

**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. Each faculty member will be given professional development funds that provide equitable opportunities in relation to other faculty members, to meet required criteria for annual evaluations, reappointment, and promotion. Professional Development funds for faculty eligible to receive them shall not be less than \$1,500 per faculty member for a given academic year.~~
- ~~(b)~~ Faculty shall be informed of the minimum amount of Professional Development funds they will have for a given academic year by May 1 of the prior academic year. This requirement does not preclude additional discretionary funding being granted.
- ~~(e)~~ Faculty shall be informed of the amount of Professional Development funds they will have for a given academic year by May 1 of the prior academic year.
- ~~(d)~~(c) 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 to be eligible to apply for a

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sabbatical.

- (2) 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.
- (3) The University does not guarantee the opportunity to take a sabbatical leave.
- (4) A faculty member is eligible to take sabbatical leave 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. Eligibility does not mean that a sabbatical will be approved.
- (5) Maximum Sabbaticals. Under normal circumstances, the number of individuals on sabbatical will not exceed one (1) individual in a department/program area and, across the faculty, may not exceed 7% of the full-time faculty in any single semester.
- (6) 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.

(c) Application for Sabbatical Leave.

- (1) The Provost or designee will call for applications by December 15 for sabbatical leave starting in the subsequent academic year. This call for applications will be sent to all eligible faculty members.
- (2) 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.
- (3) The application must include the following:
  - a. a well-considered, suitably detailed written plan for the requested research or professional development activity, thoroughly describing its professional value to the University and faculty member. This written plan should be at least two (2) but not more than five (5) pages in length, using 11-point font and one-inch margins.
  - b. an updated curriculum vitae, and;
  - c. a statement from the Division Director or Department Chair (if there is no Division Director in the management chain), which indicates whether the applicant's absence will or will not unreasonably hinder the delivery of the curriculum.

(d) Sabbatical Review Committee and Presidential Approval.

- (1) Sabbatical approval is based on the candidate's proposal and its value to the University.
- (2) The committee shall consist of the Provost, one Vice Provost, and two (2) faculty members, one (1) chosen by the Faculty Representative Council and one (1) chosen by the Provost.
- (3) The committee will evaluate the sabbatical proposals and make a written

recommendation to the President (or designee), who has final decision authority to approve a sabbatical.

- (4) The President (or designee) shall provide his or her decision in writing to the applicant and the committee.
- (5) 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.

(e) Terms and Conditions for Sabbatical Leave

- (1) 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.
- (2) 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.
- (3) 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, if any, received during the sabbatical.
- (4) 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.
- (5) Upon request, the University will provide UFF with a report on sabbaticals for the previous academic year that includes a list of faculty members who went on sabbatical during that academic year, the number of applicants during that academic year for a sabbatical, and list of the applicants approved for a sabbatical.

**14.3 Professional Development Leave.**

- (a) 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.
- (b) Full-time employees who have completed three (3) or more years of full-time service with the University are eligible to apply for such leave.
- (c) Professional Development Leave is not compensated and is not benefited by the University.
  - (1) The eligibility of employees to receive compensation pursuant to a contract or grant is subject to the terms of the contract or grant.
  - (2) 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.
- (d) Procedures for application and approval shall be the same as those followed for Sabbatical Leave.

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