

# POLICY: Warwick Academic Returners Fellowship

Policy Name:	Warwick Academic Returners Fellowship	Effective Date:	January 2015 Revised February 2017
Version No:	2	Issued By:	Human Resources
Owner:	Sandra Beaufoy	Review Date:	January 2018

## 1 Background

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.

## 2 Purpose

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

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

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.

## 3 Scope

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.

## 4 Eligibility

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.

## 5 Financial Implications of the Fellowship

The award will provide central funding for up to 60% of the salary for replacement staff costs for between 6 or 12 months.

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

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

## 6 Training / Education

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.

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>.

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

## 7 Application Process

The application process can be seen in Appendix 1.

The application form can be seen in Appendix 2.

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.

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

## 8 Further Information

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

## 9 Equality Analysis

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 (<http://go.warwick.ac.uk/equalops/>).

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.

## In summary...

The Fellowship will:

- Provide “buy-out” funds for teaching and administrative duties for staff on full academic contracts, who are returning to work from long term leave such as:  
Maternity/Adoption; Extended Paternity; Long term Parental Leave
- Will be between six and twelve months duration
- Will enable staff to fully concentrate on their research activities

# APPENDIX 1 – APPLICATION PROCESS FOR WARWICK RETURNERS FELLOWSHIP

## **The 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 is due to come to an end.

## **The HR Team**

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

## **The 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.

## **The Head of Department**

- Confirms details of the Fellowship.
- Forwards the statement of support and application to the Director of HR.

## **The Director of HR**

- Confirms the application.
- Logs the application centrally and forwards all paperwork to the HR team.

## **The HR team**

- 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.



**STATEMENT BY HEAD OF DEPARTMENT:**

**Approved by Head of Department: Yes / No**

**Signed:**

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

**Approved by HR:**

**Yes / No**

**Signed:**