



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Code: QA238
Title: **Research Sabbatical Leave**
Date: 8/12/2021
Approval: UMT

1. General Principles

- 1.1. The University considers leave for the purpose of research and towards the development of teaching programmes informed by research to be of fundamental importance to its academic life. It considers it essential, in the interests of the University's overall development and international standing, that individual staff members have the opportunity for periods of research uninterrupted by other duties. Research sabbatical leave enables the individual pursue research and keep up-to-date with new ideas, techniques and methodologies to the benefit of his/her students, the University, her/his College and School, and the individual concerned.
- 1.2. Research sabbatical leave provides an opportunity for staff to create, maintain and develop international links to the benefit of their research and teaching and to enhance the international profile of their teaching and research. Accordingly, applicants for research sabbatical leave are required to set out in their applications how the proposed location(s) of the leave will contribute to those ends.
- 1.3. Research sabbatical leave should not impose undue burdens on students, colleagues, or on the University generally. Accordingly, members of staff are asked to consider whether the purposes for which the leave is being sought might be met through a period of less than twelve months duration and to consider, in particular, periods of leave which would enable the applicant to fulfil his/her duties (especially teaching duties) to the extent that is possible and practical for the academic sessions during which the leave, if granted, will be taken.
- 1.4. Recognising that research sabbatical leave is a significant investment of University resources, the University shall monitor the outcomes of research sabbatical leave through individual reports on the outcomes of research sabbatical leave that are to be submitted to and considered by the Research Sabbatical Leave Committee.
- 1.5. The duration and commencement date of the period of leave being applied for shall be agreed by the applicant with the Head of School and Head of Discipline with due regard, in particular, to ensuring that the teaching programmes of the discipline and School will be provided during the period of the leave. The Head of School and/or Head of Discipline is responsible for staging multiple leaves across the unit to ensure continuity of teaching provision. In the instance where there is more than one member of staff within a Discipline/School on leave, members of staff are asked to consider whether their request may be deferred to ensure teaching duties are fulfilled.

- 1.6. The conditions of this Scheme apply to periods of research sabbatical leave of not less than two months.

2. Eligibility to make application for Research Sabbatical Leave

- 2.1. Academic staff are eligible to make application for research sabbatical leave, which may commence when they have been in post for not less than four years. Length of service is calculated from the date of appointment to a lecturing post. Prior service in other posts does not form part of an academic's eligible service for the purpose of research sabbatical leave.
- 2.2. A member of academic staff is eligible to make application for a second or subsequent period of research sabbatical leave seven years from the commencement of her/his previous period of leave. In the event that that leave has been taken in two or more parts eligibility shall be computed from the date of commencement of the first part. In the event that the commencement of the leave is delayed for operational or institutional reasons, or because of protected leave, future eligibility shall be computed from the date on which the leave was originally scheduled to start.
- 2.3. Eligibility for a second or subsequent period of leave is conditional on a satisfactory report having been submitted on the previous leave period, in accordance with prescribed timelines (See section 6 below).
- 2.4. An up-to-date IRIS profile is required for an application to be deemed eligible.
- 2.5. Research sabbatical leave will normally not be granted where the applicant cannot fulfil the objectives of the scheme, i.e. to create, maintain and develop international links to the benefit of their research and teaching and to enhance the international profile of their teaching and research to the benefit of their students, the University, College and School.

3. Application

- 3.1. Application for research sabbatical leave must be made to the College Executive Committee, by the due date, by means of the Research Sabbatical Leave Application Form (RSLAF1 herewith). The Form must be comprehensively completed. The Committee may decline to consider an application where the Application Form is incomplete, required information is not included with the Form, or the information provided is deemed insufficient.

The application for leave should be sent by email, in **one combined pdf format**, to:
researchsabbaticalleave@universityofgalway.ie

- 3.2. The Application Form must be countersigned by the Head of School. To ensure transparency and equity in the application process and so that colleagues may be aware of applications which may impact on the course offerings of the School and discipline and on their workload, all applications will be considered by the School Executive prior to their submission.
- 3.3. The University recognises the importance of the first period of research sabbatical leave in the professional development of staff members appointed at Lecturer (above or below the bar) holding either a Contract Type A or a Contract Type B. It considers that, with appropriate preparation, through optimisation of the opportunities presented by the leave and by maximising the outcomes of the leave, the first period of research sabbatical leave can significantly contribute to the career development of the individual staff member to her/his

advantage, to the advantage of her/his School and College, and to the advantage of the University. Accordingly the University will, through its Heads of School, put in place a mentoring system for Lecturers considering applying for a first period of research sabbatical leave to assist them in preparing their application, in ensuring that the opportunities presented by the leave are availed of, and in maximising the outcomes of the leave.

