

Sabbatical NMBU - guidelines

(Confirmed by the University Board 06.11.2014. Amended 11.01.2017 and laid down by the rector by proxy)

This is a translated version of the Norwegian document “Forskningstermin NMBU – retningslinjer”. Slight deviations from the original text may occur.

Purpose

The purpose of the guidelines concerning Sabbatical by NMBU is to stimulate research and professional development at NMBU by giving academic employees opportunity and time for coherent and professional specialisation and development. The Sabbatical will give opportunity for contact with colleagues internationally and/or nationally aiming at future professional activity at NMBU.

The Sabbatical gives the employees opportunity to improve the quality of their own professional field of work through international cooperation by implementing major research or further professional research. The Sabbatical may be a tool for professional readjustment.

The system may be used in a flexible manner given by the financial framework of the faculty and with the precondition that the faculty responsibility for education and support is conducted in a prudent manner.

Who may apply

The Sabbatical system applies for permanent academic staff in teaching and research. Employees in positions without research and/or professional development obligation will not be covered by the scheme. It is a prerequisite that the employee has performed teaching and/or administrative duties throughout the vesting period as per 01.01.2014 at NMBU (formerly NVH and UMB).

Permanent academic staff may apply for sabbatical leave with full pay for up to 12 months. The employees who are granted sabbaticals are exempt from tuition and any other tasks/duties. Sabbatical may be organized in a different way if the individual applicant wishes and faculty board finds that it is possible to carry out the interests of the faculty's teaching and supervision duties. It may also apply for reimbursement of expenses associated with the Sabbatical leave .

12-month sabbatical is normally granted every 7 years, after a vesting period of 6 years or 6 month Sabbatical after a vesting period of 3 years.

Leave in connection with external assignments will normally not be counted from the qualifying period. Statutory maternity leave (salaried) will be deducted from the vesting period.

For associate professors where a gender is clearly underrepresented the Sabbatical can be granted every 5 years. The vesting period in this case is 4 years, as part of a qualification for the top position.

It is up to the faculty board to grant applications after a shorter vesting period, should there be specific reasons for doing so.

In extraordinary cases, the Dean may conclude an agreement on Sabbatical with shorter vesting period as part of the employment contract. This must have approval by HR and of Head of the organisation.

The Rector has a right to a 1-year Sabbatical for professional update when the term of office has ended.

Academic staff who have been elected/appointed to fixed term positions (deputy rector, Dean) are entitled to a 1-year Sabbatical for professional update when the term of office has ended. The Sabbatical for employees and elected/appointed persons in fixed contract positions will be financed from general posts in the university budget.

The application

Points to bring into the application:

- Information about time- and duration schedule for the Sabbatical
- Objective and work plan for the Sabbatical and a project description
- Report plan and work monitoring plan
- Finance plan
- An account of how the applicant's responsibilities will be covered during the given time period.

The application process

The faculty board is the decision maker for the Sabbatical application. There will be an overall assessment of the application where the following main topics should be included:

- The quality and relevance of the work plan
- Accordance between work plan, implementation and finance plan, and also the realism of the given Sabbatical time schedule
- Planned coverage of the applicant's obligations to the institute during the Sabbatical
- The applicant's professional production
- The applicant scope of teaching, including the supervision of ph.d.- and master students
- The applicant's administrative tasks in the institution
- Different qualification requirements

There will be a written contract describing implementation of the Sabbatical based on the application and the consideration made by the board. The contract is signed by the Dean and the employee who has been granted the Sabbatical leave.

Rights and obligations

The employee receives full payment during the Sabbatical leave, but is exempt from teaching and administrative duties.

The employee with a Sabbatical leave contract will decide his/her place of work according to the submitted plan and duty of presence.

The employee with Sabbatical leave contract is obliged to concentrate the efforts on the academic work based in the application.

It will not be permitted to undertake work, missions, education, examination, supervision, office or anything that may reduce the planned outcome of Sabbatical leave without the written approval of the Dean.

A brief report about results has to be sent to the faculty within 2 months after the Sabbatical has completed.

Application deadline

Application deadline is 15 April every year. The faculty board will process applications at the next faculty board meeting. Feedback to the applicant must be given as soon as possible and without undue delay.

Postponement of granted Sabbatical

Employees who have been granted Sabbatical leave, but who from various reasons wish postponement, have to send an application describing the reason to the faculty board.

Denied application – right of appeal

Denied Sabbatical applications may have a right of appeal within 2 weeks after the applicant has been informed by the faculty board conclusion in writing. The reasons for the appeal must be described.