

RULES ON SABBATICALS

SECT. 1 OBJECTIVES

Sabbaticals are granted with the objective of establishing knowledge in the academic field of the arts, strengthening the Iceland Academy of the Arts' research position, and enhancing the quality of research. With the exception of deans, members of academic faculty whose job descriptions include a definitive research component are given the opportunity to dedicate themselves to independent research by granting temporary leave from other professional duties.

SECT. 2 DESCRIPTION

Sabbaticals span a time period of a little over four months (17 weeks or 85 working days). The criteria calls for a period of three years to pass between sabbaticals. In no event can sabbaticals be collected between periods, and they must fit within the relevant faculty member's contracted employment period. The faculty member maintains her/his previous and fixed salary, including contractually binding benefits, during her/his sabbatical.

SECT. 3 CRITERIA

- 3.1 The faculty member shall have been continuously employed for at least three years at the beginning of the sabbatical, and have fulfilled her/his professional duties in accordance with her/his contract of employment. Her/his employment period is inclusive of sick and parental leave.
- 3.2 The faculty member shall have actively pursued research for at least three years prior to the beginning of the sabbatical, the results of which shall be registered in the academy database on research and innovation.
- 3.3. Projects completed during a sabbatical shall focus on the area of specialization for which the faculty member was hired by the academy. These projects should lead to a public presentation of results.

SECT. 4 APPLICATION PROCESS AND ASSESSMENT

- 4.1 The faculty member completes the appropriate application form at the Research Service Centre no later than 15 November in the case of a sabbatical starting the following academic year, and reports this to her/his immediate supervisor.
- 4.2 Staff at the Research Service Centre review applications with regard to formal criteria and submit a report to the research committee.
- 4.3 The research committee presents its assessment of applications to the rector with suggestions for prioritizing the order of applicants based on the evaluation criteria for output in the field of the arts.

- 4.4 The rector grants sabbaticals no later than 15 December. If the research committee's evaluation gives equal priority to all candidates the following factors shall determine sabbatical grants: 1. The faculty member has never been granted a sabbatical before, 2. Employment age, 3. The distribution of sabbaticals shall be balanced between departments or study programmes.

SECT. 5. FOLLOW-UP

- 5.1 At the beginning of a sabbatical the faculty member or the dean shall agree on a timeframe for a public dissemination of the project's results.
- 5.2 The faculty member hands in a critical reflection on the context, methods and benefits of the project to the dean no later than a month after its public presentation.
- 5.3 The academy organizes a public forum for discussion on the relevant faculty member's sabbatical project.

Approved by the board, 19 May 2015