3.4. Applications should be submitted not later than **15 January** in the academic year prior to the period for which research sabbatical leave is sought. The College Executive will not consider applications received after the due closing date.

3.5. An applicant for research sabbatical leave is required to include with the Application Form:

- A curriculum vitae (5 pages) providing information on her/his research programme and publications, teaching and curriculum development, contribution to the University and wider community over the previous five years
- An up-to-date, accurate IRIS Profile
- The report on the previous period of leave (if any) submitted to the Research Sabbatical Leave Committee.
- A report setting out additional outcomes and developments, in terms of research, (refereed publications, monographs, etc.), programme and course initiation and/or development, and other relevant information, since the report on the previous period of leave (if any) was approved
- A one-page statement setting out how the programme of work for the research sabbatical leave, if granted, and expected outcomes will contribute to the furthering of the applicant's research and teaching and towards the achievement of the Strategic Plan of the applicant's School or Institute. This statement should clearly outline why the work could not be done in a normal academic year.

3.6. An applicant may seek financial support from outside agencies towards the purposes for which the leave is sought. Details of such support granted, or being applied for, must be supplied when application is being made for leave. The College Executive Committee will satisfy itself that the services to be rendered in return for the financial support will not preclude the applicant from deriving full benefit from the leave.

3.7. If the applicant proposes to engage in consultancy work during the proposed leave, documented details of such work must be included in the application, and the grant of permission for such work shall be subject to the Guidelines and Procedures for Consultancy Work, as laid down by Údarás na hOllscoile.

4. Consideration of Application

4.1. Applications for research sabbatical leave will be considered by the College Executive Committee. The Committee will recommend in principle to Academic Council, via the Research Sabbatical Leave Committee, on applications received.

4.2. Membership of Research Sabbatical Leave Committee: The composition of the Committee is required to meet the University's requirements for gender balance on key committees. Membership composition is as follows:

- Deputy President and Registrar (Chair)
- Executive Deans of College
- Vice-President for Research
- Secretary for Governance and Academic Affairs
- Additional College representatives such that there is in total one male and one female representative from each College
- Additional representative from Office of Vice-President for Research such that there is one male and one female representative from the unit

In attendance:

- Bursar or nominee
- Director of HR or nominee

For members whose membership is defined by the office they hold, the term of office is aligned to the term of office of the post held. For additional representatives, the term of office is normally 3 years, renewable for a further 3-year term for new members to provide for continuity in the membership, and subject to gender balance requirements. A maximum of two terms can be served by these members.

- 4.3.** It is for the Head of School, with the approval of the Executive Dean, to ensure that applications do not detract from the ability of the School to deliver its full complement of courses (see paragraph 1.5 above) or negatively impact on postgraduate and postdoctoral supervisory arrangements.
- 4.4. Appeals: Applicants who have not been approved for Research Sabbatical Leave, or whose eligibility for sabbatical has been delayed by Research Sabbatical Leave Committee, shall be afforded the opportunity to appeal the decision to the President. Appeals must be lodged with the University no later than thirty days following the communication to the applicant of the unsuccessful application for Research Sabbatical Leave.**

The President will consider appeals made, in writing, by applicants for Research Sabbatical Leave to be based on alleged defects in the application of the procedures for Research Sabbatical Leave set out in the university's policies and procedures. The only basis for an appeal shall be the following:

- a. Failure to follow in due manner University policy and procedures for the consideration of applications for Research Sabbatical Leave. All University policies and procedures are subject to statutory/anti-discriminatory requirements;
- b. Denial of natural justice;
- c. Unfair or unreasonable application of the criteria for the granting of Research Sabbatical Leave.

The role of the President is to consider whether or not due process has prevailed in the consideration by the College Executive Committee and Research Sabbatical Leave Committee of an application for Research Sabbatical Leave. Accordingly, an appeal will not be a re-hearing or a general review of the application.

The appellant is required to specify the grounds of the appeal and to demonstrate why the Research Sabbatical Leave process was so defective as to influence the decision. The consideration of the President will be confined to the issues raised in the grounds of appeal.

The President will consider fresh evidence in support of the appellant's appeal when it is germane to, and substantiates, the alleged defect.

In considering an appeal, the President shall provide the College Executive Committee and Research Sabbatical Leave Committee with the opportunity to comment on the appeal.

