

RULES ON RESEARCH LEAVE OF TEACHING STAFF AT THE UNIVERSITY OF AKUREYRI

INTRODUCTION

The University of Akureyri is, according to Act No. 40/1999, a scientific education and research institute. Research leave has proven its merits by the increased research activity in University faculties and the leave has also provided the teaching staff with flexibility to concentrate on the research normally conducted at the faculties of the University of Akureyri. Research leave is designed to be useful to both teaching staff and the faculty concerned of the University of Akureyri.

I. Authorisation for Research Leave

Article 1. Associate professors, assistant professors and adjunct lecturers at the University of Akureyri can apply for research leave on the basis of the contract on salaries and work conditions between the Minister of Finance and the University of Akureyri that states in Article 10.1.3: " The University Council is authorised to reduce or annul teaching and administrative duties of University teaching staff for 1 or 2 semesters at a time to enable staff members to spend an increased portion of their work hours on research. Teaching and administrative duties of staff members both during regular work hours and while on leave shall constitute at least 50% of the work load but the University Council is nonetheless authorised to waive this proviso in exceptional cases." Professors are entitled to apply for research leave in the same manner as associate professors, assistant professors and adjunct lecturers, cf. the decision of the Committee on Salaries and Work Conditions in each instance.

Article 2. a. Professors, associate and assistant professors, whose professional duty ratios are intact (professors: 60% teaching and administration, 40% research; assistant and associate professors: 57% teaching and administration and 43% research) shall have been employed for at least 5 years (or 10 semesters) in order to apply for research leave of 1 year (2 semesters) or for 2.5 years (five semesters) to apply for a leave of 0.5 years (1 semester). Entitlement to research leave is lineally structured, amounting to 1/5th per year (semester), and it shall be determined on the basis of continuous employment of the teacher at the school, excluding time of research leave. During research leave professors, associate professors and assistant professors shall retain their salaries on the basis of their average employment ratios during the 5 preceding years and receive payment of daily training allowances according to rules that apply to university teaching staff.

Article 2. b. Adjunct lecturers (with duty ratios of 65% teaching and 35% research and administration) gain over a period of 7 years (14 semesters) the right to apply for leave of one year (2 semesters), in the same manner as other teaching staff members earn this right in 5 years, and the duty ratio shall have constituted at least 75%. The right to apply for leave during 1 semester is acquired during a period of 3.5 years (7 semesters). During the term of research leave, the adjunct lecturer is to retain his salary in accordance with the average employment

ratio during the preceding 7 years and he is to receive a daily training allowance, on the basis of the same rules as apply to other teaching staff members.

Article 2. c. University teaching staff employed on a part time basis shall be entitled to apply for research leave in the same manner as full time staff members. In computing the salaries of professors, associate professors and assistant professors, the norm is the average employment ratio of the preceding 5 years (10 semesters) or 2.5 years (5 semesters), as applicable. In computing the salaries of adjunct lecturers, the basic reference is to the average employment ratio of the last 7 years or 3.5 years, as applicable.

Article 3. a. If a teacher has, for reasons beyond his control, not fulfilled his teaching duties at the University of Akureyri, e.g. because of sickness or child birth leave, it will not affect his entitlement to research leave. Overtime of an instructor does not enhance his right to research leave.

Article 3. b. Faculty deans and department heads acquire entitlement to leave, as if they had held general teaching staff posts.

Article 3.c. In computing an authorisation for an individual taking research leave, consideration can be given to his term of employment from its very beginning at the University of Akureyri. If a teacher fails to apply for research leave during a continuous period of 10 years, entitlement to research leave, dating back more than 10 years, is forfeited.

Article 4. a. Professors, associate professors, assistant professors and adjunct lecturers at the University of Akureyri are annually to submit reports on assessment ratings of their work in research, art creation and development projects. In order to receive consideration concerning the awarding of research leave, applicants are required to have submitted annually assessment rating reports for at least the preceding three years.

Article 4. b. A report on the last research leave is a prerequisite for the acceptance of a new application for consideration.

II. Applications

Article 5. Applications for research leave are to be submitted for each calendar year once a year, at the latest before 1 February of the year preceding the year of the leave. Applicants are to request leave for a specific period during the following calendar year, 1 or 2 semesters. Specific reference is to be made of the fact, if an applicant for leave during the latter half of the year (autumn semester), also applies for continued leave during the following year, and a decision is to be made on granting a continuation of the leave, at the same time as a decision is made on the initial autumn semester leave.

Article 6. Applications shall be received on special forms by the research division. The application forms are accessible on the University Web and also obtainable in the office of the research section. Applications shall be certified by the faculty (faculty dean) before they reach the research section.

Article 7. The application is to provide clear information concerning the applicant's plans on the use of the leave, e.g. relating to the aims, relation to scientific institutes abroad as well as in Iceland, estimated gain, publication of conclusions and their promotion. The normative guide is for a report of 500 – 1000 words. Attachments can be submitted with the application.

