**Consolidated Research Time - Policy**

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| **Reference** | **Consolidated Research Time** |
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| **Review Date** | 27 June 2018  27th November 2020 |
| **Ratified by** |  |
| **Ratified date** |  |
| **Version** | 3 |
| **Effective Date** | December 2020 |
| **Status** | Policy |

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The Consolidated Research Time (CRT) scheme has been developed with the intention of making available, on application, periods of between one and six weeks, *or* a number of days over several weeks, to academic colleagues so that they are able to focus on a particular and specific research project. During this period of CRT, teaching and administrative duties will be reduced to a minimum, although it is anticipated that some such duties, for example, marking or cross-making of assessments or delivering some teaching that cannot be covered in other ways, may still be required.

CRT can be taken at any time of the academic year, at the recommendation of the Head of Department/School (or equivalent), who will outline a case taking into account:

* Management of workload during the applicant’s CRT absence;
* The level and quality of the outcome;
* The potential for the proposed outcome to be completed (or significantly progressed) by the end of the period of CRT.

The Pro Vice-Chancellor (Research) will consider all applications, bearing in mind both the needs of the researcher, for example where there is pressure to meet a publisher’s deadline, and the demands of the academic year. An important consideration will be the need to ensure the overall quality of the student experience. Where there are more applications for CRT than can be accommodated, colleagues can be assured that close attention will be paid to fairness *over a longer period,* with every effort made to enable any colleagues who make a strong case for a period of CRT as soon as practicalities allow.

**Criteria**

Given the need to adopt clear and transparent criteria by which applications for CRT will be judged, the following will be taken into account in determining successful applications:-

* The quality of the research proposal;
* Either the extent to which the period of CRT would bring to completion a project that is already well advanced, for example submission of a manuscript for publication or other such research output; OR
* The extent to which the period of CRT would move forward significantly a colleague’s progress towards bringing a project to completion, for example, submission of a doctoral thesis or *completion*  of data collection for a research project/output;
* The feasibility of ensuring that the period of CRT is not overly disruptive to the smooth running of the subject area to which the colleague belongs and to the student experience;
* The overall teaching and administrative load that has been undertaken by the colleague during the current academic year;
* Any other research support that has been given to the colleague over the past two years, and history of achieving the research targets set in the past. (Please note that it is not possible to approve CRT if previous obligations have not been met);
* The availability of any resources required for the project;
* Flexibility to take on a heavier teaching load in an alternative semester and willingness to support colleagues who also seek CRT.

**Applications**

Applications should be submitted on the Consolidated Research Time form to the Head of Department/School (or equivalent) requesting his or her support, before being sent to the Pro Vice-Chancellor (Research) for consideration and the outcome will be communicated to applicants via the Pro Vice-Chancellor (Research) Office.

The Schools/Departments should make arrangements for teaching cover by reshuffling the workload or, where applicable, fund from the devolved budgets. Such financial support would normally be used to cover teaching and/or administrative responsibilities.

**Outcomes**

**Please note that in applying for CRT all colleagues are entering into an agreement with the University (and their School/Department) and the delivery of outcomes is essential.** Following any period of CRT, colleagues are required to submit a short report to the Head of Department/School (or equivalent) and Pro Vice-Chancellor (Research), confirming that a manuscript has been submitted, for example, or progress has been made towards completion of the research project. Feedback on the effectiveness of the CRT process may also be requested.

**Heads of Department/School**

Only in exceptional circumstances may a Head of Department/School take CRT during core teaching weeks. Any such CRT can be approved only by the PVC (Research) who will, in all cases, consult with the PVC (Student Life & Learning) and the DVC.