



University of  
St Andrews

## University funded (paid) Education Development Leave for academic staff

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	Academic staff
<b>Applicability date</b>	31/08/2022
<b>Review / Expiry date</b>	30/08/2025
<b>Approved date</b>	17/01/2023
<b>Approver</b>	Senate Policies
<b>Document owner</b>	Deputy Head / Academic Policy Officer
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>EDI review/Equality impact assessment</b>	None
<b>Key terms</b>	Staff/Annual leave and other absence
<b>Purpose</b>	To support academic staff to develop new educational strategic projects or substantially new degree programmes, or to explore new methods and philosophies of teaching.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Links to application and report form added	approved	Emmy Feamster, Deputy Head of Education Policy and Quality	20/12/2022

The purpose of Education Development Leave (EDL) is to contribute to the University's Education Strategy by supporting and enabling academic staff to develop educational expertise or enable the delivery of new and innovative educational offerings, leading to the highest quality of student experience.

EDL is not an automatic entitlement but granted against an ambitious case for support and a record of high quality, and/or potentially high quality, performance. Under exceptional circumstances, the University reserves the right to revoke permission for EDL. Permission to go on EDL carries no automatic commitment by the University to contribute to, or meet, travel or other expenses.

Proposed projects must have enough scope to satisfy schools that there will be a significant educational benefit to the school or the University, or significant University, national or international impact. Applicants are recommended to discuss their project with CEED and relevant members of the decanal team to receive support and advice on the outputs.

Backfill for staff on EDL might be reconciled by the candidate in conjunction with the School, this could be through utilisation of a pooled resource of volunteering staff on a *quid pro quo* basis in the same way as Research Leave is facilitated. Budgetary and work load issues arising from the provision of teaching and administrative cover must be covered through School budgets. As with Research Leave, EDL must only be granted when the School is confident that all its teaching commitments will be met while the colleague in question is on EDL.

Some examples of outputs and impact that might attract full time EDL might include

- Series of new joint educational provisions with significant novel pedagogy
- Series of new UG or PGT provisions with significant novel pedagogy
- Development of a range of online or distance learning courses
- Development of a University taught professional qualification
- Design, set-up and initiation of a multi-centre national or international pedagogical research project
- Creation and implementation of national education policy or guideline paper
- Organisation of a multi-national conference on Education
- Design and implementation of novel pedagogy on an existing course
- Development of a local or national teaching e-resource
- Experience of teaching and learning in a strategically important partner institutions informing education development at St Andrews in a tangible way
- Multi school action research development
- Deliver some of the above outputs via making significant contribution in terms of leadership, e.g. being the leader of a team delivering some of the above outcomes

### **The application**

Applicants should submit their applications for EDL to their Heads of School, using the [application form](#). Applications should normally be made a minimum of one academic year in advance of the proposed start date to ensure adequate provision for teaching and administration cover can be put into place through the DoT and HoS. If cover can be

provided faster than this, exceptions can be made by the school. Candidates whose application has not been granted can request feedback and can re-apply in the next cycle either with a new project or with an amended version of the previous project. Those whose applications are accepted cannot apply again for a period of eight semesters' service following completion of the active project period.

Applications should include a full, detailed description of the proposed project, any preliminary work, the impact and outcomes of the project and the benefits to the School or University. Applications should include: the preferred dates for the leave to start and finish, where the project will be conducted, and how the teaching and administration will be covered and by whom. If appropriate, candidates should include details of any external funding secured, this might be of interest to any Schools prepared to match funding for strategically important projects.

With the exception of individuals applying for the first time, applicants should provide an outline of the outputs which have arisen from their last period of leave (whether it be Research or Education Development Leave).

### **Approval**

Consideration of School support for applications for ED leave will be by a panel which should include as a minimum the HoS (or delegate), the DoT (or delegate) and at least one other member of the academic staff.

Applicants are encouraged to discuss their application with the Director of Teaching and relevant colleagues to ensure alignment with School and University strategic objectives.

The Head of School will be asked to comment on the application and confirm that the proposed teaching cover is adequate and within current teaching and learning guidelines. The Head of School must also consider School priorities when considering and prioritising leave requests. In making any recommendation, the Head of School may consider it appropriate to share applications with the School's Teaching Committee and seek its advice.

Applications receiving support from the Head of School must be forwarded to the Proctor for approval and Human Resources at least three months before the leave is due to begin.

### **Eligibility**

Education Leave (EDL) is available to staff on any academic contract: both Research and Teaching and Education-focused; full and part-time; Grade 6 and above. It is intended to provide applicants with a period of up to 1 semester (18 weeks) in which they are relieved of all usual teaching and administrative duties and can focus their activity on addressing a significant educational project.

Candidates must have been in continual service for eight semesters/four years or the PT equivalent without ED or research leave. The opportunity for EDL is offered as an alternative to research leave – staff will only be allowed one of these forms of leave within the School's normal cycle.

Proposed projects should have projected outcomes and or impact of significant value to the School and/or the University. It is within the scope of the panel to determine the value of the project (see section on content for suggested output).

Candidates seeking a second or subsequent period of EDL must demonstrate successful outcomes or impact from previous iterations before leave can be granted. Exceptional circumstances (including periods of parental or carers leave) preventing these achievements will be considered by the panel as part of the application.

Education Development Leave is not normally granted to a member of staff known to be leaving the University's employment at the end of the period of leave and if a resignation is received after the granting of leave the Education Leave will normally be rescinded.

Approval for a period of Educational Development Leave will carry with it entitlement to full salary for the period of the leave, a member of staff on leave will be subject to the University policy on external work in operation at the time.

The member of staff will normally be relieved of all university duties, administrative, departmental, committee or otherwise during the period of Education Leave, other than supervision of doctoral students. In the case of Heads of School or Director of Teaching an Acting Head or Acting Director will normally be appointed.

A member of staff who suffers from a period of long-term ill health while on Education Leave should inform the University in the usual way. Where the absence is likely to affect their research, advice should be sought from the Head of School.

### **After the Period of EDL**

Staff who are granted leave are required to complete the [report form](#) after the period of leave. The form contains a reminder to indicate the outcomes of the leave. The completed report form should be returned to the Head of School within two months following the end of the period of leave. The Head of School will provide comments on the report in the specified box on the form. The report should then be signed off by the member of staff and the Head of School and a copy submitted to the Vice-Principal Education.

*Teaching and administrative cover.* Backfill for staff on Education leave will be reconciled by the candidate in conjunction with the School. This might be through utilisation of a pooled resource of volunteering staff on a *quid pro quo* basis, managed either formally by the School or informally by the academic staff member. DoTs should work with candidates to resolve cover issues and should always provide a final sign off on any submitted plan for cover provision. Budgetary issues arising from the provision of teaching and administrative cover are expected to be a matter for the School.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	New policy	approved	Professor Clare Peddie, Vice-Principal Education, Principals' Office	25/05/2022
1.1	Links to application and report form added	approved	Emmy Feamster, Deputy Head of Education Policy and Quality	20/12/2022