

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

3 **14.1 Professional Development Funds.**

4 (a) The University supports the development of its workforce as teachers, scholars, and
5 practitioners by providing resources and programs. Such support includes but is not
6 limited to internal research grants, financial support including travel support,
7 orientation programs, instructional technology workshops, and speakers’ series.

8 ~~(b) Professional Development funds are disbursed by the Provost or his/her designee
9 based on appropriateness of the request and budget availability. ~~and budget
10 availability. Each faculty member will be given professional development funds
11 that provide equitable opportunities in relation to other faculty members, to meet
12 required criteria for annual evaluations, reappointment, and promotion. Professional
13 Development funds for faculty eligible to receive them shall not be less than \$1,500
14 per faculty member for a given academic year.~~~~

15 ~~(b) Faculty shall be informed of the minimum amount of Professional Development
16 funds they will have for a given academic year by May 1 of the prior academic
17 year. This requirement does not preclude additional discretionary funding being
18 granted.~~

19 ~~(e) Faculty shall be informed of the amount of Professional Development funds they
20 will have for a given academic year by May 1 of the prior academic year.~~

21 ~~(c) Within one month of the University’s budget receiving final approval, the faculty
22 will be informed of the budget allocation overall for Professional Development for
23 the year and the budget allocation to each academic department. The Provost’s
24 office will also budget for a “Professional reserve fund” that is at minimum 20% of
25 the total budget for Professional Development. This fund will be used, at the
26 Provost’s discretion, to enhance Professional Funds at the request of faculty and/or
27 an academic department chair.~~

28 (d) Faculty that are in their terminal year of employment (as a result of non-
29 reappointment, resignation, or layoff) are not eligible to receive professional
30 development funds unless the use of the professional development funds was
31 approved prior to the date on which the faculty member was informed that they
32 would be non-reappointed or laid off and the disbursed funds are not recoverable.

33 **14.2 Sabbatical Leave.**

34 (a) General Principles.

35 (1) A sabbatical leave is intended to provide faculty members with
36 opportunities for professional and scholarly development that will
37 contribute to their achievements and enhance the value of their service to
38 the University.

39 (2) A sabbatical recognizes prior teaching and scholarly achievements at the
40 University and anticipates future teaching and scholarly contributions. It is

- 41 not a reward for service.
- 42 (3) Sabbaticals must provide the University with professional value, and offer
43 faculty with opportunities for professional renewal, planned travel, study,
44 formal education, research, faculty development, certification, or other
45 experiences.
- 46 (b) Eligibility for Sabbatical Leave.
- 47 (1) The University allows full-time faculty who have completed at least six
48 years of full-time service with the University to be eligible to apply for a
49 sabbatical.
- 50 (2) Ordinarily, sabbaticals are granted only if, at the expiration of such leave,
51 the applicant would be eligible for continued service on the faculty of the
52 school for at least one year before retirement or contract expiration.
- 53 (3) The University does not guarantee the opportunity to take a sabbatical leave.
- 54 (4) A faculty member is eligible to take sabbatical leave when, in the Provost's
55 assessment, the conditions of the department and of the University are such
56 that the faculty member's absence will not seriously impair the interests of
57 the University. Eligibility does not mean that a sabbatical will be approved.
- 58 (5) Maximum Sabbaticals. Under normal circumstances, the number of
59 individuals on sabbatical will not exceed one (1) individual in a
60 department/program area and, across the faculty, may not exceed 7% of the
61 full-time faculty in any single semester.
- 62 (6) Additional Sabbatical Leave. Employees shall not normally be eligible to
63 take another paid sabbatical until six (6) years of continuous employment
64 are completed following the prior sabbatical.
- 65 (c) Application for Sabbatical Leave.
- 66 (1) The Provost or designee will call for applications by December 15 for
67 sabbatical leave starting in the subsequent academic year. This call for
68 applications will be sent to all eligible faculty members.
- 69 (2) A complete application for sabbatical is due in the Provost's office by
70 January 15 preceding the academic year in which the sabbatical is
71 requested.
- 72 (3) The application must include the following:
- 73 a. a well-considered, suitably detailed written plan for the requested
74 research or professional development activity, thoroughly
75 describing its professional value to the University and faculty
76 member. This written plan should be at least two (2) but not more
77 than five (5) pages in length, using 11-point font and one-inch
78 margins.
- 79 b. an updated curriculum vitae, and;

80 c. a statement from the Division Director or Department Chair (if there
81 is no Division Director in the management chain), which indicates
82 whether the applicant’s absence will or will not unreasonably hinder
83 the delivery of the curriculum.

84 (d) **Sabbatical Review Committee and Presidential Approval.**

85 (1) Sabbatical approval is based on the candidate’s proposal and its value to the
86 University.

87 (2) The committee shall consist of the Provost, one Vice Provost, and two (2)
88 faculty members, one (1) chosen by the Faculty Representative Council and
89 one (1) chosen by the Provost.

90 (3) The committee will evaluate the sabbatical proposals and make a written
91 recommendation to the President (or designee), who has final decision
92 authority to approve a sabbatical.

93 (4) The President (or designee) shall provide his or her decision in writing to
94 the applicant and the committee.

95 (5) Mutual Consent. The letter from the President, or designee, to the applicant
96 approving the leave represents a commitment by the University and the
97 faculty member. Therefore, any subsequent changes to the plans for the
98 leave require the written agreement of both parties.

99 (e) **Terms and Conditions for Sabbatical Leave**

100 (1) A sabbatical may involve absence for an academic year at half-salary (fall-
101 spring or spring-fall) or a semester (fall or spring) at full salary. An
102 academic year sabbatical can be for fall-spring or for spring-fall.

103 (2) A faculty member who accepts a sabbatical is expected to return to the
104 University for at least two semesters (a spring and a fall) of service
105 immediately after the conclusion of the sabbatical.

106 (3) If a faculty member does not return to the University immediately following
107 the leave, the faculty member is responsible for compensating the school
108 for the salary and benefits, if any, received during the sabbatical.

109 (4) Within sixty (60) days of returning to academic duties at the University after
110 a sabbatical leave, the faculty member shall submit a detailed report of
111 activities during the leave to the Provost.

112 (5) Upon request, the University will provide UFF with a report on sabbaticals
113 for the previous academic year that includes a list of faculty members who
114 went on sabbatical during that academic year, the number of applicants
115 during that academic year for a sabbatical, and list of the applicants
116 approved for a sabbatical.

117 **14.3 Professional Development Leave.**

118 (a) Professional Development Leave (PDL) is designed to provide eligible employees
119 with opportunities for professional renewal, educational travel, study, formal

- 120 education, research, faculty development, certification, or other experiences of
121 professional value.
- 122 (b) Full-time employees who have completed three (3) or more years of full-time
123 service with the University are eligible to apply for such leave.
- 124 (c) Professional Development Leave is not compensated and is not benefited by the
125 University.
- 126 (1) The eligibility of employees to receive compensation pursuant to a contract
127 or grant is subject to the terms of the contract or grant.
- 128 (2) However, in the case of non-full-time status, while supported part-time by
129 a contract or grant, the individuals' benefits will be funded at the fraction of
130 full-time represented by the grant activity.
- 131 (d) Procedures for application and approval shall be the same as those followed for
132 Sabbatical Leave.
- 133 (e) Under normal circumstances, no more than one (1) employee in a department/unit
134 may be awarded professional development leave at the same time.