

**MUHIMBILI UNIVERSITY OF HEALTH AND
ALLIED SCIENCES**



**RULES AND REGULATIONS GOVERNING
SABBATICAL LEAVE FOR MUHAS ACADEMIC STAFF**

DECEMBER 2020

1.0 INTRODUCTION

1.1 Historical context

The English version of “sabbatical” has its roots in both the Latin (*sabbaticus*) and Hebrew (*shabbathon* i.e. *Sabbath*) languages and means a rest from work usually after the seventh day. In the late 1800s, when the sabbatical leave was firmly introduced in education, it carried the concept of a break or leave every seventh year. Later, several modifications were made by various institutions of higher learning, where the break occurred after four to six years of continuous service. Generally, in universities and other institutions of higher learning a sabbatical leave means an extended break from work in order to fulfill defined academic/professional or scholarly goals aimed at promoting career advancement of an individual faculty as well as benefiting the institution. Although sabbatical leave policies and practices vary considerably from institution to institution, periods of leave and compensation policies are more or less the same.

It is widely agreed that after teaching for several consecutive years, faculty have lower levels of satisfaction and increased feelings of burnout. The sabbatical leave is generally considered a positive tool for enhancing faculty morale and promoting career advancement. In recognition of this, Muhimbili University of Health and Allied Sciences (MUHAS) fully appreciates and upholds the values of sabbatical leave for staff career development and as a means of advancing its academic reputation. The University shall therefore encourage and facilitate faculty members to take sabbatical leaves and shall endeavor to create exchange staff programmes with other accepting institutions. This will encourage inter-University collaboration and serve as another training opportunity through exposure and exchange of training materials.

1.2 Definition

A sabbatical leave is defined as a leave for the purpose of engaging in research or other activities that will advance the faculty member’s scholarly achievement or that will enhance the reputation of the University. In the context of these Rules and Regulations, a sabbatical leave shall mean the time given to a faculty member of the University by releasing him/her from routine duties of the University in order to undertake special activities outside the University (within or outside the country).

1.3 Sabbatical Leave activities

- 1.3.1 Activities listed hereunder shall generally be considered appropriate for a sabbatical leave:-
- a. Updating of knowledge in one’s subject field
 - b. Advancing frontiers of knowledge through research
 - c. Curriculum and material development
 - d. Practical training of job experience
 - e. Pursuing scholarly innovative activities
 - f. Conducting consultancy where there is evidence of research involvement
 - g. Lecturing
 - h. Processing of research data and publishing the research/results in the form of scholarly papers and/or books;
 - i. Other non-teaching activities which are directed at skills improvement or capacity enhancement in the lecturer's professional discipline

- 1.3.2 Disciplinary action shall be taken against academic staff members who do not follow the approved sabbatical leave activities and all other Sabbatical Leave Rules and Regulations.

2. PURPOSE

The general purpose of a sabbatical leave is to provide protected time to a faculty to engage in scholarly, research and any other innovative/creative activities. Put differently a sabbatical leave aims at giving an employee a respite from normal duties in order to provide time and opportunity to grow professionally as individuals and contribute to the growth and image of the University. A sabbatical leave will not be granted for the purpose of taking regular academic activity or other employment of financial advantage elsewhere.

3. PROCEDURES FOR APPLYING AND PROCESSING SABBATICAL LEAVE

3.1 Eligibility

- 3.1.1 Faculty members must be employed, on permanent terms by the University at the time of the sabbatical leave. Those on renewable contract terms may also apply for a sabbatical leave but each application shall be considered on its own merit and therefore they have no direct eligibility.

Faculty employed on contract terms will normally be eligible for sabbatical leave not exceeding three (3) months during the period of their contract.

