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**ARTICLE 14**  
**PROFESSIONAL DEVELOPMENT & SABBATICAL LEAVE**

**14.1 Professional Development Funds.**

- (a) 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.
- (b) Professional Development funds are disbursed by the Provost or his/her designee based on appropriateness of the request and budget availability. ..
- (c) Within one month of the University’s budget receiving final approval, the faculty will be informed of the budget allocation overall for Professional Development for the year and the budget allocation to each academic department. The Provost’s office will also budget for a “Professional reserve fund” that is at minimum 20% of the total budget for Professional Development. This fund will be used, at the Provost’s discretion, to enhance Professional Funds at the request of faculty and/or an academic department chair.
- (d) Faculty that are in their terminal year of employment (as a result of non-reappointment, resignation, or layoff) are not eligible to receive professional development funds unless the use of the professional development funds was approved prior to the date on which the faculty member was informed that they would be non-reappointed or laid off and the disbursed funds are not recoverable.

**14.2 Sabbatical Leave.**

**(a) General Principles.**

- (1) A sabbatical leave is intended to provide faculty members with opportunities for professional and scholarly development that will contribute to their achievements and enhance the value of their service to the University.
- (2) A sabbatical recognizes prior teaching and scholarly achievements at the University and anticipates future teaching and scholarly contributions. It is not a reward for service.
- (3) 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.

**(b) Eligibility for Sabbatical Leave.**

- (1) The University allows full-time faculty who have completed at least six years of full-time service with the University and have either been promoted or have been reappointed (excepting reappointment as a result of a Preliminary Review) while at the University to be eligible to apply for a

- 40 sabbatical.
- 41 (2) Ordinarily, sabbaticals are granted only if, at the expiration of such leave,  
42 the applicant would be eligible for continued service on the faculty of the  
43 school for at least one year before retirement or contract expiration.
- 44 (3) The University does not guarantee the opportunity to take a sabbatical leave.
- 45 (4) A faculty member is eligible to take sabbatical leave when, in the Provost's  
46 assessment, the conditions of the department and of the University are such  
47 that the faculty member's absence will not seriously impair the interests of  
48 the University. Eligibility does not mean that a sabbatical will be approved.
- 49 (5) Maximum Sabbaticals. Under normal circumstances, the number of  
50 individuals on sabbatical will not exceed one (1) individual in a  
51 department/program area and, across the faculty, may not exceed 7% of the  
52 full-time faculty in any single semester.
- 53 (6) Additional Sabbatical Leave. Employees shall not normally be eligible to  
54 take another paid sabbatical until six (6) years of continuous employment  
55 are completed following the prior sabbatical.
- 56 (c) Application for Sabbatical Leave.
- 57 (1) The Provost or designee will call for applications by December 15 for  
58 sabbatical leave starting in the subsequent academic year. This call for  
59 applications will be sent to all eligible faculty members.
- 60 ~~(1)(2)~~ Should the Provost or designee determine that a faculty member who would  
61 otherwise be eligible for a sabbatical is not eligible as a result of the  
62 Provost's assessment that the faculty member's absence will seriously  
63 impair the interests of the University (see 14.3 (b) (4)), the Provost or  
64 designee will inform the faculty member of their ineligibility by December  
65 15.
- 66 ~~(2)(3)~~ A complete application for sabbatical is due in the Provost's office by  
67 January 15 preceding the academic year in which the sabbatical is  
68 requested.
- 69 ~~(3)(4)~~ The application must include the following:
- 70 a. a well-considered, suitably detailed written plan for the requested  
71 research or professional development activity, thoroughly  
72 describing its professional value to the University and faculty  
73 member. This written plan should be at least two (2) but not more  
74 than five (5) pages in length, using 11-point font and one-inch  
75 margins.
- 76 b. an updated curriculum vitae, and;
- 77 c. a statement from the Division Director or Department Chair (if there  
78 is no Division Director in the management chain), which indicates  
79 whether the applicant's absence will or will not unreasonably hinder  
80 the delivery of the curriculum.

- 81           **(d) Sabbatical Review Committee and Presidential Approval.**
- 82           **(1)** Sabbatical approval is based on the candidate’s proposal and its value to the  
83           University.
- 84           **(2)** The committee shall consist of the Provost, one Vice Provost, and two (2)  
85           faculty members, one (1) chosen by the Faculty Representative Council and  
86           one (1) chosen by the Provost.
- 87           **(3)** The committee will evaluate the sabbatical proposals and make a written  
88           recommendation to the President (or designee), who has final decision  
89           authority to approve a sabbatical.
- 90           **(4)** The President (or designee) shall provide his or her decision in writing to  
91           the applicant and the committee.
- 92           **(5)** Mutual Consent. The letter from the President, or designee, to the applicant  
93           approving the leave represents a commitment by the University and the  
94           faculty member. Therefore, any subsequent changes to the plans for the  
95           leave require the written agreement of both parties.
- 96           **(e) Terms and Conditions for Sabbatical Leave**
- 97           **(1)** A sabbatical may involve absence for an academic year at half-salary (fall-  
98           spring or spring-fall) or a semester (fall or spring) at full salary. An  
99           academic year sabbatical can be for fall-spring or for spring-fall. Individuals  
100           on sabbatical leave retain their benefits as if they are full-time employees.
- 101           **(2)** A faculty member who accepts a sabbatical is expected to return to the  
102           University for at least two semesters (a spring and a fall) of service  
103           immediately after the conclusion of the sabbatical.
- 104           **(3)** If a faculty member does not return to the University immediately following  
105           the leave, the faculty member is responsible for compensating the school  
106           for the salary and benefits, if any, received during the sabbatical.
- 107           **(4)** Within sixty (60) days of returning to academic duties at the University after  
108           a sabbatical leave, the faculty member shall submit a detailed report of  
109           activities during the leave to the Provost.
- 110           **(5)** Upon request, the University will provide UFF with a report on sabbaticals  
111           for the previous academic year that includes a list of faculty members who  
112           went on sabbatical during that academic year, the number of applicants  
113           during that academic year for a sabbatical, and list of the applicants  
114           approved for a sabbatical.
- 115   **14.3 Professional Development Leave.**
- 116           **(a)** Professional Development Leave (PDL) is designed to provide eligible employees  
117           with opportunities for professional renewal, educational travel, study, formal  
118           education, research, faculty development, certification, or other experiences of  
119           professional value.
- 120           **(b)** Full-time employees who have completed three (3) or more years of full-time

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- 121 service with the University are eligible to apply for such leave.
- 122 (c) Professional Development Leave is not compensated and is not benefited by the
- 123 University.
- 124 (1) The eligibility of employees to receive compensation pursuant to a contract
- 125 or grant is subject to the terms of the contract or grant.
- 126 (2) However, in the case of non-full-time status, while supported part-time by
- 127 a contract or grant, the individuals' benefits will be funded at the fraction of
- 128 full-time represented by the grant activity.
- 129 (d) Procedures for application and approval shall be the same as those followed for
- 130 Sabbatical Leave.
- 131 (e) Under normal circumstances, no more than one (1) employee in a department/unit
- 132 may be awarded professional development leave at the same time.