

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

14.1 Professional Development. The University supports the development of its faculty 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. Professional Development funds are dispersed by the Provost or his/her designee based on appropriateness of the request and budget availability.

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

(a) Eligibility for Sabbatical Leave. The University does not guarantee the opportunity to take a sabbatical leave. Leave is granted 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. 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. 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 received during the sabbatical. 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. 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 sabbatical. Sabbaticals are granted to increase an employee's value to the University through further professional development, not as a reward for service. Applications for sabbaticals are usually distributed by the Provost in early January for the subsequent academic year.

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

- 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 application 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 applicantthis  
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 Paid Professional Development Leave. A paid professional development leave is intended  
85 to provide non-teaching faculty members with opportunities for professional development  
86 that will contribute to their achievements and the value of their service to the University.

87 A paid professional development leave recognizes prior professional achievements at the  
88 University and anticipates future professional contributions. Paid professional  
89 development leave must provide the University with professional value, and offer faculty  
90 with opportunities for professional renewal, planned travel, study, formal education,  
91 research, development, certification, or other experiences.

92  
93 (a) Eligibility for Paid Professional Development Leave. The University does not  
94 guarantee the opportunity to take a paid professional development leave. Leave is  
95 granted when, in the Provost's assessment, the conditions of the unit and of the  
96 University are such that the faculty member's absence will not seriously impair the  
97 interests of the University. A faculty member who accepts a paid professional  
98 development leave is expected to return to the University for at least one year of  
99 service immediately after the conclusion of the paid professional development  
100 leave. If a faculty member does not return to the University immediately following  
101 the leave, the faculty member is responsible for compensating the school for the  
102 salary and benefits received during the paid professional development leave.  
103 Ordinarily, paid professional development leaves are granted only if, at the  
104 expiration of such leave, the applicant would be eligible for continued service at  
105 the school for at least one year before retirement or contract expiration. The  
106 University allows full-time faculty who have completed at least six years of full-  
107 time service with the University to be eligible to apply for a paid professional  
108 development leave. Paid professional development leaves are granted to increase  
109 an employee's value to the University through further professional development,  
110 not as a reward for service.

111  
112 (b) Duration and Compensation. A paid professional development leave may last any  
113 length not to exceed five months. A paid professional development leave will be  
114 compensated at full salary.

115  
116 (c) Application. A complete application for paid professional development leave may  
117 be submitted to the Provost's office at any time. The application must include a  
118 well-considered, suitable written plan for the requested research or professional  
119 development activity. A detailed written statement of this plan, indicating its  
120 professional value to the University and faculty member, as well as a current  
121 curriculum vitae, must accompany the application. This plan should be at least two  
122 pages and not more than five pages in length, using 11-point font and one-inch  
123 margins. The application must include a statement from the faculty member's direct  
124 supervisor whether the applicant's absence will or will not unreasonably hinder the  
125 operation of the faculty member's unit.

126  
127 (d) Paid professional development leave approval is based on the candidate's proposal  
128 and its value to the University. The Provost, one Vice-Provost, and two faculty  
129 members (one chosen by the Faculty Assembly, one chosen by the Provost)

130 evaluate the paid professional development leaves proposals and make a  
131 recommendation to the President. Final decision authority on paid professional  
132 development leaves lies with the President, and the President will report annually  
133 to the BOT on paid professional development leaves activity. The President shall  
134 provide his decision in writing to the candidate and the committee.

135  
136 (e) Mutual Consent. The letter from the President, or designee, to the applicant  
137 approving the leave represents a commitment by the University and the faculty  
138 member. Therefore, any subsequent changes to the plans for the leave require the  
139 written agreement of both parties.

140  
141 (e) Required Report. Within sixty (60) days of returning to academic duties at the  
142 University after a paid professional development leave, the faculty member shall  
143 submit a detailed report of activities during the leave to the Provost.

144  
145 (f) Additional Sabbatical Leave. Employees shall not normally be eligible to take  
146 another paid professional development leave until six (6) years of continuous  
147 service are completed following the prior paid professional development leave.

148  
149 (g) Maximum Sabbaticals. Under normal circumstances, the number of individuals on  
150 sabbatical will not exceed one individual in a unit.

151  
152 14.43 Unpaid Professional Development Leave. Unpaid Professional Development Leave (PDL)  
153 is designed to provide eligible faculty with opportunities for professional renewal,  
154 educational travel, study, formal education, research, faculty development, certification, or  
155 other experiences of professional value. Unpaid Professional Development Leave is not  
156 compensated and is not benefited. ~~The University allows ff~~Full-time faculty who have  
157 completed three or more years of full-time service with the University ~~to be~~eligible to  
158 apply for such leave. The eligibility of faculty to receive compensation pursuant to a  
159 contract or grant is subject to the terms of the contract or grant. However, in the case of  
160 non-full-time status, while supported part-time by a contract or grant, the individuals'  
161 benefits will be funded at the fraction of full-time represented by the grant activity.  
162 Procedures for application and approval shall be the same as those followed for Sabbatical  
163 Leave ~~for teaching faculty and Paid Professional Development Leave for non-teaching~~  
164 faculty.

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