The President will determine whether any of the alleged defects could have influenced the outcome. They will have available to them all the materials available to the College Executive Committee and the Research Sabbatical Leave Committee.

The President's decision on the appeal will be final.

At the conclusion of the appeals process, the President will communicate the decision to the appellant, providing a clear basis for the final determination.

Appeals should be sent by email to: president@universityofgalway.ie

5. Confirmation of Leave

5.1. Applicants who have been granted approval in principle by the Research Sabbatical Leave Committee to take Research Sabbatical Leave are required to submit, not later than four months prior to the start date of the Leave, Form APR/LA/2 setting out the substitution arrangements, through colleagues or otherwise, for the carrying out of the teaching, supervision and advising of students, undergraduate and graduate, examining, administrative duties and research responsibilities which would normally be carried out by the applicant for Leave. Before finally approving the application for Leave, the Committee must be satisfied that the proposed arrangements, including any persons who may be proposed as substitutes, are satisfactory; that they have the approval of the Head of School, and that, where proposed substitution arrangements impinge on colleagues, that the consent of colleagues is forthcoming. All arrangements must receive the approval of the Committee.

5.2. The Research Sabbatical Leave Committee does not have at its disposal any funds to provide for substitution arrangements related to the grant of Research Sabbatical Leave.

6. Report on Research Sabbatical Leave Outcomes

6.1. Each person to whom leave is granted is required to present a comprehensive report to the Research Sabbatical Leave Committee, to be received in the Office of the Deputy President and Registrar not earlier than nine months and not later than twenty-four months after the date of return from leave. The report must be based on the 'Expected outcomes of the leave period' as set out by the applicant at section A3 of the Application Form and specifically address the extent to which each of the expected outcomes has been achieved. The report must make specific reference as to how the period of leave has impacted on the international standing of the staff member, her/his School, College and the University through, for example, publications in international journals, presentations at international conferences, etc. The report must be accompanied by the relevant up-to-date IRIS profile. The report must be countersigned by the relevant Head of School.

The report for leave should be sent by email, in **one combined pdf format** to: researchsabbaticalleave@universityofgalway.ie

- 6.2.** Receipt of a report, supported by the IRIS profile, deemed by Research Sabbatical Leave Committee to be satisfactory is a prerequisite to eligibility for the subsequent period of leave.
- 6.3.** Where the period of time since the research sabbatical leave has not been adequate for the full delivery of the outcomes, the Committee may choose to note the report and request a follow-up report within twelve months. Such noting of the report does not obviate the requirement to submit a satisfactory report prior to the subsequent period of leave. Where a report is noted, and a follow up report in 12 months is requested, the Committee must normally either accept or reject the follow-up report.
- 6.4.** In the event of a satisfactory report on the period of leave and up-to-date IRIS profile NOT being received in accordance with paragraph 6.1 above, the staff member shall normally forfeit their eligibility for the next period of research sabbatical leave. They will thus be eligible for a further period of leave not less than fourteen years from the beginning of the last period of leave granted.

7. General

- 7.1.** Research sabbatical leave will not be granted for the purpose of research towards a Ph.D.* Staff seeking leave for the purposes of undertaking a PhD should apply to either the:
- **PhD Scheme to assist Lecturers holding a Contract Type B to undertake and complete a PhD, or**
 - **Scheme to assist Lecturers holding a Contract Type A (formerly University Teacher) to undertake and complete a PhD programme**
- 7.2.** A member of staff on research sabbatical leave is required to inform the University in the usual manner of periods of sick leave or any other circumstance which may impact on the carrying out of the programme for which the research sabbatical leave was granted.
- 7.3.** The Office of the Deputy President and Registrar shall keep a register of persons granted research sabbatical leave, which may be appended to the President's Report to Údarás na hOllscoile, and of all reports on research sabbatical leave submitted to the Committee.
- 7.4.** A member of staff who is on leave shall not be allowed resign his/her post except in accordance with his/her Conditions of Appointment.
- 7.5.** A member of staff who does not serve in the University, on his/her return from research sabbatical leave, for a period equivalent to the period of the leave will normally not have that period of leave taken into account for the purposes of computing service for pension.
- 7.6.** A member of staff who is in receipt of external research funding should contact the Research Office to ensure compliance with the policy of the relevant funders while he/she is on research sabbatical leave as soon as a research sabbatical leave application has been approved in principle.
- 7.7.** This scheme will be reviewed not later than five years after the date on which it is approved.

* A PhD is not required for eligibility for research sabbatical leave, as long as all other requirements are met.

