

**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 has either been promoted or has 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) Maximum Sabbaticals. Under normal circumstances, the number of
- 46 individuals on sabbatical will not exceed one (1) individual in a
- 47 department/program area and, across the faculty, may not exceed 7% of the
- 48 full-time faculty in any single semester.
- 49 (5) Additional Sabbatical Leave. Employees shall not normally be eligible to
- 50 take another paid sabbatical until six (6) years of continuous employment
- 51 are completed following the prior sabbatical.
- 52 (c) Application for Sabbatical Leave.
- 53 (1) The Provost will announce to eligible faculty members that they may submit
- 54 a preliminary application for sabbatical on or before December 15. Two
- 55 announcements will be made, one on or before November 15, and one or
- 56 before Dec. 1.
- 57 (2) The sabbatical preliminary application will state which semester, or
- 58 semester(s) are requested for sabbatical, the faculty activity for sabbatical,
- 59 where the sabbatical will take place, and the professional benefit to the
- 60 faculty member and the university of the sabbatical.
- 61 (3) The Provost's office will inform the faculty by January 15 if they should
- 62 prepare a full sabbatical proposal. This determination will be made on the
- 63 likelihood of the university granting the sabbatical if the proposal was
- 64 accepted.
- 65 (4) A complete application for sabbatical is due in the Provost's office by
- 66 February 15 preceding the academic year in which the sabbatical is
- 67 requested. The proposal will be reviewed by the sabbatical review
- 68 committee described in section (d).
- 69 (5) 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 Department Chair, which indicates whether the
- 78 applicant's absence will or will not unreasonably hinder the delivery
- 79 of the curriculum.

- 80           (d)   Sabbatical Review Committee and Presidential Approval.
- 81           (1)   Sabbatical approval is based on the candidate's proposal, its value to the  
82           University, and the impact to the candidate's department.
- 83           (2)   The committee shall consist of the Provost, one Vice Provost, and two (2)  
84           faculty members, one (1) chosen by the Faculty Representative Council and  
85           one (1) chosen by the Provost.
- 86           (3)   The committee will evaluate the sabbatical proposals and make a written  
87           recommendation to the President (or designee), who has final decision  
88           authority to approve a sabbatical. The committee recommendation will be  
89           made on or before March 15, included in this recommendation will be a  
90           statement on the impact of the faculty member's absence on the department  
91           and the university.
- 92           (4)   Notwithstanding any other provision, the Provost, based on new  
93           information and prior to the President's final determination, can make a  
94           recommendation to the President that a sabbatical proposal be denied if it is  
95           determined that the ~~candidate~~~~faculty member~~'s absence will seriously  
96           impair the interests of the University. Prior to making the recommendation  
97           to the President, the Provost will notify the candidate in writing of the  
98           Provost's intent to recommend that the sabbatical proposal be denied due to  
99           new information. Upon the candidate's written request, the Provost and the  
100           candidate may discuss possible options to mitigate the impact of the  
101           candidate's absence. The Provost may include mitigation options in the  
102           recommendation to the President for the President's final approval.  
103           However, prior to making a recommendation for denial, the Provost will  
104           provide the applicant with an opportunity to mitigate any such impairment.
- 105           (5)   The President (or designee) shall provide his or her decision in writing to  
106           the applicant and the committee no later than June 1 for an annual sabbatical  
107           or the following Fall semester sabbatical or October 1 for the Spring  
108           semester sabbatical.
- 109           (6)   Mutual Consent. The letter from the President, or designee, to the applicant  
110           approving the leave represents a commitment by the University and the  
111           faculty member. Therefore, any subsequent changes to the plans for the  
112           leave require the written agreement of both parties.
- 113           (e)   Terms and Conditions for Sabbatical Leave
- 114           (1)   A sabbatical may involve absence for an academic year at half-salary (fall-  
115           spring or spring-fall) or a semester (fall or spring) at full salary. An  
116           academic year sabbatical can be for fall-spring or for spring-fall. Individuals  
117           on sabbatical leave retain their benefits as if they are full-time employees.
- 118           (2)   A faculty member who accepts a sabbatical is expected to return to the  
119           University for at least two semesters (a spring and a fall) of service  
120           immediately after the conclusion of the sabbatical.
- 121           (3)   If a faculty member does not return to the University immediately following

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- 122 the leave, the faculty member is responsible for compensating the school  
123 for the salary and benefits, if any, received during the sabbatical.
- 124 (4) Within sixty (60) days of returning to academic duties at the University after  
125 a sabbatical leave, the faculty member shall submit a detailed report of  
126 activities during the leave to the Provost.
- 127 (5) Upon request, the University will provide UFF with a report on sabbaticals  
128 for the previous academic year that includes a list of faculty members who  
129 went on sabbatical during that academic year, the number of applicants  
130 during that academic year for a sabbatical, and list of the applicants  
131 approved for a sabbatical.

132 **14.3 Professional Development Leave.**

- 133 (a) Professional Development Leave (PDL) is designed to provide eligible employees  
134 with opportunities for professional renewal, educational travel, study, formal  
135 education, research, faculty development, certification, or other experiences of  
136 professional value.
- 137 (b) Full-time employees who have completed three (3) or more years of full-time  
138 service with the University are eligible to apply for such leave.
- 139 (c) Professional Development Leave is not compensated and is not benefited by the  
140 University.
- 141 (1) The eligibility of employees to receive compensation pursuant to a contract  
142 or grant is subject to the terms of the contract or grant.
- 143 (2) However, in the case of non-full-time status, while supported part-time by  
144 a contract or grant, the individuals' benefits will be funded at the fraction of  
145 full-time represented by the grant activity.
- 146 (d) Procedures for application and approval shall be the same as those followed for  
147 Sabbatical Leave.
- 148 (e) Under normal circumstances, no more than one (1) employee in a department/unit  
149 may be awarded professional development leave at the same time.