

Trent Institute for Learning and Teaching

Teaching and Scholarship Sabbatical Scheme, 2019-20

Colleagues are invited to apply for the 2019-20 round of sabbatical scheme awards offered by the Trent Institute for Learning and Teaching (TILT).

Overview of the TILT sabbatical scheme

The sabbatical scheme is intended to provide colleagues with dedicated time to pursue scholarship which will impact positively on learning and teaching at NTU. The proposal might be practice based and/or enquiry based. Some examples are:

- a. Innovation in learning, teaching, assessment, or professional practice with a plan to disseminate.
- b. Developing innovative approaches to curriculum design and delivery and new course development.
- c. Integration of key themes into learning and teaching practices, such as employability, globalisation.
- d. Researching and testing innovative approaches to learning and teaching or developing new products and means of engaging students in learning.
- e. Pedagogic research and scholarship, including writing and submitting a research bid.

The TILT Sabbatical Scheme is competitive and offers funding to enable salary buy-out (for up to six months) for successful applicants. The broad parameters governing the Scheme are the same as those in NTU's [Sabbatical Leave Policy Procedure](#).

How the Scheme works

1. Resources available

TILT is offering a small number of funded sabbaticals for 2019-20, awarded on a competitive basis. The funding is available—in the form of salary replacement—to the School or Department to release the sabbatical holder.

Additional funding, to a maximum of £1,500, is available to successful applicants to cover costs associated with the sabbatical. Examples include:

- ❖ Purchase/hire of new equipment/resources to use in learning and teaching, where these are not already available within NTU
- ❖ Travel and subsistence for visits to other organisations/HEIs
- ❖ Purchase of resources and materials to inform practice.

All purchases must follow NTU procurement procedures and conditions. Any equipment (e.g., a laptop or audio recorder), books, or other resources purchased using these funds remain the property of the individual's School or Department on conclusion of the project. This is to assist with on-going dissemination and sharing of practice.

2. Eligibility to apply

- Academic and Professional Services staff are eligible to apply
- Applications must be supported by the individual's line manager
- Applicants must have achieved Fellowship of the Higher Education Academy at Associate Fellowship level or above to be eligible for this Scheme (if your application is pending you must be able to demonstrate that you have applied)
- Applicants should have worked at NTU (including Confetti) for a minimum of three years.

3. Length and timing of sabbaticals

Sabbaticals for up to six months will be considered. Applications should be made by the deadline of **midnight on 20 January 2019**.

Applicants should indicate when they would plan to start the sabbatical.

One or more 'keep-in-touch' meetings may be requested during the Sabbatical to ensure Sabbatical holders are receiving any necessary support from TILT.

4. Making an application

The application must:

- Contain objectives that are in support of University and School/College strategic goals, supported by the Head of Department or line manager;
- Be scholarly, that is be contextualised with reference to practice experience, practice occurring elsewhere and relevant literature in the field;
- Identify the anticipated outcomes of the sabbatical leave; these need to be measurable and to relate to the objectives of the leave;
- Present a plan for the proposed use of time and other resources, which identifies inputs to the sabbatical leave;
- Set out the monitoring and evaluation process which will underpin the plan;
- Identify any funding sought (up to £1,500), on what this will be spent (it must be spent during the financial year in which the Sabbatical takes place);
- Include a plan for dissemination of the learning and outcomes from the sabbatical;
- Support the professional development of the individual member of academic staff.

5. Supporting evidence

Evidence of the applicant's track record in teaching, scholarship and supporting learning should be provided. The following is extracted from the [NTU Sabbatical Leave Policy Procedure](#):

"Staff must compile a portfolio of evidence to support a teaching-based application, e.g. course materials prepared for students, evidence of curriculum development activities or innovative strategies in teaching and learning, publications on teaching-related matter, awards etc."

The Sabbatical Review Panel will be looking for evidence that the applicant has sufficient experience and knowledge to suggest a sabbatical will be successful and will progress effectively within the timescales proposed. Evidence should be carefully selected and should be presented succinctly.

6. Application process

An application form is appended and should be submitted along with the supporting evidence. The applicant should identify an appropriate mentor within or outside their School/Department to support them in devising and implementing their submission. The application should be developed with, and supported by, the applicant's Head of Department or line manager prior to submission.