- 3.1.2 Faculty members must be of the rank of Senior Lecturer/ Senior Research Fellow/ Senior Librarian or above at MUHAS.
- 3.1.3 Faculty members must have completed five years of full-time service at MUHAS since initial appointment or the conclusion of a previous sabbatical leave or after PhD/MMed/MDent/MSc super specialty training. In rare and exceptional circumstances a faculty member may, in order to take advantage of a unique opportunity, apply for a sabbatical leave before accruing the required five years of full-time service. Should such an early sabbatical be granted, the required eligibility period for the faculty member's next sabbatical will be lengthened by the time omitted from the foreshortened period.
- 3.1.4 Faculty members who were previously granted sabbatical leave shall be eligible for another leave at least five (5) years after they have reported back for work and submitted the report of the activities conducted.
- 3.1.5 Faculty members holding an administrative position (from Head of Department and above) do not qualify for a sabbatical leave until they finish the period of appointment to the substantive administrative position.
- 3.1.6 A faculty member should ensure that his/her duties in the department will be satisfactorily covered during the time the he/she is on sabbatical leave. Under no circumstances will a given department be allowed to suffer as a result of staff members taking sabbatical leave.
- 3.1.7 For Departments with more than one candidate eligible for sabbatical leave at a given period:-

- 3.1.7.1 The order of priority of taking the sabbatical leave shall be determined by the relevant department/institute but guided by seniority.
- 3.1.7.2 Those who have served the University longer since the completion of PhD/MMed/Mdent/MSc super specialty or since the previous sabbatical leave will normally get a higher priority.
- 3.1.7.3 Those who have just completed a full term as University administrators (Vice Chancellor, Deputy Vice Chancellors, Deans, Directors, Principals, Heads of Academic Departments) during which period they had a relatively little time available for research, shall be placed on a high priority even if less senior. In order for them to get enhanced sabbatical leave entitlement, three years period (complete triennium) in such an office shall count as six years.
- 3.1.8 Eligibility does not imply an automatic right to, or an automatic granting of a sabbatical leave; it is granted solely at the University's discretion, subject to the academic merit of the proposed sabbatical project, availability of budget, replacement staff and operational exigencies. Moreover, the possibility of a sabbatical leave does not accumulate if an application is not submitted by the faculty member when eligibility is attained.
- 3.1.9 Approved sabbatical leaves that cannot be accommodated within a particular year shall be given priority in the following year.
- 3.1.10 Where an employee takes a year off for post-doctoral research, for a fellowship, or a special assignment, or for secondment to Government or other organisations, the experience acquired during the period of absence from the University shall be considered as a substitute for a sabbatical leave.

3.2 Requirements

- 3.2.1 Prospective candidates for a sabbatical leave must submit their request to the Chairperson (who is the Vice Chancellor) of the Appointments and Human Resource Management Committee (AHRMC), through the Heads of Departments, Deans of Schools/Director of Institutes and Deputy Vice Chancellor – Academic Research and Consultancy (DVC-ARC) with the following attachments:
 - 3.2.1.1 Duly filled Sabbatical Leave Application Form (Appendix 1).
 - 3.2.1.2 Sabbatical Leave Proposal (Should not exceed three (3) typewritten pages) structured as follows:
 - I. The summary statement**

A nontechnical statement of purpose, work to be accomplished, and the institution(s) and location(s) where the work is to be performed.
 - II. Narrative body describing**
 - a. *Purpose:* Description of the nature and significance of the project, including a clear, concise objectives.
 - b. *Work to be accomplished:* Description of what the faculty plans to do and how he/she expects to accomplish it. Where will the work be done, and why has that location been chosen? Identify persons with

whom he/she will affiliate and their expertise in the area(s) in which he/she plans to work and include letters of invitation from collaborators and/or host institutions or agencies (where applicable). An estimated schedule for the major steps of the project should be included together with expected deliverables.

- c. *Projected results:* What tangible results will the project have, what form will the results take, and how will he/she share results with others (e.g., publication, exhibition, sharing of new pedagogical techniques or materials with peers)?
- d. *Justification:* How will this project contribute to his/her own scholarly development and how will it benefit his/her department, college, the University as well as the nation? In what way does this project require a time commitment beyond that involved in the normal activities encompassed in teaching, research, consultancy, scholarship, and public service?

3.2.1.3 Supporting documents

- a. Curriculum vitae including a list of publications relevant to the sabbatical leave activity.
- b. If the project requires access to restricted libraries or laboratories, or affiliation with other institutions, copies of invitations, letters granting access, space, or support from the relevant authorities should be appended.