III. Processing of Applications

Article 8. A three member committee processes applications and submits proposals to the rector on those who will be receiving research leave. The committee is organised in the following manner:

- Two representatives appointed by the rector, one of whom is normally to direct the research and international division and simultaneously he is chairman of the committee. The rector appoints one alternate member for them.
- One representative, appointed by the Association of University Teachers in Akureyri and the Association of Professors in Iceland that also appoint an alternate.

Article 9. a. The research section ensures that the data referred to in article 4 have been submitted and an application is only accepted as valid, if these data are at hand.

Article 9.b. The research leave committee reviews applications and determines whether they satisfy the requirements described in Article 7.

Article 10. a. In the event that not all those submitting valid applications can obtain leave, the research leave committee arranges them on the basis of the following norms, each of which yields a specific number of points:

- Research Activity:
 - The first 4 research points of adjunct lecturers yield 1 leave point rating and also the following 4 research points but after that each research point gives 0.1 leave points.
 - The first 7 research rating points of assistant and associate professors yield 1 leave point and also the following 7 research points but thereafter each research point yields 0.1 leave points.
 - The first 10 research rating points of professors yield 1 leave point and also the following 10 research points but thereafter each research point yields a leave rating of 0.1 points.

- Research leave for the first time: 1 point for each semester application, 2 points for each full year leave.
- If a doctoral project has advanced to the point that it is deemed likely to be completed during term of leave or within a short time from the expiry of the term of leave (each applicant can only once receive special consideration on this account): 0.5 points
- Accumulated "entitlement" to leave in excess of the minimum, cf. Article 2: 0.5 points per semester.
- The applicant has during the past five years been faculty dean, department head or a member of the University Council: 0.25 point rating for each year.

Article 10. b. In assessing applications, the committee can consult experts at the University or at external institutes and the University Science Council, if available.

IV. Processing of Research Leaves

Article 11. a The rector grants research leave to teaching staff on approval of the University Council.

Article 11. b. The rector can in exceptional and special circumstances grant research leave on the basis of an application procedure that differs from the one described above.

V. Report Writing

Article 12. Two months after the expiry of the research leave, the teacher is to submit a report on the leave to the research section of the University. It shall disclose the contents of the research conducted and what the results are. It is desirable to take i.a. the following features into account when preparing the report:

- What projects were worked on during the research leave?
- How is this work likely to be reflected in published research projects?
- Participation in conferences, lectures given?
- Was the research part of a long term research?
- Were specific research or development projects completed?
- To how great an extent was a foundation laid, during the research leave, for research in the coming years?
- Was the research conducted in collaboration with Icelandic or foreign parties? Was new collaboration initiated?
- Utilisation of instruments and facilities (research laboratory, libraries) during the research semester?
- Length of stay (where, how long and other relevant features).

The research leave committee reviews reports and sends copies to the faculty concerned.

VI. Daily Allowances and Fares

Article 13. a. Fare costs and requirements for the number of days, involved in the stay abroad, are to be estimated. A teacher, receiving authorisation for research leave for 2 semesters, can obtain training and daily allowance payments for a stay abroad, lasting for as long as 10.5 months (1.5 months are calculated as constituting summer holidays). For one semester, a daily allowance is paid for as many as 5.25 months.

Article 13 b. During the first two months (60 days), involving a year long research leave, full daily training allowances are paid in accordance with the Committee on Travel Costs of the Ministry of Finance, and after that 26.2% of the daily training allowances are paid. In cases involving 1 semester full daily training allowances are paid for 45 days, but after that 26.2% of the daily training allowances are paid.

Article 13. c. Payments of return travel fares between Akureyri and the place or places of stay abroad are permitted, provided that the University Council has approved of a stay abroad involving more than one location. The maximum fare costs are in accordance with the decision of the University Council at each time. Travel from the place of stay to conferences or related events are not to be paid. The aim sought is to secure as advantageous an economy class airplane fare as possible.

Article 13. d. Daily allowances and fare payments for domestic travel are authorised for necessary stays outside the work area of the teacher concerned. The above mentioned rules shall then be taken into account, but domestic daily payments are to be computed in correct proportion to the difference in daily training allowances relating to a stay abroad and general daily allowances abroad.

VII. Insurance

Article 14. Teachers spending research leave abroad have to pay special attention to their insurance matters. Members of the Union of University Teachers at the University of Akureyri (FHA) are insured against permanent disability and death according to Article 7 of the contract on salaries and work conditions. Hospitalisation costs because of sudden sickness or accidents are covered by regulations of state social security insurance that differ from one country to another. It is important to pay close attention to the provisions that apply in the country of the projected stay and information on the subject can be obtained at the office of the State Social Security Institute. In order to have this certificate issued, a confirmation must be submitted to the State Social Security Insurance stating that the individual concerned is a salaried employee of the University of Akureyri. The salary accounting department of the University of Akureyri issues this confirmation. Information is also required about the family, if travelling with the teacher.

Approved by the University Council on 12 December 2005.