

ARTICLE 14
PROFESSIONAL DEVELOPMENT & SABBATICAL LEAVE
[AMENDED AUGUST 2019]

- 14.1 Professional Development. The University supports the development of its workforce as teachers, scholars, and practitioners by providing resources and programs. Such support includes but is not limited to internal research grants, financial support including travel support, orientation programs, instructional technology workshops, and speakers' series. Professional Development funds are disbursed by the Provost or his/her designee based on appropriateness of the request and budget availability.
- 14.2 Sabbatical Leave. A sabbatical leave is intended to provide faculty members with opportunities for professional and scholarly development that will contribute to their achievements and the value of their service to the University. A sabbatical recognizes prior teaching and scholarly achievements at the University and anticipates future teaching and scholarly contributions. Sabbaticals must provide the University with professional value, and offer faculty with opportunities for professional renewal, planned travel, study, formal education, research, faculty development, certification, or other experiences.
- (a) Eligibility for Sabbatical Leave. The University does not guarantee the opportunity to take a sabbatical leave. Leave is granted when, in the Provost's assessment, the conditions of the department and of the University are such that the faculty member's absence will not seriously impair the interests of the University. A faculty member who accepts a sabbatical is expected to return to the University for at least two semesters (a spring and a fall) of service immediately after the conclusion of the sabbatical. If a faculty member does not return to the University immediately following the leave, the faculty member is responsible for compensating the school for the salary and benefits received during the sabbatical. Ordinarily, sabbaticals are granted only if, at the expiration of such leave, the applicant would be eligible for continued service on the faculty of the school for at least one year before retirement or contract expiration. The University allows full-time faculty who have completed at least six years of full-time service with the University to be eligible to apply for a sabbatical. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Applications for sabbaticals are usually distributed by the Provost or designee in early January for the subsequent academic year.
- (b) Duration and Compensation. A sabbatical may involve absence for an academic year at half-salary (fall-spring or spring-fall) or a semester (fall or spring) at full salary. An academic year sabbatical can be for fall-spring or for spring-fall.

- (c) Application. A complete application for sabbatical is due in the Provost's office by January 15 preceding the academic year in which the sabbatical is requested. The application must include a well-considered, suitable written plan for the requested research or professional development activity. A detailed written statement of this plan, indicating its professional value to the University and faculty member, as well as a current curriculum vitae, must accompany the application. This plan should be at least two pages and not more than five pages in length, using 11-point font and one-inch margins. The application must include a statement from the Division Director or, if there is no Division Director in the management chain, the Department Chair, whether the applicant's absence will or will not unreasonably hinder the delivery of the curriculum.
- (d) Sabbatical approval is based on the candidate's proposal and its value to the University. The Provost, one Vice Provost, and two faculty members (one chosen by the Faculty Representative Council, one chosen by the Provost) evaluate the sabbatical proposals and make a recommendation to the President. Final decision authority on sabbaticals lies with the President, and the President will report annually to the BOT on sabbatical activity. The President shall provide his or her decision in writing to the candidate and the committee.
- (e) Mutual Consent. The letter from the President, or designee, to the applicant approving the leave represents a commitment by the University and the faculty member. Therefore, any subsequent changes to the plans for the leave require the written agreement of both parties.
- (f) Required Report. Within sixty (60) days of returning to academic duties at the University after a sabbatical leave, the faculty member shall submit a detailed report of activities during the leave to the Provost.
- (g) Additional Sabbatical Leave. Employees shall not normally be eligible to take another paid sabbatical until six (6) years of continuous employment are completed following the prior sabbatical.
- (h) Maximum Sabbaticals. Under normal circumstances, the number of individuals on sabbatical will not exceed one individual in a department/program area and, across the faculty, may not exceed 7% of the full-time faculty in any single semester.

14.3 Professional Development Leave. Professional Development Leave (PDL) is designed to provide eligible employees with opportunities for professional renewal, educational travel, study, formal education, research, faculty development, certification, or other experiences of professional value. Professional Development Leave is not compensated and is not benefited. Full-time employees who have completed three or more years of full-time service with the University are eligible to apply for such leave. The eligibility of employees to receive compensation pursuant to a contract or grant is subject to the terms of the contract or grant. However, in the case of non-full-time status, while supported part-time by a contract or grant, the individuals' benefits will be funded at the fraction of full-time represented by the grant activity. Procedures for application and approval shall be the same as those followed for Sabbatical Leave.

Under normal circumstances, no more than one (1) employee in a department/unit may be awarded professional development leave at the same time.