

School of Media, Arts and Humanities Research and Scholarship School Funded Leave Policy

1. PRINCIPLES

MAH views periods of leave as essential to the achievement of excellence in research and quality

outputs necessitates concentrated periods of study and writing away from teaching; successful grant applications demand time and focus; intense programmes of impact activity may be incompatible with the teaching timetable.

Accordingly, our School Funded Leave Policy is designed to:

- x Actively support the research strategies and scholarship needs of subject areas, including REF strategy and curriculum development
- x Be responsive to the needs of the School

- 2.7 Up to a maximum of 10% of FTE staff School funded leave in any given term can be supported across MAH. School/Department staffing and financial resources, including the leave of other members of faculty, may have a bearing on the quantity of leave awarded in each department.
- 2.8 In cases where more staff apply for leave than can be accommodated in a term given department applications will be prioritised according to the following criteria
1. *Relevant EDI considerations (applicants with a disability as defined by the Equality Act 2010, those returning from periods of maternity, adoption or shared parental leave);*
 2. *Career stage of the applicant, with priority given to early career academics;*
 3. *Length of time since the applicant last had leave;*
 4. *Relevant operational considerations for the department*
- Heads of Department will be asked to rank leave applications based on the criteria outlined above and this will be noted by the MAH Leave Committee when awarding leave. The MAH Leave Committee will also review applications on the basis of the planned outcomes of the leave and the relevance of these outcomes to the School's strategic aims and, where relevant, the upcoming REF submission. Final decisions on leave awards are made by the MAH Leave Committee, which is chaired by the Associate Deans for Research and Education.
- 2.9 Those undertaking School Senior Leadership roles (Head of Department and Associate Dean) are eligible to apply for one term's leave after three academic cycles in the usual way, and for appointments made before August 2023 local agreements on extended periods of leave following School Leadership role will be honoured.
- 2.10 For School Leadership roles appointed after August 2023, post-holders will not be automatically eligible for extended or additional periods of leave unless they have extended their term in the leadership role or they have been unable to take research leave for a period of 5 years (10 semesters or 15 terms) or more. For information on other mitigations for School Leadership roles and their effect on research and scholarship time please refer to the [Reward and Recognition for School Leadership Roles policy](#).
- 2.11 Holders of all administrative roles (including School leadership roles) are normally expected to complete their term in the role before taking leave. In exceptional cases, this may be varied if requested, as long as the variation meets both the School's and the University's needs (including business needs).
- 2.12 If a period of leave is disrupted by unanticipated events (for instance a period of severe illness) then the faculty member concerned should discuss with their Head of Department a potential reduction in the following year's PAW to mitigate that disruption (subject to teaching commitments). Disrupted leave cannot normally be repeated.
- 2.13 A return from leave report will be required within a month of the leave period ending. Failure to supply a report, or a substantial and unexplained discrepancy between the work proposed and the work completed will impact the Committee's consideration of subsequent applications for leave.

3. PROCESS

3.1 Leave Applications are sent by the applicant to ma@search@sussex.ac.uk by the deadline advised by the Leave Committee as circulated in the Dean's Update. Late applications without mitigating circumstances will not be considered. In the case of mitigating circumstances, these will need agreement from the Head of Department or