

MPS Sabbatical leave scheme

The University current policy in terms of sabbatical leave is to allow faculty members (FMs) to take 1 term of paid leave every 9 terms.

- Sabbaticals can be of 1 year or 6 months' duration.
- Unpaid leave is also available, and is not subject to the one-term-in-nine restriction.
- A FM who has accumulated enough service time at Sussex (4.5 year for a 6-month sabbatical or 9 years for a full-year sabbatical) and who is interested in taking a sabbatical must declare her/his intention to the HoD with adequate notice. This will normally be at least a year's notice before the start of the research leave, i.e. by the start of the autumn (spring) term in a given year for leave in autumn (spring/summer) of the following year. The HoD will discuss with the Head of School, and an answer given by November 30th for autumn leave and by February 28th for spring leave.
- The appropriate form, which accompanies this document, must be used.
- Sabbatical planning may form a part of appraisal.
- Sabbatical should be seen as a way to improve the research output of the department. The applicant will be required to write a short research proposal (half a page maximum) indicating how the sabbatical would lead to a significant improvement of her/his research. A final report of half a page will be expected.
- The supervision of PhD students (or arrangement of replacement supervision if appropriate) remains the responsibility of the FM on leave.
- A FM can opt out of the sabbatical scheme, with appropriate reduction in FTE (to 0.9) in regular teaching/admin workload.
- There will be an appropriate tracking for those on part time (modelled with FTE).
- Time spent on a fellowship (or other buyout) will not count as service time for a sabbatical unless the person on fellowship teaches, in which case the person will accumulate time towards a sabbatical in proportion to the amount of teaching done while on the fellowship.
- While FMs who have not opted out of the sabbatical system should expect to be able to take a sabbatical leave every 4.5 years or 9 years, it should be made clear that the final decision rests with the HoD and HoS who could ask a FM to delay the sabbatical. Service time accumulated during that time would count towards the next sabbatical.

- This policy began in the 2013/14 academic year, with service since that time being tracked within the CATs workload model within P&A.

- To help spread the number of FMs on sabbatical leaves, a credit system will be introduced: one can anticipate a sabbatical leave, which would delay the next one.