

## FACULTY OF MEDICINE AND HEALTH

### ACADEMIC DEVELOPMENT FUNDING FOLLOWING A PERIOD OF LEAVE

#### INTRODUCTION

1. The purpose of this funding is to enable academic staff (including teaching and research staff) to maintain their academic trajectory and advancement of their academic career whilst on a period of leave or to enable them to re-engage with it at the end of the break. It is intended that the additional funding will enable staff to maintain and develop their research and professional career whilst on leave. It is recognised that taking and returning to work from such periods of leave can be a challenging time, juggling personal responsibilities with work commitments.
2. It will allow academic staff (including research and teaching staff) within the Faculty of Medicine and Health to apply for an additional financial award of **up to** £15k per person to provide support during /following a period of maternity, parental, adoption, shared parental leave, a career break taken to undertake caring responsibilities or sickness absence. The funding under this policy is only available following a period of leave, normally lasting a minimum of 6 months.
3. This fund has been established as part of the Faculty's aim to support the careers of academic staff (including teaching and research staff).
4. This fund does not replace the funding normally available for staff at School/Institute level but is additional funding to support the development of your academic career following a break to care for a child or close relative.
5. This policy is in addition to University policies and does not intend to replace or amend them.

#### ELIGIBILITY

6. All academic staff (including research and teaching staff and those on joint appointments), who at the date of starting a period of leave outlined above, must have a minimum of 12 months service with the University, who have taken a single break, normally of at least 6 months, for caring responsibilities or sickness absence and intend to return to an academic career for a minimum period of 12 months.

#### FUNDING AVAILABLE

7. There is a **maximum** of £15k per person per annum available through this fund. Funding can be applied for as a single lump sum or in smaller support packages.
8. Staff accepting this award will be expected to produce a short report outlining how the funding has been used and the impact this has had on their career.

#### EXAMPLES OF HOW FUNDING COULD BE USED

9. Funding under the scheme can be used for any legitimate purpose identified by the applicant that **addresses a clearly identified barrier to return to research and/or teaching and demonstrates a link to career development in research and/or teaching**. This is about the individual and their career trajectory and is not intended to be used to back fill activity when the candidate is absent (this is an existing School responsibility). The scheme will not fund routine childcare costs,

consumables for pilot studies etc and does not replace other funding mechanisms e.g. Wellcome ISFF. The scheme is not prescriptive, and could include, but is not limited to:

- a. indirect childcare/other care costs to attend a conference, other research-related or scholarship activity (for example the travel expenses of the person caring for the child whilst you attend a conference);
- b. funding for a fixed term researcher to maintain activity during a break;
- c. training to support career/ professional development for example where the training is relevant to the reengagement or where a training event could not ordinarily be attended because of the break. This might include training on new student support systems or technology-enhanced learning developments;
- d. short-term secondments to enable you to 'get up to speed' with recent research developments;
- e. short-term research support, for example to generate preliminary data to support research grant applications if there is no alternative funding;
- f. short-term research or administrative assistance;
- g. Conference attendance to enable you to re-establish your profile, or update teaching and assessment skills;
- h. travel and accommodation costs of research collaborators coming to Leeds to assist you to re-establish your research profile (intended to reduce the need on the returning carer to travel and may support work-life balance);
- i. costs to support the updating of modules or programmes, such as travel costs associated with developing collaborations, involvement of external partners, or investigating new technologies or approaches.

This list is not exhaustive and any reasonable applications will be considered providing the link to career development in scientific research can be demonstrated.

## **10. APPLICATION PROCESS**

- i. Applications may be made 6 months prior to commencing a period of leave and up to 12 months following a return from leave. Individuals may apply at any time throughout their period of leave.
- ii. Prior to making an application this should be discussed with your line manager to ensure there is no alternative funding available.
- iii. The attached application form should then be completed and submitted to HOS/Institute for initial approval.
- iv. Applications should then be submitted to HR via the pro forma.
- v. Applications will be considered by the Faculty Operations Group within one month of receipt.

## **11. EVALUATION**

This scheme will be reviewed in April 2020

**June 2018**