Policy and procedure
Warwick Academic Returners Fellowship
In Summary

The University is committed to addressing the recruitment and retention of excellent academic talent, and recognises that absence due to maternity/adoption/extended paternity and long-term parental leave, can have a detrimental impact on research programmes and subsequent publications.

The aim of this policy is to provide central ‘buy-out’ funds for the teaching and administrative duties for those on full academic contracts, who are returning to work from long term leave, such as:

- Maternity/adoption
- Extended paternity
- Long term parental leave
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APPENDIX 1 – APPLICATION PROCESS FOR WARWICK RETURNERS FELLOWSHIP

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1. Eligibility

1.1. The Fellowship is available to staff (in the staff categories listed below*) in all Faculties and would be of benefit to both genders, but particularly females:

- Assistant Professors
- Associate Professor
- Reader
- Full Professor

*Where contracts include research, teaching and administrative duties.

1.2. The period of the Fellowship will be for between six or twelve months (matching the amount of leave taken). The Fellowship will be for a minimum of six months.

1.3. The award would enable staff to fully concentrate on their research work upon returning from long term leave.

1.4. The award would allow the home department to relieve the member of staff of any teaching and administrative duties in order to focus on their research.

2. Financial implications of the Fellowship

2.1. The award will provide central funding for up to 60% of replacement staff costs for between six or 12 months.

2.2. The additional funds must be used to ensure that the academic focuses on research activities.

2.3. The money should be used to employ replacement staff or pay current staff to undertake the additional teaching or administrative duties.

3. Training/education

3.1. Staff returning from long term leave, may require other support to help them with the transition back into their research programme, therefore consideration should be given to any training/development that may be required.

3.2. Returning staff should be encouraged to consult with the Learning and Development Centre (LDC), who offer a wide range of training programmes. See [http://www2.warwick.ac.uk/services/LDC](http://www2.warwick.ac.uk/services/LDC)

3.3. In addition, LDC provide coaching and mentoring support, including one to one coaching, three way coaching and coaching through reflective writing.

4. Application process

4.1. The application process can be seen in Appendix 1.

4.2. The application form can be seen in Appendix 2.
4.3. Upon completion of the Fellowship, recipients of the award will be required to write a report outlining the benefit of the fellowship, and in particular how the award has accelerated their research, highlighting any outputs including publications.

4.4. By accepting the award, the applicant agrees to the completion of the report at the end of the Fellowship.

5. Further information
5.1. Further information can be obtained from contacting the HR Adviser for your department.

6. Equality analysis
6.1. The University of Warwick recognises its responsibility to ensure that no-one is discriminated against or disadvantaged, through membership of any particular group, or on the grounds of age, disability, gender, race, religion or belief, or sexual orientation. For additional information please refer to the University’s Equality and Diversity website at http://go.warwick.ac.uk/equalops/

6.2. This policy has been assessed as being of medium relevance to our duties under the Equality Act 2010 legislation, and the University will review its impact on equality and diversity, identify any inequalities by annual monitoring, and will take action where necessary.
APPENDIX 1 – APPLICATION PROCESS FOR WARWICK RETURNERS FELLOWSHIP

Head of Department
- Makes the academic member of staff aware of the Fellowship no later than two months before the maternity/adoption/extended paternity/parental leave.

Human Resources
- Will communicate details of the Fellowship when confirming maternity/adoption or extended paternity/parental leave and pay details.

Applicant
- Must inform the Head of Department that they wish to take up a Fellowship three months before they return from the leave.
- Agrees with the Head of Department a brief outline of the planned research activity and expected outcomes including intended dates, using the template in Appendix 2.

Head of Department
- Confirms details of the Fellowship.
- Forwards the statement of support and application to the Director of Human Resources.

Director of Human Resources
- Confirms the application.
- Logs the application centrally and forwards all paperwork to the HR team.

Human Resources
- Upon receipt of paperwork prepares and issues a letter to the member of staff

The Applicant
- When the fellowship comes to an end, the member of staff prepares a brief report providing feedback on their experience of the scheme and on what has been achieved. By accepting the award, the applicant agrees to these requests for information.
APPENDIX 2 – APPLICATION FORM

University of Warwick

Researchers Maternity Fellowship Application

<table>
<thead>
<tr>
<th>NAME:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td></td>
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<tr>
<td>PERIOD OF ABSENCE:</td>
<td></td>
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<tr>
<td>REASON FOR ABSENCE:</td>
<td></td>
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</tbody>
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BRIEF OUTLINE OF PLANNED RESEARCH ACTIVITY (include expected outcomes)
(Continue on separate sheet if required)

Signed:
Date:

For office use:
Date received:

Approved by Head of Department: Yes / No  Signed:

Passed to Payroll (date):

Cost code (this should be the cost code to which central funds are vired to):