OLLSCOIL NA GAILLIMHEUNIVERSITY OF GALWAYRESEARCH SABBATICAL LEAVE COMMITTEEAPPLICATION FOR RESEARCH SABBATICAL LEAVE**Note 1:**

The Committee may decide not to consider an application on the basis that the Application Form is incomplete, required information is not included with the Form, or the information provided is not sufficient. **All sections of the Form must be completed.**

Note 2:

The application for leave should be sent by email, in **one combined pdf format**, to researchsabbaticalleave@universityofgalway.ie

Note 3:

The Research Sabbatical Leave Committee will not consider applications received after the due closing date.

SECTION A**1. Applicant Name and Dates of Leave Requested:**

Name:	
College and School:	
Period of leave requested (Exact Dates): (see para 1.3)	

2. Programme of Work to be Undertaken:

Institution at which leave is to be spent: (see para 1.2)	
Programme of work to be undertaken:	

--	--

3. Expected outcomes of the leave period:[†]

a. Planned publications

i. Peer-reviewed Journal Articles

Title	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Details	
Joint Institution (if applicable)	
Journal of Publication	
Expected Submission Date	
Expected Publication Date	
Co author(s):	

ii. Books

Title	
Authored or Edited?	
Place and Publisher	
Expected Submission Date	
Expected Publication Date	

[†] The expected outcomes of the leave should be expressed in terms of planned publications, including planned joint publications with international colleagues in other institutions, journals in which the publications are expected to appear, publisher in the case of monographs, expected submission and publication dates, conference papers to be presented, initiation and revision of courses planned subsequent to the leave, and other expected outcomes. **It is required that the report on the period of leave, to be submitted not more than 24 months after the end of the period of leave, be set against the expected outcomes detailed here.**

Co-author(s) or co-editor(s)	
Title	
Authored or Edited?	
Place and Publisher	
Expected Submission Date	
Expected Publication Date	
Co-author(s) or co-editor(s)	

iii. Conference Papers

Title	
Conference Details	
Date of Presentation	
Co-Presenter(s)	

Title	
Conference Details	
Date of Presentation	
Co-Presenter(s)	

iv. Chapters

Chapter Title	
Page numbers	
Book title	
Place and Publisher	
Joint Institution (if applicable)	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

Title	
Page numbers	
Book title	
Place and Publisher	
Joint Institution (if applicable)	
Expected Submission Date	
Expected Publication Date	
Co-author(s):	

v. Initiation and Revision of Courses

Programme Title	
Details	
Revisions and underpinning research	
Other	

vi. Other Expected Outcomes

	Details
1.	
2.	
3.	
4.	

4. CV

		Yes	No
Attach a cv (max 5 pages) providing information on research, teaching and curriculum development, contribution to the University and wider community over the previous five years	CV attached?		
Attach your up-to-date, accurate IRIS profile	IRIS profile attached?		

5. Previous research sabbatical leave, if any

Date of Previous Leave (if any):			
		Yes	No
Report on previous period of leave (see para 5.1)	Report attached?		
Report of additional outcomes since previous period of leave (see para 3.5)	Report attached?		

6. Statement of Work and Outcomes

		Yes	No
Append a statement (one page) setting out how the programme of work (2 above) and the expected outcomes (3 above) will contribute to the furthering of your research and teaching and contribute towards the achievement of the Operational Plan of your School or Institute.	Statement attached?		

7. Grants, emoluments receivable by applicant: (enclose relevant documentation)

a.	Name of paying authority:	
b.	Name of grant and/or emolument:	
c.	Amount of grant and/or emolument:	
d.	Activity for which this emolument is payable:	

8. Teaching or Other Paid Work while on research sabbatical leave:

		Yes	No
a.	Do you propose to undertake teaching duties at the institution(s) at which you propose to spend the leave?		
b.	If the answer to a. above is 'Yes' then specify the nature of the duties and the total number of contact hours:		
c.	If the answer to a. above is 'Yes' then specify the remuneration involved		
		Yes	No
d.	Do you propose to undertake consultancy or other paid work while on research sabbatical leave, other than teaching outlined in sections 8 a.-c. above?		
e.	If the answer to d. above is 'Yes' have you obtained permission in accordance with the 'Guidelines on Private Consultancy Work for Full-time members of Academic Staff'.		

