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2 **ARTICLE 14**  
3 **PROFESSIONAL DEVELOPMENT AND SABBATICAL LEAVE**

4 14.1 Professional Development. The University supports the development of its faculty as  
5 teachers, scholars, and practitioners by providing resources and programs. Such support  
6 includes but is not limited to internal research grants, financial support including travel  
7 support, orientation programs, instructional technology workshops, and speakers' series.  
8 Professional Development funds are dispersed by the Provost or his/her designee based  
9 on appropriateness of the request and budget availability.

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11 14.2 Sabbatical Leave. A sabbatical leave is intended to provide faculty members with  
12 opportunities for professional and scholarly development that will contribute to their  
13 achievements and the value of their service to the University. A sabbatical recognizes prior  
14 teaching and scholarly achievements at the University and anticipates future teaching and  
15 scholarly contributions. Sabbaticals must provide the University with professional value,  
16 and offer faculty with the opportunities for professional renewal, planned travel, study,  
17 formal education, research, faculty development, certification, or other experiences ~~of~~  
18 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.

37  
38 (b) Duration and Compensation. A sabbatical may involve absence for an academic  
39 year at half-salary (fall-spring or spring-fall) or ~~for either a fall or spring semester~~  
40 (fall or spring) at full salary. An academic year sabbatical can be for fall-spring or  
41 for spring-fall.  
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43

- 44 (c) Application. A complete application for sabbatical is due in the Provost's office by  
45 January 15 preceding the academic year in which the sabbatical is requested. The  
46 applicanton ~~must have include~~ a well-considered, suitable written plan for the  
47 requested research or professional development activity. A detailed written  
48 statement of this plan, indicating its professional ~~advantages~~value to the University  
49 and faculty member, as well as a current curriculum vitae, must accompany the  
50 application. This plan should be at least two pages and not more than five pages in  
51 length, using 11-point font and one-inch margins. The application must include a  
52 statement from the Division Director or, if there is no Division Director in the  
53 management chain, the Department Chair, ~~that whether~~ the applicant's absence will  
54 or will not unreasonably hinder the delivery of the curriculum. ~~If the Division~~  
55 ~~Director or Department Chair refuses to provide such a statement, they shall~~  
56 ~~provide a written justification to the applicant.~~  
57  
58 (d) Sabbatical approval is based on the candidate's proposal and its value to the  
59 University. The Provost, one Vice-Provost, and two ~~three~~ faculty members  
60 (~~two~~one chosen by the Faculty Assembly, one chosen by the Provost) evaluate the  
61 sabbatical proposals and make a recommendation to the President. Final decision  
62 authority on sabbaticals lies with the President, and the President will report  
63 annually to the BOT on sabbatical activity. ~~If~~The President ~~denies a recommended~~  
64 ~~sabbatical, he shall provide a written justification to the committee and applicant~~this  
65 decision in writing to the candidate and the committee.  
66  
67 (e) Mutual Consent. The letter from the President, or designee, to the applicant  
68 approving the leave represents a commitment by the University and the faculty  
69 member. Therefore, any subsequent changes to the plans for the leave require the  
70 written agreement of both parties.  
71  
72 (e) Required Report. Within sixty (60) days of returning to academic duties at the  
73 University after a sabbatical leave, the faculty member shall submit a detailed report  
74 of activities during the leave to the Provost.  
75  
76 (f) Additional Sabbatical Leave. Employees shall not normally be eligible to take  
77 another paid sabbatical until six (6) years of continuous service are completed  
78 following the prior sabbatical.  
79  
80 (g) Maximum Sabbaticals. Under normal circumstances, the number of individuals on  
81 sabbatical will not exceed one individual in a department/program area and across  
82 the faculty, it may not exceed 7% of the full-time faculty in any single semester.  
83  
84 14.3 Professional Development Leave. Professional Development Leave (PDL) is designed to  
85 provide eligible faculty with opportunities for professional renewal, educational travel,  
86 study, formal education, research, faculty development, certification, or other experiences

87 of professional value. Professional Development Leave is not compensated and is not  
88 benefited. ~~The University allows f~~Full-time faculty who have completed three or more  
89 years of full-time service with the University ~~to be~~are eligible to apply for such leave. The  
90 eligibility of faculty to receive compensation pursuant to a contract or grant is subject to  
91 the terms of the contract or grant. However, in the case of non-full-time status, while  
92 supported part-time by a contract or grant, the individuals' benefits will be funded at the  
93 fraction of full-time represented by the grant activity. Procedures for application and  
94 approval shall be the same as those followed for Sabbatical Leave. ~~The President, or~~  
95 ~~designee, must approve any professional development leave requested.~~

96  
97 Under normal circumstances, no more than one (1) employee in a department/unit may be  
98 awarded professional development leave at the same time.  
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