



**HUMAN RESOURCES
SABBATICAL PROPOSAL**

Refer - Academic Sabbatical [UP 15/3](#)

Supporting documentation must be submitted with this form. Please complete checklist at Section 5.
Please refer to **Submission Process** at the top of Page 4.

SECTION 1 – STAFF DETAILS

Family Name _____ Given Names _____

Employee ID _____

Appointment Status Ongoing [] Fixed-term [] → Appointment End Date _____ (dd/mm/yy)

Position Title (eg, lecturer) _____ Work Area _____

SECTION 2 – INFORMATION IN SUPPORT OF APPLICATION

Total weeks of intended Sabbatical _____

Proposed start date of Sabbatical _____ (dd/mm/yy)

Proposed end date of Sabbatical _____ (dd/mm/yy)

Last Sabbatical start date _____ (dd/mm/yy) Last Sabbatical end date _____ (dd/mm/yy)

Please attach your last Sabbatical Report including the cover sheet approved by the Dean.

Date report accepted _____ (dd/mm/yy)

Please attach details of publications during the last three years (including co-authors, full titles, whether articles or books, first and last page numbers),

OR

A separate statement setting out the circumstances which led to no activity if there had been no publications in that period.

Research Grants received in the last three years

Noteworthy contributions made to teaching and learning in the past three years

Date of last Performance Development and Appraisal (PDA) _____ (dd/mm/yy)

(must have been completed within 12 months of this application)

Please attach an extract from your last PDA-Table of Specific Assessment (found immediately after Q.14 in Section 2). Note please do not attach the entire PDA document.

Leave

I declare that I do not have a projected Annual Recreation Leave accrual in excess of 8 weeks and my LSL will not have ceased at the date of commencing Sabbatical *(please see policy regarding requirement to clear LSL within 5 years of it becoming due)*.

Yes [] No [] → if no, please attach your approved leave plan

Annual recreation leave and Long Service Leave during Sabbatical cannot be booked on ESS.

- Human Resources will adjust the annual recreation leave balance, calculated on 10 days for six months Sabbatical in accordance with Clause 7 of the Policy. Any annual recreation leave in excess of 10 days must be requested through HR for system adjustment.

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SECTION 3 - DETAILS OF PROPOSED SABBATICAL

Please indicate under which criteria Sabbatical is being proposed. For further information, please refer to Clause 4 of the Policy.

Teaching Research

Amount and source of any expected remuneration (including grants, salaries, travel assistance, etc.) other than the Sabbatical Travel and Financial Support.

Please state proposed activities and objectives, including their purpose and the length of time to be spent in each proposed location (including any portion of Sabbatical in Perth). Indicate how these objectives will be achieved and what you see as the expected outcome for each:

OBJECTIVE	ACTIVITY	OUTCOME
<i>e.g.</i> I am currently doing research on 'X'. This activity will provide the opportunity to learn about new techniques in this area.	<i>e.g.</i> 1. Visit a colleague for ten days at the University of 'X' in Paris who is conducting similar research. 2. Spend time with a research group at the University of 'T' conducting latest research in 'P'.	<i>e.g.</i> 1. Completion of a research project. 2. Imparting research skills to UWA staff. 3. Better able to attract research grants related to the field.

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SECTION 4 - TRAVEL AND FINANCIAL SUPPORT

Will you be seeking a Sabbatical grant for any of the following? *(tick as appropriate)*

Yourself	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Your partner	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Dependent children*	No <input type="checkbox"/>	Yes <input type="checkbox"/> ->	Number of dependent children _____

SECTION 5 - SUPPORTING DOCUMENTATION

- Previous Sabbatical Report, including Cover Sheet
- Extract from Staff Appraisal – Agreed Ratings
- Approved Leave plan (if applicable)
- Details of publications during the last 3 years, or
- Statement setting out the circumstances which led to no activity during the last 3 years

SUBMISSION PROCESS

- Applicant to submit this Application to the Head of School
- Head of School to return this form and attachments to Applicant, if approved
- Applicant to submit application
- HR to confirm eligibility and provide report to Sabbatical Panel prior to end May, and
- Dean to inform applicant of Panel decision.

SECTION 6 - UNDERTAKING

I undertake and agree to the following conditions of my Sabbatical in the event that it is approved. I will

- return to the University at the end of the Sabbatical and serve for a period equivalent to the period of Sabbatical.
- not make any major change to the submitted proposal without the approval of the Dean.
- submit a written report on my Sabbatical within three months of returning to duty.
- refund and repay salary and financial support to the University if I fail to comply with the return to service or variation notification requirements above.

Statement of achievement relative to opportunity No Yes*

- I wish to submit a statement to the Dean. I understand the statement will be treated confidentially and will be managed by the person receiving that information in accordance with the University's records management practices and policies. This information should not be disclosed without my consent.

Signature

Date (dd/mm/yy)

Name *(please print)*

SECTION 7 - RECOMMENDATION OF HEAD OF SCHOOL

This proposal for Sabbatical is: Supported Not supported

I confirm the timing of the Sabbatical will cause the least disruption to the academic activities of the School.

Please provide a comprehensive statement explaining how teaching/unit co-ordination/HDR will be managed in your School.

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Please comment on:

- The academic soundness of the proposal;
- The value in enhancing the applicant's capacity to contribute to scholarly work generally, research and teaching;
- The extent to which you consider the activity would further the achievement of the aims and priorities of the School/Faculty and University including how the Sabbatical will support the School's targets in the Integrated Planning Exercise.

Signature (*Head of School*)

Date (*dd/mm/yy*)

Name (*Head of School*) (*please print*)

SECTION 8 - RECOMMENDATION OF FACULTY PANEL

This application meets the eligibility and criteria under the Policy: Yes No

If no, provide details:

The Faculty Panel recommendation*: Supported Not supported

* Panel documentation/notes will be retained within the Faculty.

Signature (*Panel Chair*)

Date (*dd/mm/yy*)

Name (*Panel Chair*) (*please print*)

SECTION 9 - DEAN'S SIGNATURE

Approval within my delegated authority - This Sabbatical application complies with the policy. I have considered the Faculty Panel's recommendation to support/not support, and approve that recommendation.

OR

Forwarding to SDVC for approval - This Sabbatical application does not fully comply with the policy. I have considered the Faculty Panel's recommendation and support their recommendation to approve.

Signature (*Dean*)

Date (*dd/mm/yy*)

Name (*Dean*) (*please print*)