3.3 Processing

- 3.3.1 In order to assist Heads of Departments in planning ahead and to ensure requests for sabbatical leave are processed on time, staff should normally give at least 12 months' notice of their intention to their heads of departments to apply for sabbatical leave. The faculty member should therefore request a sabbatical leave by 31st August prior to the academic year in which he or she wishes to take the leave. The leave should start either at the end of a semester or at the end of the long vacation before the beginning of the following academic year.
- 3.3.2 As far as possible a sabbatical leave shall be taken at a place most suitable for the academic staff member's study/research discipline.
- 3.3.3 The letter requesting for the sabbatical leave should include the following information:
 - a. Dates of proposed sabbatical leave and information about any sponsored funding that will be used to supplement or replace university funds.
 - b. Summary of the proposed research or creative work to be conducted during the leave.
 - c. A plan for coverage of teaching, assessment, mentorship, and supervision responsibilities during the leave.
- 3.3.4 The Dean/Director followed by the DVC-ARC will assess the application and make pertinent recommendations to the Chairperson of the AHRMC.

4 DURATION OF SABBATICAL LEAVE

- 4.1 Sabbatical leave shall be a minimum of three (3) and a maximum of 12 calendar months and shall not be extendable except on special circumstances. The extension shall not be more than 3 months. Any extension must be requested for and granted before the end of the 12 months. Beyond this extension period (if granted) one must apply for a leave without pay.
- 4.2 Postponed sabbatical leaves may be taken as soon as conditions allow.
- 4.3 The maximum period of postponed leave will not be more than the length of the period not taken for sabbatical leave.
- 4.4 Any staff, who returns to the University from sabbatical leave shall not be qualified to proceed on any other leave until after 6 months of resumption of duties.

5 FINANCIAL ARRANGEMENTS

- 5.1 Sabbatical leaves shall not, normally, be used for purposes of getting employment (part time or otherwise) by another employer or to engage in other remunerative employment. If during the sabbatical leave period, a staff is receiving a full salary (and not just an allowance) from an external donor agency/institution, he/she will, for financial purposes, only be regarded as being on leave of absence without pay and therefore will not receive salary from MUHAS.
- 5.2 Academic staff members who are receiving only an allowance (not full salaries) for meeting their living and research expenses from a donor agency during the sabbatical leave period will receive 100% of their University salaries during the approved sabbatical leave period.
- 5.3 If an academic staff member plans to spend his/her sabbatical leave locally, and if he/she has failed to secure research funds from donors for his/her sabbatical leave expenses, he/she can apply for the needed funds from the MUHAS Senate Research and Publications Committee. Funding will depend on availability of financial resources.
- 5.4 A faculty member who receives a sabbatical leave must return to the University after completion of the leave and remain in service until the completion of one academic year. Failure to do so makes the faculty member liable for reimbursing the University for the salary and benefits paid while he or she was on sabbatical leave.

6 SABBATICAL LEAVE REPORT

Every faculty member who is awarded a sabbatical leave is required to submit a written comprehensive report, within three months of the return from leave, to the Chairperson of the AHRMC via his or her department head and dean, specifying what was accomplished during the leave. The dean will send the report to the Vice Chancellor through the DVC-ARC. The Vice Chancellor will send a letter of acknowledgment to the faculty member with a copy to the dean/director and DVC-ARC, and subsequently the report will be forwarded to the Office of Directorate of Human Resources Management and Administration.

7 PROCESSING APPLICATIONS AND GRANTING PERMISSION FOR SABBATICAL LEAVE TO HOST FACULTY FROM OTHER UNIVERSITIES AND RESEARCH INSTITUTIONS AT MUHAS.

MUHAS embraces the spirit of collaboration with other universities and research institutions worldwide in its quest to become a reputable university and a valued member of the global academic community. This is important in order to reap the benefits of interacting with faculty from other institutions and learning from them as well as working together to generate knowledge through research and to promote innovation

7.1 Eligibility

- 7.1.1 Senior academic staff with PhD and Master degree qualifications and who have acquired such qualifications at least after five years from completion of the PhD or Master degree study.
- 7.1.2 The staff must have carried out teaching or research activities for at least five years.

7.2 Requirements

- 7.2.1 The foreign faculty should submit a formal written application that is endorsed by the head of the home institution, and addressed to the Vice Chancellor of MUHAS, stating the terms and conditions of attachment to MUHAS. The applicant must specify the Department or unit to which he/she wishes to be attached.
- 7.2.2 The application should also be accompanied with a fully developed research proposal/ sabbatical leave project that is approved by the institution of origin. Ethical clearance by an authorized research ethics committee should be appended for research proposals that involve interaction with human participants.
- 7.2.3 The applicant must also submit an itemized budget with a clear justification, and should indicate the amount and source of funding for the sabbatical leave activities as well as living expenses.

