

To All Tutorial Fellows & Any Senior Research Fellows & Hugh Price Fellows with Teaching Responsibilities
Sabbatical Leave 2024-2025

(also special leave of absence & partial dispensation from teaching duties – ‘buy outs’)

1) Tutorial Fellows

This note is to let all Tutorial Fellows know that applications for sabbatical leave (under bylaw 2.13(f)), for the whole or part of next academic year (2024-25) should be sent to the Academic Director (alexandra.lumbers@jesus.ox.ac.uk) no later than the Friday of 4th Week (**3 November 2023**).

Please ensure that your application sets out the following:

- Period of leave
- Purpose of leave
- Confirmation that, if there is another Tutorial Fellow or Fellows in your subject, they are agreeable to your taking the leave applied for
- Proposals for covering your teaching duties, noting that the usual assumption is that substitute teaching will be provided by one or more persons paid at the hourly rates set by the Senior Tutors' Committee or by appointment of a retained lecturer (to whom a small retainer is paid on top of the hourly rates, and limited dining rights are given). If you believe there is a case for appointing a stipendiary lecturer, the Academic Committee agreed it would want to see the following criteria addressed in the request:
 - Calibre of appointee required
 - Duties required e.g. hours of appointment, length of appointment
 - Subject expertise e.g. can any other Fellow in the subject provide organisational cover?
 - The 'employment market' for cover appointees

Fellows' current 'entitlement' to sabbatical leave is shown on the attached sheet. If you have any queries about the calculations, please contact the Academic Director.

2) Senior Research Fellows and Hugh Price Fellows with Teaching Responsibilities

Sabbatical leave arrangements do not apply to Senior Research Fellows and Hugh Price Fellows, who are governed by Bylaw 2.16, which provides that: "The Governing Body may at a Stated Meeting grant to a Fellow not being a Tutorial Fellow leave of absence from his/her duties on such terms as may appear reasonable, having regard to the terms of his/her appointment and the provisions of Bylaws 2.13 and 2.14."

It would be very helpful if any Senior Research Fellow or Hugh Price Fellow with teaching responsibilities in College could let the Academic Director know, again by **Friday 3 November**, whether they wish to seek leave of absence for all or part of next academic year, and to indicate the outline arrangements they propose for substitute teaching. It would also be helpful for any SRF or HPF without teaching responsibilities to let us know of any leave of absence in terms of planning College Advisors for our postgraduate students.

3) Partial dispensation from teaching duties ('buy outs')

Buy-out requests should be submitted, where possible, **before 3rd Week** meeting of Academic Committee of the term before the buy-out. Applications should include the following:

- Has the fellow had recent sabbatical leave?
- Has the fellow recently had a buy-out? If so was it for University administrative purposes or for research. Is the new request for the same purpose?
- Is the buy-out cost-neutral to the College?
- Has the fellow requesting the buy-out provided information on the proposed lecturer to cover the buy-out?
- Is another fellow in the same subject on leave or been granted a buy-out during the period proposed?

Those with a buy-out should still participate, as normal, with Admissions and other College administrative duties [committees, graduate advisees etc].

4) Special leave of absence

Tutorial Fellows, SRFs, and HPFs are reminded that, whilst applications under this heading may be made to the Academic Committee at any time, as much notice as possible is appreciated. Any faculty or departmental request for a buyout should also be accompanied by a request from the Fellow. For a period of extended special leave for research or teaching (3 terms or more), Fellows should request from the Academic Director the guidance notes agreed by Governing Body.