-related administrated duties, in furtherance of the University's strategic research objectives and the individual's own personal development.
3. The Research Sabbatical Scheme is intended for academic staff to undertake an extended period of **research** leading to agreed, measurable objectives, such as publication(s) in peer reviewed international journals and/or an application for a major external grant.
4. Staff on research sabbatical are granted remission from teaching and teaching-related duties specifically to undertake an extended period of **research**. Staff remain in the employment of the University whilst on sabbatical and continue to be accountable to their Head of Department and/or Dean at all times, subject to the normal expectations of employees. The University reserves the right to cancel or curtail a sabbatical without notice and (if away from the University) recall a member of staff to the University if it becomes necessary due to unforeseen circumstances or if the conduct of the member of staff whilst on sabbatical is in contravention of their contract or is otherwise considered unacceptable.

Eligibility

5. The following staff are eligible to apply for a research sabbatical:
 - (i) Fulltime members of academic staff who have been confirmed. Staff on fixed-term contracts must have completed at least 6 months' service;
 - (ii) At least 3 years have elapsed since the completion of any previous sabbatical leave (or other extended period of leave/absence);
 - (iii) Demonstrably research active, with at least two (2) SCOPUS indexed research outputs in the previous 12-month period.
6. Applicants who meet the eligibility criteria are not guaranteed to be granted a sabbatical; applications for a research sabbatical will be evaluated on their own individual merits and taking into account available resources (human and financial) or other relevant factors within the University.

Duration

7. The period of the sabbatical shall normally be not more than six (6) months.
8. The period of sabbatical will normally be expected to include any designated research period set aside within the applicant's contract: typically 30 days per year.

Applications

9. A call for applications shall normally be made annually, subject to confirmation by the Vice Chancellor or his/her nominee. The call for applications shall normally be made by the REO in the final quarter of the year, for applications for sabbaticals in the next financial year.
10. Applicants should make a written application of no more than four sides of A4. The application must state clearly what objectives are to be achieved during the course of the sabbatical, how those objectives shall be met, and why a period of sabbatical is necessary to achieve those objectives. Objectives must be clearly measurable.
11. Applicants must submit an up-to-date CV with their application and must demonstrate how they meet the criteria.
12. Applications for research sabbaticals must be made in writing to the applicant's Head of Department by the specified date. Applications received after the final deadline shall not be considered.
13. Applications must be approved by the Head of Department and endorsed by the Dean prior to the application being forwarded to the Research Office.
14. Applications from Heads of Department should be made to the Dean, who will forward the application to the Research Office with their recommendation.
15. Applications from Deans should be forwarded directly to provost.
16. Applications for a research sabbatical will be considered from all eligible staff, but are not guaranteed to be approved. Applications shall be considered by a Review Panel comprising the Provost, the Head of HR and at least three other members nominated by the Provost and approved by the Vice Chancellor. Approval will depend on the individual merits of the application and the availability of resources, including financial resources.
17. The decision of the Review Panel is final.

Financial Arrangements

18. A sabbatical will normally be granted on full pay. If the applicant is anticipating that they will earn additional income during the period of sabbatical, for example via an externally funded grant, they must advise the University accordingly; the University may, at its discretion, make a deduction of all or part of the normal salary, after consideration of any additional expenses, but the total income will never be less than if the member of staff had not taken the sabbatical.
19. The University will not bear any additional costs, such as foreign travel or subsistence while away from the University. Any period away from the University must be approved by the Head of Department and Dean in advance.

20. The cost of replacement teaching and/or programme related administration will be met from within existing departmental budgets, or from grants.

Performance Review

21. The measureable objectives put forward by the applicant will form the main part of the consideration of any application.

22. If the sabbatical is approved, these objectives shall be included as objectives for purposes of a staff member's annual performance review (*i.e.* the MFE).

23. Successful applicants must provide evidence of how the agreed objectives have been, or will be, met. Documentary evidence should be forwarded to the REO within two (2) months of completing the sabbatical. Evidence provided shall be reviewed by the Sabbatical Review Panel. The Review Panel shall make recommendations to the applicant's line manager on whether or not the objectives have been met, so that the performance can be taken into account in the MFE.