SECTION B

Duties of Applicant:

1. Teaching and Examining:

- (1) All undergraduate and postgraduate teaching duties for the current year, **including supervision of minor dissertations**, should be set out in this section.
- (2) Full details of substitution arrangements proposed will be required from the applicant on Form APR/LA/2 in respect of her/his teaching and examining duties not later than 4 months before the commencement of the leave, if approval in principle is granted to take research sabbatical leave

Class Name eg. 1 st Arts, 2 nd Science, etc.	Course Number	Course Title	Contact Hours Per Year				Examination method
			Lecture	Tutorial	Practical	Other (specify)	
Total Contact Hours							

Note: Please note the requirement to return contact hours for the year (not for the week or for the semester).

2. Supervision of Postgraduate Research Students (major dissertation)

Full details of arrangements proposed for the supervision of Research Students will be required on Form APR/LA/2 not later than 3 months before the commencement of the leave, if approval in principle is granted to take research sabbatical leave.

Name of Student	Programme for which registered	Date of Registration	Date Award Expected

3. Research

- (a) The applicant should provide details of all ACTIVE externally-funded research grants in the table below.
- (b) Full details of arrangements proposed for the management of all active externally-funded research grants will be required on FORM APR/LA/2 not later than 4 months before the commencement of the leave, if approval in principle is granted to take research sabbatical leave. Furthermore, if approval in principle is granted to take research sabbatical leave, the applicant must contact the Research Office as soon as he/she is notified that research sabbatical leave has been approved in principle to ensure compliance with the research sabbatical leave policies of the relevant funding agencies.

Grant Number	Funding Agency	Start Date	End Date	Value of Award	Number of PhD students associated with award	Number of Research staff associated with award

4. **Administrative/Academic Leadership Roles**

(a) The applicant should provide details of all administrative/academic leadership roles in the table below.

Administrative	
1	
2	
3	
4	
Leadership	
1	
2	
3	
4	

SECTION C:

1. To be completed by the Applicant:

I hereby apply for Research Sabbatical Leave in accordance with the Guidelines and Procedures laid down by Academic Council.

Signature of Applicant: _____

Date: _____

2. To be completed by the Head of School:

		Yes	No
1	Are you satisfied that adequate substitution arrangements are in place to cover the applicant's duties during proposed period of leave?		
2	Are you satisfied with the applicant's proposed outcomes from the leave period? (i.e. are they realistic?		
3	Are they sufficiently ambitious, given that the member of staff will have a sustained period of time devoted to research?		
4	Do they significantly exceed the standard output norms for a member of staff in the discipline in question, who has the usual balance of teaching, research, administration, and contribution?		
5	Do the outcomes align with the research strategy of the School?		
6	Has this application been reviewed and, where appropriate, managed in terms of duration and start dates, etc, in the wider context of other leave requests within the discipline?		
7	Has the application been reviewed by the School Executive?		

Signature of Head of School*: _____

Date: _____

* In the case of an application from a Head of School the signature required is that of the Executive Dean of the relevant College

RESEARCH SABBATICAL LEAVE COMMITTEE
Confirmation of Leave Arrangements

This Form to be submitted not later than **four months** prior to the start date of research sabbatical leave by those to whom permission in principle to take leave has been granted. It shall be submitted to the relevant Head of School and Executive Dean.

A. Arrangements for carrying out teaching duties:

Class Name eg. 1st Arts, 2nd Science etc	Course Number	Course Title	Person responsible for teaching and examining the class in your absence	Has their consent been attained
Total Contact Hours				

B. Supervision of Postgraduate Research Students (major dissertation)

Name of Student	Programme for which registered	Arrangements for supervision while on research sabbatical leave

C. Research Management Plan

This table must be completed in respect of all externally-funded research grants and the Management Plan must be endorsed by the Research Office prior to submission of the APR/LA/2 Form to Head of School for approval.

<i>Scientific leadership of research:</i>	
<i>Financial responsibility of grant:</i>	
<i>Mentorship of students or other team members:</i>	
<i>Briefly outline how you will manage any serious matters that might arise which could adversely affect the delivery of the research programme during the research sabbatical leave:</i>	
<i>Is the timeline associated with the work plan impacted by the research sabbatical leave? If yes, please give details.</i>	

Signature of Vice-President for Research (or nominee): _____

Date: _____

D. Contribution to University, College, School and discipline:

Set out in full details of substitution arrangements proposed for carrying out the responsibilities listed by you in your application.

I confirm that the arrangements set out above in relation to the discharge of my teaching, examining and contribution to the University, College, School and discipline are in place for the period of my research sabbatical leave.

Signature of Applicant: _____

Date: _____

Arrangements set out above are in place and are sufficient for the discharge of the duties listed.

Signature of Head of School*: _____

Date: _____

* In the case of an application from a Head of School the signature required is that of the Dean of the relevant College