**FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Research Leave Guidance and**

**Application Forms for Leave in 2018-19**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Dates**

|  |  |
| --- | --- |
| Week beginning  Monday 2 October 2017  Monday 20 November 2017 | Launch of scheme.  Applicants to submit completed forms to the Director of Research in their School. |
| Monday 18 December 2017 | Heads of School to submit applications approved by the School, with covering note, to [pvcahss@qub.ac.uk](mailto:pvcahss@qub.ac.uk) for consideration by Faculty Sub-Panel. |
| Week beginning  Monday 15 January 2018 | Faculty Executive Board to consider and approve recommendations from Faculty Sub-Panel. |
| Week beginning  Monday 29 January 2018 | Heads of School to communicate decisions to all applicants. |

**Notes for Applicants**

1. Please read the guidance below carefully before completing your application form and note, in particular, the criteria that will be used to assess applications.
2. You must discuss your application and proposed plan of work with your Director of Research before submitting your application form. If you are considering making an application, you must contact your Director of Research immediately so that they can plan for the School review process.
3. You must also discuss your teaching and administrative responsibilities with your Director of Education and/or Director of Graduate Studies and include a clear plan in your application form for how these will be covered during the proposed period of research leave.
4. Please note that research student supervision duties are to be carried during a period of research leave.
5. Completed application forms should be submitted to your Director of Research by Monday 20 November 2017. Late applications will not be accepted.
6. School Director of Research are:

* Arts, English and Languages – [f.brearton@qub.ac.uk](mailto:f.brearton@qub.ac.uk) (Acting, until Dec 2017)
* History, Anthropology, Philosophy and Politics – [j.garry@qub.ac.uk](mailto:j.garry@qub.ac.uk)
* Law – [a.mcalinden@qub.ac.uk](mailto:a.mcalinden@qub.ac.uk)
* Queens Management School – [g.simmons@qub.ac.uk](mailto:g.simmons@qub.ac.uk)
* Social Sciences, Education and Social Work – [am.gallagher@qub.ac.uk](mailto:am.gallagher@qub.ac.uk)

**Notes for Directors of Research and Heads of School**

1. On receipt of application forms, Directors of Research should complete the relevant section for each application and submit to their Head of School on a date to be agreed within the School.
2. Heads of School should ensure that they seek the advice of their School Management Board on all applications before deciding which to propose for approval.
3. Heads of School should submit all approved applications to the Faculty Sub-Panel for consideration by Monday 18 December 2017 via [pvcahss@qub.ac.uk](mailto:pvcahss@qub.ac.uk). Applications should be accompanied by a note providing a list of all applications received and noting which are and are not being proposed for approval. Heads of School should also submit a note of:
   * the overall School plan for covering the combined teaching and administrative responsibilities for those being proposed for sabbatical leave; and
   * a spreadsheet providing a record of all staff and all semesters worked normally or on research leave for all staff between 2011/12 and 2018/19 (the latter including proposed sabbatical leave plans) as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | 2010-11  seem 1 | 2010-11  sem 2 | … | 2017-18  sem 1 | 2017-18  sem 2 |
| **XX** | Normally worked | Research leave | … | Normally worked | Normally worked |

1. A Sub-Panel will consider all applications proposed for approval from Schools and make recommendations to the Faculty Executive Board. The Sub-Panel will be chaired by the Faculty PVC and will include the Faculty Dean of Research and an AHSS Head of School. The Head of School member of the Sub-Panel will rotate each year.

