

ARTICLE 14
PROFESSIONAL DEVELOPMENT AND SABBATICAL LEAVE
(PENDING BOT APPROVAL)

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5 14.1 Professional Development. The University supports the development of its faculty as
6 teachers, scholars, and practitioners by providing resources and programs. Such support
7 includes but is not limited to internal research grants, financial support including travel
8 support, orientation programs, instructional technology workshops, and speakers' series.
9 Professional Development funds are dispersed by the Provost or his/her designee based
10 on appropriateness of the request and budget availability.

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12 14.2 Sabbatical Leave. A sabbatical leave is intended to provide faculty members with
13 opportunities for scholarly development that will contribute to their achievements and the
14 value of their service to the University. A sabbatical recognizes prior teaching and
15 scholarly achievements and anticipates future teaching and scholarly contributions.
16 Sabbaticals provide faculty with the opportunities for professional renewal, planned travel,
17 study, formal education, research, faculty development, certification, or other experiences
18 of professional value.

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20 (a) Eligibility for Sabbatical Leave. The University does not guarantee the opportunity
21 to take a sabbatical leave. Leave is granted when, in the Provost's assessment, the
22 conditions of the department and of the University are such that the faculty
23 member's absence will not seriously impair the interests of the University. A faculty
24 member who accepts a sabbatical is expected to return to the University for at least
25 two semesters (a spring and a fall) of service immediately after the conclusion of
26 the sabbatical. If a faculty member does not return to the University immediately
27 following the leave, the faculty member is responsible for compensating the school
28 for the salary and benefits received during the sabbatical. Ordinarily, sabbaticals
29 are granted only if, at the expiration of such leave, the applicant would be eligible
30 for continued service on the faculty of the school for at least one year before
31 retirement or contract expiration. The University allows full-time faculty who have
32 completed at least six years of full-time service with the University to be eligible
33 to apply for a sabbatical. Sabbaticals are granted to increase an employee's value to
34 the University through further professional development, not as a reward for
35 service. Applications for sabbaticals are usually distributed by the Provost in early
36 January for the subsequent academic year.
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For the University

For the UFF

Mark Bonfanti
Chief Negotiator

Candi Churchill
Chief Negotiator

Date

Date

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(b) Duration and Compensation. A sabbatical may involve absence for an academic year at half-salary or for either a fall or spring semester at full salary.

(c) Application. A complete application for sabbatical, approved by the Division Director, or if there is no Division Director in the management chain, the Department Chair, is due in the Provost's office by January 15 preceding the academic year in which the sabbatical is requested. The applicant must have a well-considered, suitable plan for research activity. A detailed written statement of this plan indicating its professional advantages, 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.

(d) Sabbatical approval is based on the candidate's proposal and its value to the university. The Provost, one other Vice President, and two faculty members (one nominated by the Faculty Assembly, 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. Sabbaticals can be for a single semester, or for fall-spring or for spring-fall.

(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.

(e) 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.

(f) Additional Sabbatical Leave. Employees shall not normally be eligible to take another paid sabbatical until six (6) years of continuous service are completed following the prior sabbatical.

(g) Maximum Sabbaticals. In no case will the number of individuals on sabbatical in a single semester exceed one individual in a department and across the faculty, it may not exceed 7% of the full-time faculty.

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14.3 Professional Development Leave. Professional Development Leave (PDL) is designed to provide eligible faculty 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. The University allows full-time faculty who have completed three or more years of full-time service with the University to be eligible for such leave. The eligibility of faculty 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.

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