A Sabbatical Review Panel, chaired by the Deputy Vice-Chancellor, Professor Eunice Simmons, and including student representation, will consider all applications and will make the awards.

7. Review criteria

The Panel will be seeking projects that have the potential to move NTU's learning and teaching agenda forward. The criteria by which each application will be judged are:

The objectives and ambition:

- a. It has the potential to impact positively on learning and teaching at NTU and is ambitious and/or innovative/forward thinking
- b. It contains objectives that are in support of University and School/College strategic goals, supported by the ATL/line manager
- c. It includes an ambitious and realistic plan for dissemination of the learning and outcomes from the sabbatical both within and without NTU. This should be clear and as explicit as possible, for example, provide details of which course teams or departments will be involved, the name of target journals or conferences, etc
- d. The sabbatical will support the professional development of the individual member of academic staff.

Appropriate level of detail provided:

- e. The proposal is scholarly, i.e., it refers appropriately to research or practice in the field and explains how the project will build on this or address a gap
- f. There is a clear plan for the proposed use of time and other resources
- g. It has measurable outcomes which relate to the objectives of the leave
- h. It includes a monitoring and evaluation process which will underpin the plan
- i. Any additional funding sought (up to £1,500) is summarised. This must include what will be purchased and when (it must be spent during the financial year in which the Sabbatical takes place)
- j. The applicant provides appropriate evidence that they have sufficient experience and knowledge to suggest a sabbatical will be successful and will progress effectively within the timescales proposed.

Appendix

TILT Sabbatical Leave Application Form

PART A: TO BE COMPLETED BY THE APPLICANT

Applicant information

Name:	
Job Title:	
Department:	
Length of Service with NTU:	
Year of achievement of HEA Fellowship:	
Proposed start date and duration of sabbatical leave:	
Organisation at which you would be based, if outside of NTU:	
Location at which you would be based, if outside of NTU:	
Name of mentor supporting application and implementation:	

Details of previous sabbaticals undertaken at NTU or elsewhere	Duration/dates

If you are applying for a sabbatical that is also likely to attract funding from another funding body, please provide details of any external funding applied for:

Name of funding body	Title of scheme	Duration and value of award

Objectives: outline the **objectives** and **anticipated outcomes** of the sabbatical, which must be in support of University and School/College strategic goals. **Please refer to point 4 (page 2) in this document.**

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Proposed Programme of Work/Resource Plan: outline the proposed programme of work, the use of time and other resources and any funding required to support the sabbatical - identifying inputs to the sabbatical and measurable targets and outputs

Monitoring and evaluation process: summarise how progress will be monitored and the evaluation approach for the sabbatical

Please attach a portfolio of evidence in support of your application which demonstrates evidence of your track record in teaching and supporting learning. This should be an electronic document. See point 5 (page 2) for guidance on what this might include.

Signed _____ Date _____

Terms and conditions for successful applicants:

- Publicity related to the outcomes and successes of sabbatical funding must include reference to the Trent Institute for Learning and Teaching.
- Successful applicants are expected to support TILT publicity and may be asked to contribute to future TILT events.
- Applicants must inform TILT of any successes or outputs such as subsequent awards and publications.
- The Sabbatical must be taken in the year in which it is awarded. Except in exceptional circumstances, funds cannot be carried over and TILT will not be able to arrange for any extension of the funds into the subsequent financial year.
- Any equipment, books, or other resources purchased using these funds remain the property of the individual's School on conclusion of the project, to assist with dissemination and sharing of practice.

Please forward the signed Sabbatical Leave Application Form and supporting documentation to your manager for completion.

PART B – TO BE COMPLETED BY THE MANAGER

How would sabbatical funding support the professional development of the applicant?

I confirm that the criteria identified within the Sabbatical Leave Policy have been applied and I support/am not able to support the application (delete as appropriate).

Name (print) _____

Job Title_____

Signed _____ Date_____

N.B. Where the application has not been supported, written confirmation of the reasons for this must be provided by the manager to the applicant.

The completed and signed Sabbatical Leave Application Form should be passed back to the member of staff who should email it to [Catherine Gillam](#) with the subject of the email entitled 'TILT Sabbatical Scheme Application' by the deadline stated above.