**Guidance for Applicants**

1. Application eligibility for one semester of research leave: Colleagues are eligible to *apply* for one semester’s research leave after completing six normally worked semesters in which they have made a full contribution to the School’s teaching and administration (pro rata for staff on less than full-time contracts). Colleagues may be required, for strategic or operational reasons, to accrue more than the minimum period of service before an application for leave can be supported – exceptionally research leave may be considered after five normally worked semesters. Applications are not normally considered from colleagues who have yet to be confirmed in post.
2. Application eligibility for two semesters of research leave: Colleagues are eligible to *apply* for two semesters sabbatical after completing twelve normally worked semesters in which they have made a full contribution to the School’s teaching and administration (pro rata for staff on less than full-time contracts).
3. Period of leave. Sabbatical leave is normally granted for one semester, with letters of award indicating the specific dates of the period of leave. Only in exceptional circumstances will sabbatical leave be granted for two semesters. Those wishing to be considered for leave for two semesters should provide a full justification for this, including a clear explanation for why the proposed work plan cannot be successfully undertaken in one semester. Those who apply for two semesters and are unsuccessful will not normally be considered for sabbatical leave for one semester during that academic year.

The periods for sabbatical leave for 2018-19 are as follows:

* Semester 1: Monday 6 August 2018 to Friday 14 December 2018.
* Semester 2: Monday 4 February 2019 to Friday 14 June 2019.

As a guide:

* Those awarded research leave for Semester 1 will return to a normal working load on 17 December but would not normally be expected to complete assessments related to Semester 1 teaching. Rather, that period should provide some time to prepare for Semester 2 teaching that will begin early in January.
* For those awarded research leave for Semester 2, there would not normally be an expectation of undertaking teaching during the first few weeks of January and before they go on leave. Rather, the January period would be used to complete any existing assessment work related to semester 1.

1. Criteria: Research leave is an important part of the life of the University: but rather than an entitlement it is an opportunity to develop ambitious research generating excellent outputs and impact and to increase our research connectedness locally and internationally. Applicants must demonstrate clearly how the period of leave will result in significant research benefits for the School and wider Faculty and University. An application will not be supported unless the programme of work contributes clearly to strategic priorities. The overall research record of the applicant, including outputs from previous periods of leave (see 7 below), will be considered in the assessment of applications. In addition, the following criteria will be used:
   1. The proposed programme of work must involve the production of high quality publication(s) or equivalent outputs, likely to be regarded by a future UK REF sub-panel to attain standards of international excellence.
   2. The proposed programme of work around the project(s) to be pursued during the period of research leave must also involve the preparation of at least one external grant application, as PI or CI, targeted to RCUK or equivalent funders. The normal expectation is that the application should also be submitted but, at the very least, significant and demonstrable progress will need to be made in the preparation of a grant application with a clear submission date set for within two months of returning from sabbatical. Whilst on sabbatical leave, you will be expected to continue to liaise and work closely with colleagues in Research and Enterprise and Finance in support of your grant application, whilst also ensuring that the Faculty systems for internal peer-review are also followed.
   3. The period of leave must be used to contribute to the University’s aim of increasing our international connectedness, particularly by forging links with international scholars and institutions of high academic status. At a minimum, a period of leave should normally involve attendance at one international-quality conference or seminar and the (further) development of the applicant’s international publication profile.
   4. The proposed programme of work will also be strengthened if it includes activities seeking to achieve impact that are likely to be regarded by a future UK REF sub-panel to attain standards of international excellence.

Increasing the proportion of our research rated as 4\* in REF2021 is a Faculty priority. Where necessary, applications will be prioritised that can set out clear plans for using their sabbatical leave to produce outputs and/or make significant contributions to impact case studies that have the potential to achieve 4\* ratings in REF2021. In such circumstances, applicants will need to make a convincing case for why their proposed outputs should be considered likely to achieve 4\* (in relation to originality, significance and rigour). For proposed activities relating to impact case studies, these will only be considered if the proposed case study is on the Unit of Assessment’s “long list” and has been assessed as having the potential to achieve a 4\* rating.

Normally, such activities relating to the production of outputs and/or impact case studies that have the potential to achieve 4\* should be included as part of a programme of work that addresses criteria a) to c) above. *In exceptional circumstances, an applicant may propose prioritising work on potential 4\* outputs and/or impact case studies by reducing activities in relation to criteria b) and c) above.* However, and in such circumstances, the applicant should set out a clear justification for why this is essential. They should also still include some activities relating to future income generation and forging international relationships.

