



## **Guidance Notes for Jesus College Fellows Making Requests for Periods of Extended Special Leave (three terms or more)**

### **Overview of the process**

1. A clear proposal submitted in good time, for consideration at Academic Committee and Governing Body
2. To include proposed replacement cover, addressing type of appointment and cost of appointment
3. Assurance of support for the application from any other Fellows in the discipline

<b>1. A clear proposal submitted in good time, for consideration at Academic Committee and Governing Body</b>
---

### *The proposal should cover*

- Brief description of purpose of projected leave (i.e. the short description required by the grant-making body)
- details of leave scheme
- length of leave sought
- dates when leave would be taken
- University's internal deadline by which the College's statement of support should be sent in, and to whom (Divisional Research Co-ordinator/facilitator?)
- Please note that the Academic Director will prepare a table for Academic Committee and Governing Body showing any sabbatical or other research leave and any buy outs in recent years.

### *Timing for submission of proposal*

The request is needed in time to be considered at Academic Committee (which meets Wednesdays in weeks 0, 3 and 7) and Governing Body (Wednesdays weeks 1, 4, 8) before the submission deadline. Academic Committee papers are sent out the Friday morning preceding the week of the Academic Committee meeting, so requests need to be received well before this point.

NB The Research Services Office will not agree and put forward applications without college backing, so the process of obtaining college backing should begin as soon as an application is seriously contemplated.

<b>2. Proposed replacement cover, addressing type of appointment and cost of appointment</b>
--

To include

- proposed replacement cover post e.g.
- Fixed-term Fellow? Stipendiary lecturer? Part stipendiary lecturer, part retained lecturer, part capitation rates?
- How many hours?
- College-only post? Joint post with University e.g. departmental lecturer?
- Liaison between the applicant, the faculty/dept and the Academic Director could help address these questions.
- financial package available for replacement cover (the Divisional Research Co-ordinator/Facilitator should be able to provide this)

The College's position is that replacement cover costs should be cost neutral. A decision to depart from this position in any individual case would be as a result of exercising an academic judgment, in relation to advice on affordability, that this was necessary to assure the best possible substitute teaching and related provision.

<b>3. Assurance of support from any other Fellows in the discipline</b>
---

If there is another Fellow(s) in the subject of the person taking leave, are there any consequences for that person in terms of their workload, career stage, and their own leave applications which will need to be addressed?

Academic Director  
1 August 2020