



## **Pontifical University, St Patrick's College, Maynooth**

### *Sabbatical Leave: Policy and Procedure*

2017

#### *Introduction*

Higher Education is constituted by the dual objectives of teaching and learning, and undertaking research. Staff members therefore are required to be involved and aware of the current research and practice within their discipline.

An integral part of the academic system in higher education, Sabbatical leave provides the opportunity for uninterrupted periods of time to allow for the initiation or completion of research or to experience practice elsewhere in education or related fields. Sabbatical leave is therefore in the interests of staff members, students and the Pontifical University. At the same time, sabbatical leave should not impose undue burdens on students, colleagues or on the University.

#### *Policy*

- Academic staff on permanent (or fixed-term) contracts are entitled to apply for sabbatical leave.<sup>1</sup>
- Academic staff may apply for a sabbatical for one semester's sabbatical leave after every four years. Alternatively, after seven years, a full sabbatical (two semesters) is possible.
- During the sabbatical, staff are expected to engage in professional research which will lead to an outcome.
- Although sabbatical leave is mainly for professional research, academic staff may also apply for sabbatical leave for pedagogic development.
- Sabbatical leave is normally granted on full pay, on condition that the member of staff is not in receipt of other remuneration. Otherwise a reduction in salary may be applied.
- The duration and commencement date of the period of leave being applied for shall be agreed by the applicant with the Subject Head, the Dean and the Sabbatical Committee in order to ensure the smooth running of programmes.
- Academic staff in management positions may apply for a full sabbatical on completion of the term of office, provided they have not undertaken a sabbatical in the previous four years.

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<sup>1</sup> This applies to staff on regular monthly salaries. Staff on fixed-term contracts will have three years' continuous service by the first day of the proposed sabbatical leave.

### *Procedure*

- Application for sabbatical leave must be made to the Sabbatical Committee, by way of the Sabbatical Leave Application Form (see below). The procedure followed is that a request is made, using the application below, to the Sabbatical Committee
- The Sabbatical Committee is comprised of: the President, the Dean, the Registrar, and the Director of Postgraduate Studies.
- The Sabbatical Committee is delegated to approve or otherwise any application for sabbatical leave and communicate the decision to the applicant.
- The Sabbatical Committee normally meets once a semester.
- Applications should normally be submitted by 1 December in the year prior to the commencement of the sabbatical period.
- Applicants are required to include with the Application Form a one-page statement outlining how the programme of work for the sabbatical leave, if granted, and the expected outcomes will contribute to the applicant's research and teaching.
- In the case of multiple applications, the Sabbatical Committee will take into account the distribution of the workload across a subject discipline or the Faculty as a whole.

### *Monitoring Sabbatical Leave*

- Retained in the Pontifical University Office, the Dean will oversee a record of periods of sabbatical leave approved and taken, to ensure that the timing of leave is unlikely to place other activities at risk.
- Staff who have completed a period of sabbatical leave are required to submit a report to the Sabbatical Committee no later than three months after their return. It must be based on the 'Expected outcomes of the Leave period' as set out in the Application form.
- Eligibility for a second or subsequent period of sabbatical leave is conditional on a satisfactory report, in accordance with prescribed timelines, having been submitted on the previous leave period.

*Agreed by the Faculty of Theology 2017 (See FT2017-2018 06)*



## APPLICATION FOR SABBATICAL LEAVE FORM

### Part One

1. Applicant: \_\_\_\_\_
2. Subject: \_\_\_\_\_
3. Period for which Leave is requested: (Exact Dates): \_\_\_\_\_
4. Date of period previous Sabbatical Leave (if any) \_\_\_\_\_

### Part Two

**The attention of applicants is drawn to the Policies and Procedures above. Please attach your responses to the following:**

5. Name the Institution(s) at which it is proposed to spend Leave (applicants are required to set out how the institution(s) at which it is proposed to spend the Leave address the objectives of a Sabbatical leave)
6. Outline a programme of work to be undertaken.
7. List the expected outcomes of the Leave period<sup>2</sup>

### Part Three

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>2</sup> **Note:** The expected outcomes of the Leave may include 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.