Applicants should discuss the criteria with their Director of Research before preparing an application. They should also discuss plans for covering teaching and associated administrative responsibilities with their Director of Undergraduate Education and/or Director of Graduate Studies. Applications will not be considered unless such discussions are confirmed as having taken place.

1. Conditions of support: The Head of School will seek the advice of the School Management Board before deciding whether applications will be supported. Only applications with the support of their Head of School will be forwarded to the Faculty Sub-Panel for consideration. Head of School support will normally only be given to applications if: a) the conditions regarding semesters of service accrued are satisfied; b) adequate cover can be found for teaching and other needs; c) the application outlines clearly a programme of work that matches the criteria detailed in point 4 above; and, d) the application is supported by the Director of Research (unless the applicant is a Director of Research).
2. Service accrued: Colleagues can only accrue semesters of service from the time of their arrival in the School on full-time teaching posts, or their most recent return from a period of sabbatical leave, whichever is most recent.
3. Reporting: Within three months of their return from research leave, colleagues must submit a full report to the Head of School and Faculty Dean of Research detailing all their activities and achievements during the period of leave. Colleagues returning from a period of (partly-) funded leave should also forward to the Head of School and Faculty Dean of Research copies of reports they are required to complete for grant-awarding authorities. Future applications will not be considered from colleagues who fail to provide satisfactory reports on their last period of leave.
4. A scarce resource: There are reasonable limits to the number of colleagues who will be granted sabbatical leave in any one year. It is often difficult, for example, to sustain a range of module options in particular areas and to have more than one colleague from any particular disciplinary area on leave at a given time. Directors of Research may therefore ask colleagues within the disciplinary area to agree to some compromise on the sequencing of leave applications.
5. Prioritisation: If demand exceeds supply, and if the criteria mentioned in point 4 above have been matched in more cases than can be supported, applications will be prioritised based on:
   1. potential contribution to the School and Faculty/University, with priority given within this to activities that can be demonstrated to have the potential to lead to outputs and/or impact case studies for REF2021 likely to be rated 4\*;
   2. period since last sabbatical leave has been granted.
6. Supervision and mentoring duties: The norm is for colleagues to continue to carry their supervisory responsibilities for research students while on leave. If there are to be any changes regarding supervision, then colleagues must confirm with their Director of Research what arrangements are to be put in place several months in advance of the start of the period of leave. In all cases, these arrangements must be acceptable to the students concerned, and evidence of this will be required. Colleagues should also, where possible, carry their mentoring and probationary supervision duties while on leave.

**Queen’s University Belfast**

**Faculty of Arts, Humanities and Social Sciences**

## **Application for Sabbatical/ Research Leave to be taken during 2017-18**

**Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |

|  |  |
| --- | --- |
| **Core Disciplinary Research Group:** |  |

|  |  |
| --- | --- |
| **Fellow/Associate Fellow of GRI/PRP (where appropriate):** |  |

|  |  |
| --- | --- |
| **Present appointment and date of appointment:** |  |

|  |  |
| --- | --- |
| **Date of first appointment at QUB:** |  |

**Details of previous sabbatical leave/leave of absence/secondment granted.**

Where applicable, please provide details of previous leave or secondment granted, including dates and outcomes such as published work completed in that period, and attach a copy of the report you provided at the end of that period.

|  |
| --- |
|  |

**Period of sabbatical leave applied for.**

Sabbatical leave is normally granted for one semester. Please indicate below which semester you wish to be granted leave for. Only in exceptional circumstances will sabbatical leave be granted for two semesters. Please indicate below if you wish to be considered for leave for two semesters and provide a full justification for this. Note that if an application for two semesters is unsuccessful an application for one semester will not normally be considered retrospectively for the same academic year.

|  |
| --- |
|  |

# **Plans for funding linked to the research plan.**

# What are your plans for external grant applications linked to the research to be undertaken as part of your research leave?