7.3 Processing

- 7.3.1 Eligible foreign staff shall apply to the Vice Chancellor MUHAS through the Vice Chancellor/Director of the home institution 12 months prior to the start of the proposed leave. The applications should be supported by letters from the home Institution stating the terms and conditions of engagement.
- 7.3.2 The application will be processed by the University and decision made shall be communicated by the DVC-ARC to the applicant

7.4 Report writing

Upon completion of the sabbatical leave at MUHAS, the staff shall submit a report approved by the home University within one month after the attachment.

8 RULES AND REGULATIONS STATUS

These are revised Rules and Regulations.

9 KEY STAKEHOLDERS

- 9.1. The stakeholders who were consulted during revision of these rules and regulations were:
 - a. Heads of Departments
 - b. Deans and Directors

- 9.2. The main stakeholders of this policy are:
 - a. All MUHAS academic staff
 - b. Heads of Academic Departments
 - c. Deans and Directors

10 APPROVAL DETAILS

The Rules and Regulations for Sabbatical Leave were approved by the Council at its **53rd** meeting held on **9th August, 2019**, and amended during the **58th** Council meeting on **15th December, 2020**.

11 RELATED RULES AND REGULATIONS

- 11.1 MUHAS Staff Regulations, 2014
- 11.2 MUHAS Guidelines for Recruitment, Performance Assessment and Promotion or Ranking of Academic/Teaching Staff, 2018

12 RELATED DOCUMENTS

- 12.1 MUHAS Charter Rules, 2007
- 12.2 The Standing Orders for the Public service 2009
- 12.3 The MUHAS Staff Regulations August 2014
- 12.4 The Harmonized Scheme of Service for Academic Staff in Public Universities and Constituent Colleges, December 2014

13 NEXT REVIEW DATE

The MUHAS Sabbatical Leave Rules and Regulations will be reviewed after every three years. The periodic review will ensure the rules and regulations are in line with the University, national and international changes that might have taken place.

14 OWNER OF RULES AND REGULATIONS

The University Council shall own the Rules and Regulations for Sabbatical Leave.

15 CONTACT PERSON

The Contact Person for issues related to the Rules and Regulations for Sabbatical Leave shall be:-

The Deputy Vice Chancellor – Academic Research and Consultancy (DVC-ARC),
Muhimbili University of Health and Allied Sciences,
P.O. Box 65001,
9 United Nations Road, Upanga West, Dar es Salaam, Tanzania.

Appendix 1:
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



APPLICATION FORM FOR SABBATICAL LEAVE

This form should be filled by someone who is requesting for sabbatical leave. (Made under Rule 3.0 of the Rules and Regulations Governing Sabbatical Leave for MUHAS Academic Staff)

1. Personal Details

- 1.1 Name:.....
- 1.2 Sex: Male Female
- 1.3 Date of 1st Appointment:.....
- 1.4 Terms of employment:.....
- 1.5 Academic Rank:.....
- 1.6 Date of the last promotion.....
- 1.7 Administrative Position:.....
- 1.8 Years served in the Present Administrative position.....

2. Duration /Activities of sabbatical leave

- 2.1 Date of last /previous sabbatical leave:.....
- 2.1 Date of commencement of the sabbatical leave:.....
- 2.2 Duration planned for sabbatical leave:.....
- 2.3 Years spent after completion of PhD..... /MMed.....
MDent.....MSc super specialty.....
- 2.4 Did you take a year off for further training e.g doctoral research for fellowship; for special assignment; or for secondment to the Government or other organization?
YES NO

6. Comments from University Management

6.1 Comments by the Head of Department.

Department of

(To explain who is going to cover his/her academic and service duties during the absence of the applicant)

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Signature of the Head of Department

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Date

Comments by Dean/Director of School/Institute.

Name of the School/Institute/Directorate.....

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Signature of the Dean/Director

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Date

6.2 Comments by Deputy Vice Chancellor- Academic, Research and Consultancy (DVC-ARC)

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Signature of the DVC-ARC

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Date

6.3 Approval by the Vice Chancellor (Directives/audience from the Vice Chancellor if any)

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Signature of the Vice Chancellor

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Date