

1 **ARTICLE 14**
2 **PROFESSIONAL DEVELOPMENT AND SABBATICAL LEAVE**
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4 14.1 Professional Development. The University supports the development of its workforce 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, formal education,
8 certification, discipline-specific development, and speakers' series. Professional
9 Development funds are dispersed by the Provost or his/her designee based on
10 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 professional and scholarly development that will contribute to their
14 achievements and the value of their service to the University. A sabbatical recognizes prior
15 teaching and scholarly achievements at the University and anticipates future teaching and
16 scholarly contributions. Sabbaticals must provide the University with professional value,
17 and offer faculty with opportunities for professional renewal, planned travel, study, formal
18 education, research, faculty development, certification, or other experiences.
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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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38 (b) Duration and Compensation. A sabbatical may involve absence for an academic
39 year at half-salary (fall-spring or spring-fall) or a semester (fall or spring) at full
40 salary. An academic year sabbatical can be for fall-spring or for spring-fall.
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43 (c) Application. A complete application for sabbatical is due in the Provost's office by

44 January 15 preceding the academic year in which the sabbatical is requested. The
45 application must include a well-considered, suitable written plan for the requested
46 research or professional development activity. A detailed written statement of this
47 plan, indicating its professional value to the University and faculty member, as well
48 as a current curriculum vitae, must accompany the application. This plan should be
49 at least two pages and not more than five pages in length, using 11-point font and
50 one-inch margins. The application must include a statement from the Division
51 Director or, if there is no Division Director in the management chain, the
52 Department Chair, whether the applicant's absence will or will not unreasonably
53 hinder the delivery of the curriculum.

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55 (d) Sabbatical approval is based on the candidate's proposal and its value to the
56 University. The Provost, one Vice-Provost, and two faculty members (one chosen
57 by the Faculty Assembly, one chosen by the Provost) evaluate the sabbatical
58 proposals and make a recommendation to the President. Final decision authority on
59 sabbaticals lies with the President, and the President will report annually to the BOT
60 on sabbatical activity. The President shall provide his decision in writing to the
61 candidate and the committee.

62
63 (e) Mutual Consent. The letter from the President, or designee, to the applicant
64 approving the leave represents a commitment by the University and the faculty
65 member. Therefore, any subsequent changes to the plans for the leave require the
66 written agreement of both parties.

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68 (e) Required Report. Within sixty (60) days of returning to academic duties at the
69 University after a sabbatical leave, the faculty member shall submit a detailed report
70 of activities during the leave to the Provost.

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

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76 (g) Maximum Sabbaticals. Under normal circumstances, the number of individuals on
77 sabbatical will not exceed one individual in a department/program area and across
78 the faculty, it may not exceed 7% of the full-time faculty in any single semester.

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80 14.3 Professional Development Leave. Professional Development Leave (PDL) is designed to
81 provide eligible employees with opportunities for professional renewal, educational travel,
82 study, formal education, research, faculty development, certification, or other experiences
83 of professional value. Professional Development Leave is not compensated and is not
84 benefited. Full-time employees who have completed three or more years of full-time
85 service with the University are eligible to apply for such leave. The eligibility of employees
86 to receive compensation pursuant to a contract or grant is subject to the terms of the contract

87 or grant. However, in the case of non-full-time status, while supported part-time by a
88 contract or grant, the individuals' benefits will be funded at the fraction of full-time
89 represented by the grant activity. Procedures for application and approval shall be the same
90 as those followed for Sabbatical Leave.

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