|  |
| --- |
|  |

# **Plans to be away from Belfast.**

# Are you planning to be away from Belfast for some or part of the time? If so detail here the name of the host and the length of time you will be there:

|  |
| --- |
|  |

**Current commitments in teaching and administration.**

Please give details of your current commitments in teaching and administration, and clear plans for how you propose these are covered during the sabbatical period (e.g. duties, offices or posts held, membership of committees etc.). These plans must have been discussed and agreed with your Director of Education and/or Director of Graduate Studies.

|  |
| --- |
|  |

**Proposed programmed of work.**

This programme of work must address the criteria set out in the guidance notes (see point 4) and, in particular, must include details of: a) high quality outputs to be prepared and submitted; b) at least one external grant application that will be completed and submitted; and c) other international activities to be undertaken during the sabbatical leave period.

Within this, if you wish to make the case for producing outputs and/or impact case studies that have the potential to achieve 4\*, you must provide full details of the outputs/case studies you wish to focus on and why they are likely to achieve 4\* ratings.

In exceptional circumstances, if you wish to propose reducing the focus on external grant income generation and/or international activities to enable a greater focus on potential 4\* outputs and/or impact case studies, you should provide a clear justification for why this is essential.

The details should be as precise as possible.

|  |
| --- |
|  |

**Measurable outcomes.**

Please provide a summary of what is to be achieved during the period of leave.

|  |
| --- |
|  |

**Special circumstances.**

Please provide details of any special circumstances which the Director of Research, Head of School and Faculty Executive Board is asked to consider.

|  |
| --- |
|  |

**Recent research activity.**

Please provide details of recent research activity, including publications for last 5 years, grants held or applied for, and other relevant activities.

|  |
| --- |
|  |

**Consultation**

Please note that applications will not be accepted unless you have answered ‘yes’ to the following two questions.

Have you discussed this application in detail with your Director of Research? Yes/No

Have you discussed the teaching implications of your absences, and proposed plans for addressing these in detail with the Director of Education and/or Director of Graduate Studies? Yes/No

|  |  |
| --- | --- |
| **Signed:** |  |

|  |  |
| --- | --- |
| **Date:** |  |

**Please delete the first three pages of guidance provided above and submit your completed form – which may be expanded to a maximum of three pages – as an e-mail attachment to your Director of Research by Monday 20 November 2017. Late applications will not be considered.**

### Report by Director of Research

**1. Potential benefits.**

Please specify the potential benefits to the School of the proposed period of sabbatical leave and the likelihood of those benefits being delivered in an appropriate timeframe?

|  |
| --- |
|  |

**2. Criteria.**

Does the proposed period of leave satisfy the criteria set out in the Faculty guidelines? Be specific about future publications or contributions to our internationalization strategy. You should also note any benefits that might follow regarding future grant applications, student recruitment (particularly international PG recruitment) or research collaboration.

|  |
| --- |
|  |

**3. Consultation with Director of Education and/or Director of Graduate Studies.**

Have you discussed with the School Director of Education and/or Director of Graduate Studies the implications of the proposed absence for teaching within your subject area? If so, are all parties satisfied that this colleague’s work will be covered adequately during her/his absence? What are the resource implications and will teaching assistance cover be required (specify the amount of teaching assistance cover)?

|  |
| --- |
|  |

**4. Do you support the application and its purpose?**

|  |
| --- |
|  |

**5. Director of Research signature**

|  |  |
| --- | --- |
| **Signed:** |  |

|  |  |
| --- | --- |
| **Date:** |  |

**6. Head of School approval**

|  |  |
| --- | --- |
| **Signed:** |  |

|  |  |
| --- | --- |
| **Date:** |  |

Completed applications that have School approval, together with a covering note, should be forwarded by Heads of School to [pvcahss@qub.ac.uk](mailto:pvcahss@qub.ac.uk) by **Monday 18 December 2017**.