**HUMANITIES DIVISION**

**Application for sabbatical leave for Statutory Professors and Associate Professors**

**This form should be returned, in the first instance, to: HR Officer, Humanities Divisional Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG, for confirmation of leave entitlement.** ([academic.appointments@humanities.ox.ac.uk](mailto:academic.appointments@humanities.ox.ac.uk))

A further form is sent to members of staff after each period of leave granted, on which they are asked to state whether they consider they are better off financially than if they had not taken leave and, if so, what part of their normal university stipend in respect of the period covered by the leave they will forgo: at the same time they receive a request for a brief report on activities undertaken during the leave (see [Council Regulations 4 of 2004 | Governance and Planning (ox.ac.uk)](https://governance.admin.ox.ac.uk/legislation/council-regulations-4-of-2004#collapse1432861)), which is passed to the relevant faculty board[[1]](#footnote-1).

Please be aware that the International Working Arrangements policy is applicable to sabbatical/dispensation leave where the leave is partly or wholly undertaken overseas. The period of sabbatical/dispensation leave still constitutes work even if the duties undertaken are different. There may be obligations for the University to fulfil and additional costs to the arrangement which the faculty must first approve.

1. **Name of applicant**

2. **Faculty**

3. **College**

4. **Leave applied for**

Term(s) ……………………………………………………………………………………………………………………………………………………

5. **Purpose of leave: provide summary below or attach detailed information to application**

|  |
| --- |
|  |

6. **College leave[[2]](#footnote-2)**

(Paid) Term(s) Granted/Applied for/Not applicable

(Unpaid) Term(s) Granted/Applied for/Not applicable

7. **Special Paid or Unpaid (Research) Leave**

Do you intend to apply for funded research leave?

Please give details:

8. **Substitute teaching**

(a) Please comment on whether there would be any need for substitute teaching under the body to whom you are responsible for your teaching duties, in the form of

Lectures

Classes

(b) Do you normally provide teaching for any other body which might therefore need to consider substitute arrangements during your leave? **Yes/No**

If **yes**, please comment under the heads referred to in (a) above:

9. **Supervision of graduate students**

Do you intend to continue supervising your graduate students during the leave? **Yes/No**

If **no**, please confirm that alternative arrangements are being/have been *formally approved*

10. **Examining**

(a) Have you already accepted nomination as a public examiner during this period?[[3]](#footnote-3) **Yes/No**

(b) If **yes**, would you still be able to act if leave were granted? **Yes/No**

11. **Initial Period of Office**

Are you in the Initial Period of Office? **Yes/No**

If **yes**, please make sure to discuss and agree observation of your teaching with your assessor if necessary.

**Signed**  **(Applicant)**  **Date**

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***Statement to be completed by the Chair of the Faculty Board***

I confirm that the arrangements for substitute teaching and other duties are satisfactory and the application has been approved by the Faculty Board (or equivalent).

**Signed (Chair)**  **Date**

1. The term board should be taken as including the Committee for the Ruskin School of Art. [↑](#footnote-ref-1)
2. Please specify for which terms you have applied for or been granted leave. In the case of college leave, it is assumed that you have ensured that there will be no teaching or other difficulties on the college side if the university leave is granted. [↑](#footnote-ref-2)
3. A person whose duties include the duty of acting as examiner or assessor is required so to act ‘as and when requested to do so by a nominating committee or other competent body … unless he or she can show reasonable cause, to the satisfaction of the Vice‑Chancellor and Proctors, why on a particular occasion he should not do so’. Such persons who have already accepted nomination but who wish not to act during sabbatical leave must therefore make ***separate*** application to the Proctors as soon as possible, since no application for leave or dispensation will be approved in such cases until the application for release from the examining obligation is resolved. [↑](#footnote-ref-3)