

## **REGULATIONS**

### **on Sabbaticals for Teachers at the University of Akureyri**

#### **Introduction**

According to the Act on Public Higher Education Institutions No. 85/2008, the University of Akureyri is an independent scientific educational and research institution. Its role is to conduct teaching, research, search for knowledge, and creation in the fields of science, technology development, or arts. According to Article 15 in the above-mentioned Act, the University Council sets rules on the professional duties of individuals recruited for academic positions, as well as regarding their occupational leaves. Article 20 of the Regulations for the University of Akureyri No. 387/2009 specifies an authorisation of the University Council to grant permanent lecturers of the University sabbaticals according to further regulations set by the University Council. A university is a knowledge centre and part of an international educational and scientific community. Sabbaticals are intended to benefit both instructors and the pertinent School/faculty at the University of Akureyri. During their sabbatical, teachers concentrate solely on research.

#### **I. Sabbaticals**

##### **Article 1**

a. Permanent lecturers at the University of Akureyri can apply for a sabbatical if they fulfill the requirements specified in sections b-g below. Permission for a sabbatical is not granted unless the faculty member in question has met his or her full teaching and management requirement during the previous six or twelve terms depending on whether the application is for one or two sabbaticals.

b. Sabbaticals may only be granted to those who can demonstrate that total points for research amount to at least 10 points per year on average, during the past 3-5 years, depending on which is more favourable to the applicant in question. [As of 15 September 2014, [at least 10 research points on average per year, during the past 3-5 years, must be from the following categories of the Evaluation System for Public Universities:]1)

- i. A2 (books), though not A2.4 and A2.5
- ii. A3 (book chapters), though not A3.4
- iii. A4 (journal articles), excluding category A4.4
- iv. A5.1 (articles in international conference publications)

c. Permanent lecturers in at least a 50% position shall have a right to apply for a sabbatical in the same way as those in a full-time position. In the case of a part-time position, the above-mentioned criteria shall be assessed on the basis of a percentage of full-time equivalent according to an employment contract.

d. Deans, Heads of Faculty, and Heads of Department earn the right to apply for a sabbatical, as if they had held a regular teaching position. Only those who meet the above-mentioned minimum rating for publication of peer-reviewed material can apply for a sabbatical.

e. Permanent lecturers must have worked for a minimum of six terms (three years) in order to apply for one sabbatical or twelve terms (6 years) in order to apply for two sabbaticals.

f. A teacher who applies for a sabbatical shall submit a proposal to the Dean/Head of Faculty concerning who will take over his/her teaching duties during the sabbatical so as to ensure that teaching will be conducted in a normal manner in the courses which he or she is responsible for or participates in.

g. If a teacher has, for unavoidable reasons, not fulfilled his/her teaching duties at the University of Akureyri, e.g. due to illness or a paternity/maternity leave, this does not affect his/her right to a sabbatical. A teacher's overtime hours do not increase his/her right to a sabbatical, nor do they influence his/her salary during the sabbatical.

1) Amended with Article 1 in Regulation No. 636/2013

## **II. Applications**

### **Article 2**

a. Applications for a sabbatical for the next academic year shall be submitted on the appropriate forms to the Research Administration of the University of Akureyri at the latest on 15 September of each year.

b. The application should contain comprehensive information on how the applicant plans to use the sabbatical, e.g. a description of goals, connections to science institutes both in Iceland and abroad, expected outcome, publishing and introduction of results. An appropriate length for this report is 500-1000 words. Attachments can be submitted with the application.

c. In order to be considered for sabbaticals, applicants must have submitted annual point Evaluation reports for the previous three years at least. A report on the last sabbatical must have been submitted before a new application can be considered (see further in Article 5).

## **III. Handling of applications**

### **Article 3**

a. The Rector appoints a three-person Sabbatical Committee for three years at a time. The Committee processes applications and submits proposals to the Rector on who shall be granted a sabbatical. The Committee is appointed in the following manner: Two representatives appointed by the Rector, one of whom shall be the Committee Chair. The Rector appoints one person as their deputy. The Association of University Teachers in Akureyri nominates one representative, and Professors employed at the University of Akureyri another one. One of them shall be appointed a representative on the Committee, the other one a deputy.

b. Research Administration inspects whether the documents listed in Section c of Article 2 have been submitted and an application is only valid if these documents have been received. The Sabbatical Committee goes through the applications and decides whether they meet requirements for the granting of a sabbatical.

c. If not all valid applications for sabbaticals can be granted, applications will be arranged according to the number of research points which [applicants have accrued. Research points are counted from the time when counting of points ended in relation to the last sabbatical of the person concerned, or from the time when he or she began work, a maximum of 10 years in the past.]1).

If a situation arises where two or more applicants have an equal number of research points and only one can be granted a sabbatical, the Committee arranges applications according to the time which has passed since the applicants were last granted a sabbatical.

1) Amended with Article 2 in Regulation No. 636/2013

#### **IV. Processing of applications for sabbaticals**

##### **Article 4**

The Rector grants sabbaticals to teachers after they have been accepted by the University Council. The Rector can in exceptional cases and due to special reasons grant a sabbatical outside of the application process described here.

#### **V. Creation of reports**

##### **Article 5**

Two months after a sabbatical ends the teacher should submit a report about the leave to Research Administration. It should describe the content of the research and what has been achieved by it. The following points, among others, should be considered when making the report:

1. What work was done during the research sabbatical?
2. How may this work translate into published research projects?
3. Participation in conferences, lectures held?
4. Was the research a part of a long-term research project?
5. Was a specific research or development project completed?
6. To what extent was the groundwork laid for ongoing research in the research sabbatical?
7. Was the research work based on collaboration with other parties, in Iceland or abroad? Was a new collaboration formed?
8. Use of tools and facilities (research labs, libraries) during the research sabbatical?
9. Residency (where, for how long and other key factors).

The Sabbatical Committee reviews the reports and sends a copy to the Dean of the relevant faculty.

#### **VI. Salary, daily allowance, and travel costs**

##### **Article 6**

a. Calculations of teachers' salaries during sabbaticals are based on the average percentage of full-time equivalent of the previous 6 years (12 terms) or 3 years (6 terms), as applicable.

b. Applications shall include an estimate of travel and subsistence expenses for sabbaticals if applicable. Travel and subsistence expenses may be paid in part or in full, but the maximum amount paid is 1.500.000 ISK for two consecutive sabbaticals. The Sabbatical Committee makes proposals on allocation, but the University Council makes a final decision on payment of travel and subsistence expenses.

## **VII. Insurance**

### **Article 7**

Teachers who stay abroad for sabbaticals must take special care of their insurance. Healthcare costs due to sudden illness or accidents are subject to social security regulations, which vary between countries.

## **VIII. Entry into force**

### **Article 8**

These regulations are set on the basis of Article 20 in the Regulations for the University of Akureyri No. 387/2009 and immediately enter into force. Simultaneously, Regulations on Sabbaticals for Teaching Staff at the University of Akureyri No. 157/2008 become void.

*Approved by the University Council of the University of Akureyri, 30 March 2012.*

**Stefán B. Sigurðsson, Rector**

*Sigurður Kristinsson, Deputy Chair of the  
University Council*