

University of Florida Sabbatical and Professional Development Awards, 2018-19
GUIDELINES – In Unit Colleges

1. General Description: The program described here is applicable to those colleges in the collective bargaining unit for the contract years 2017-19.

See http://hr.ufl.edu/wp-content/uploads/docs/UFF_articles/ARTICLE_20.pdf) Leave and sabbaticals for colleges not in the bargaining unit are governed by UF Regulation 1.201(20)(e) <http://regulations.ufl.edu/wp-content/uploads/2012/09/1201.pdf>.

Research and development programs are intended to advance the abilities of faculty members and to strengthen the university. Such programs contribute significantly to the quality and success of research universities, and they provide eligible faculty members with the opportunity for professional renewal, planned travel, study, formal education, research, writing, faculty development, certification, or other experiences of professional value.

Sabbaticals are granted to tenured faculty members to permit them to engage in intensive programs of research and/or study, to enable them to further their research or other creative activities, to improve teaching skills, and to enhance the university's distinction and a faculty member's value to the university.

2. Sabbatical Eligibility: Full-time tenured faculty members with at least 6 years of full-time service at the University who have not taken a sabbatical within the last 6 years are eligible for sabbaticals.

(a) Faculty members may apply in the year prior to being eligible, provided that they are eligible in the award year. Thus, in order to apply in the 2017-18 evaluation cycle, faculty must have at least 5 years of full-time service in a tenure-track title and not have taken a sabbatical in the previous 5 years. They must also either be tenured or coming up for tenure during the evaluation year. By the award year, 2018-19, they must meet the eligibility requirements of tenure and 6 years of continuous full-time service since last sabbatical.

(b) As in the past, the Provost's Office will provide an initial list of all faculty in each unit that meet the criteria. The deadline for applications remains October 15th and the deadline for notifying faculty of their award remains January 15th. Choices should be reported to the Provost's Office as in the past.

(c) In order to ensure that those who have applied are eligible to take the award during the award year, prior to the start of the fall semester the Provost's Office will verify eligibility of those selected by the units and notify the units of any faculty who did not meet the eligibility criteria at that time. Possible examples of those who would not be meet the requirements include individuals who went off full-time status, did not achieve tenure, or left the University.

(d) In a case where a faculty member becomes ineligible, the sabbatical semester is not carried forward, and need not be reallocated during that award year.

3. Sabbatical Types: Sabbaticals are for one semester at full pay.

The University will allocate 140 one-semester, full pay sabbaticals each fiscal year for members of the bargaining unit. The University will distribute this sabbatical allocation to each of the colleges in proportion to the number of eligible faculty in each college.

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Applicants may provide a separate, additional rationale for a second sabbatical semester at the time they apply for the one-semester sabbatical. The candidate should describe the specific value the additional semester of sabbatical research would add to the proposed project, and how it would benefit the department and the University. All one-semester sabbaticals allocated in the college must be awarded before any second semester sabbatical add-ons can be awarded.

4. Process for Review of Sabbatical Proposals: The chair shall make a recommendation on whether the University should award a proposed sabbatical, and a college committee, elected by and from the tenured faculty of the college, makes recommendations to the dean on whether the proposals meet the standards.

The dean may fund a proposal, refer it back to the faculty member for re-submission, or deny the proposal. Before denying a proposal that has been supported both by the chair and the college committee, the dean shall consult with the chair and the committee. The dean shall notify the faculty member in writing of the reasons for denial for the sabbatical. A faculty member denied a sabbatical for whatever reason is free to submit a new proposal the following year.

If a college does not use the allocation in a given year because the dean denied a proposal, the unused allocation will be forwarded to the following year.

If there are more recommended sabbaticals than available allocations, those individuals with the most years of service since a previous sabbatical shall be granted the sabbatical. Chairs/directors and committees should evaluate proposals carefully and recommend only those that are meritorious. In the event that the seniority provision requires a decision between meritorious applications by those with identical seniority, the college committee shall rank order only those applications.

5. Terms and Conditions of Sabbaticals:

(a) A faculty member and the University may agree to provide the one-semester sabbatical as a full-year sabbatical at half pay.

(b) A faculty member must notify the chair and the dean by January 31 that the faculty member accepts or declines the awarded sabbatical. The faculty member may re-submit the following year without prejudice.

(c) A sabbatical may be postponed for a semester or a year, either at the request of the faculty member or by the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical. Staffing problems may, on occasion, require the University to postpone an awarded sabbatical. In such instances the faculty member will be provided with his or her sabbatical the following semester or year, or another time agreed to by the faculty member and the University.

When a faculty member requests the postponement, the faculty member does not reapply but simply takes the sabbatical at a time approved by the chair and dean.

(d) A faculty member compensated through a contract or grant may receive a sabbatical if the contract or grant allows such and the faculty member meets all other eligibility requirements.

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- (e) A faculty member must return to the University for at least one (1) academic year following the completed sabbatical. Return to the University of salary received during the sabbatical may be required if the faculty member fails to meet this obligation.
- (f) Contributions to retirement shall be continued on a basis proportional to the salary received.
- (g) Contributions made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
- (h) While on sabbatical a faculty member shall be permitted to receive funds for travel and living expenses and other sabbatical-related expenses from sources other than the University, such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the faculty member's University salary.
- (i) Grants for such financial assistance from other sources may or may not be administered through the University.
- (j) If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to the faculty member's current year salary rate. In certain instances, the University may waive this requirement because of special costs associated with the sabbatical.
- (k) Employment unrelated to the purpose of the sabbatical is governed by the reporting requirements for Conflict of Interest and Outside Activity.
- (l) Within 30 days of completing the sabbatical, a faculty member shall provide the department with a written report addressing the results of the sabbatical. Accruing eligibility for a future sabbatical will not begin until an appropriate report has been submitted.

6. Professional Development Program: The University will provide professional development awards (PDL) for those full-time faculty members with six (6) or more years of service at the University, except those faculty who are serving in tenure-accruing or tenured positions. All PKY faculty members are included in this group. Once eligible, faculty members may receive a PDL once every six years of fulltime service.

PDL assignments normally are one semester in length, but individuals may propose other approaches (a summer stipend, support for other professional development activities that do not fit a standard semester schedule, internship support, etc.).

Applicants should use the same form as that for sabbaticals.

The process for review of proposals follows the same deadlines as the sabbatical review process, and should include a recommendation from the chair and a college committee elected by and from the full-time faculty in the college. The recommendations go to the dean, who will determine which proposals to approve. A faculty member denied a PDL for whatever reason is free to submit a new proposal the following year. Unused PDL allocations are not forwarded to the following year.

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The terms and conditions for the PDL program shall be the same as those specified for sabbaticals.

7. Additional Items: There are several items in Article 20 that have been standard practice but were not previously included in the CBA:

- (a) A unit may award more sabbatical semesters than are allocated in a given year.
- (b) A 1-semester sabbatical may be spread over two semesters at half pay.
- (c) The University can waive the requirement that a faculty member return for one year after a sabbatical.
- (d) A college may use a single committee for both sabbaticals and professional development leaves. In that case, the committee may include a non-tenure-track member for evaluation of professional development leaves only.
- (e) Clarifying language was added that professional development leaves are for “professional renewal, study, formal education, certification, research, teaching improvement, or other experiences of professional value [20.7].”