

## **ARTICLE 24**

### **PROFESSIONAL DEVELOPMENT LEAVE AND SABBATICAL**

#### **WHAT CHANGES ARE PROPOSED**

- Increases sabbatical availability;
- Increases professional leave availability;
- Broadens opportunities within departments from one to two.

#### **WHY THE CHANGES ARE IMPORTANT**

- Furthers qualifications of faculty.
- Contributes to faculty performance of duties and responsibilities (e.g., teaching, research, and service).
- Improves student experience.

ARTICLE 24

SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES

24.1 Sabbaticals

(a) Policy. Sabbaticals for professional development are to be made available to faculty members who meet the requirements set forth below. Such sabbaticals are granted to increase a faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

(b) Types of Sabbaticals.

(1) The University Administration will make available to each faculty member whose application has been approved by the University, a sabbatical for two (2) semesters (i.e., one (1) academic year) at half-pay, subject to the conditions set forth below.

(2) Each year, the University Administration will make available at least one (1) sabbatical at full-pay for one (1) semester for each forty (40) eligible faculty members, subject to the conditions set forth below.

(c) Eligibility for Sabbaticals. Full-time tenured faculty members with at least six (6) years of full-time service with the University shall be eligible for sabbaticals.<sup>1</sup> A faculty member who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the faculty member meets all other eligibility requirements. Eligible faculty members shall be notified annually by the University regarding eligibility requirements and application deadlines.

(d) Sabbatical Review Committee

(1) The committee shall be selected through the UFF nomination and election process.

(2) The committee shall consist of nine tenured faculty members, of whom two shall be elected from the College of Arts and Sciences, two from the Coggin College of Business, two from the College of Education and Human Services, two from the Brooks College of Health, and one from the College

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<sup>1</sup> The faculty member may apply for the sabbatical during the sixth year of full-time service. However, the sabbatical will not be awarded to the faculty member until the following (seventh) year.

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42 of Computing Sciences, Engineering and Construction. Runner-up  
43 candidates from the election shall serve as alternate members of the  
44 committee as needed. For example, if three people run for two positions in  
45 a particular college, then the faculty member with the third highest number  
46 of votes shall serve as an alternate. In the event that no alternate member  
47 exists, the University President shall appoint alternate members as needed  
48 from the same college in which a vacancy has occurred.  
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50 (3) Terms shall be for two years, at staggered intervals, with a limit of three  
51 consecutive terms that may be served. In the first year of the committee,  
52 one member from the College of Arts and Sciences, one member from the  
53 Coggin College of Business, one member from the College of Education  
54 and Human Services, and one member from the Brooks College of Health  
55 shall be elected to serve one year, thereby creating staggered terms for those  
56 members serving on the committee.  
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58 (4) Only tenured faculty members may vote in the election.  
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60 (5) If a member of the committee, or anyone personally related to that  
61 committee member, should apply for a sabbatical during that member's  
62 term on the committee, that committee member shall not participate in the  
63 committee's consideration of applications for that year and the college's  
64 alternate member shall fill the faculty member's position on the committee  
65 for that year.  
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67 (6) After decisions have been made for the current year, the Committee shall  
68 select the Chair of the Committee for the forthcoming year. Members who  
69 are eligible for the Chair's position are those who will be completing their  
70 two year assignment in the next year.  
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72 (e) Application and Selection.  
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74 (1) Applications for sabbaticals to be taken during the following academic year  
75 shall be submitted by 5:00 p.m. October 15 of each year to the Office of  
76 Academic Affairs. Each application shall follow the format in Appendix I,  
77 and shall include the applicant's name, the applicant's college, the  
78 applicant's department, the number of years in faculty status\_ at the  
79 University, the dates, length and purpose of all previous sabbaticals taken,  
80 a curriculum vitae, a statement describing the program and activities to be  
81 followed while on sabbatical, relationship between proposed scholarship  
82 and instruction at UNF, the expected benefit of the sabbatical to the faculty  
83 member\_ to the University and the faculty member's academic discipline,  
84 the anticipated short-term and long-term outcomes, including expected  
85 publications, from the leave, any anticipated supplementary income, and a

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- 86 statement that the applicant agrees to comply with the conditions of the  
87 sabbatical program as described in this article. The application (Appendix  
88 I) shall include recommendations from the applicant's chair and dean.  
89
- 90 (2) The Provost or his representative shall forward timely filed and properly  
91 completed applications for one (1) semester sabbaticals at full pay to the  
92 Sabbatical Review Committee. The committee shall meet and rank the  
93 applications for approval based on the benefits of the proposed program to  
94 the faculty member, the University and the profession, the length of time  
95 since the faculty member was relieved of teaching duties for the purpose of  
96 research and other scholarly activities; and the length of service since  
97 previous sabbatical or initial appointment. The committee shall submit a  
98 ranked list of the recommended faculty members to the University President  
99 or representative. The President or representative shall make appointments  
100 from the list and consult with the committee prior to making an appointment  
101 that does not follow the committee's ranking.  
102
- 103 (3) Sabbaticals at half-pay shall be granted unless the University  
104 Administration has determined that the conditions set forth in this section  
105 have not been met or that departmental/unit staff considerations preclude  
106 such sabbatical from being granted.  
107
- 108 (4) No more than ~~one~~ two (±2) faculty members in a department/unit need be  
109 awarded a sabbatical at the same time. In the event a faculty member who  
110 has applied for a sabbatical at half-pay is not awarded a sabbatical solely  
111 due to this limitation, the faculty member will be awarded the sabbatical the  
112 following year, or at a later time as agreed to by the faculty member and the  
113 University Administration. In the event more than one faculty member in a  
114 department/unit is not awarded a sabbatical solely due to this limitation in  
115 any given year, the University Administration shall determine the sequence  
116 of awarding the sabbaticals. The period of postponement shall be credited  
117 toward eligibility for a subsequent sabbatical.  
118
- 119 (f) Terms of Sabbatical Program.
- 120
- 121 (1) While on sabbatical, the faculty member's salary shall be one-half pay for  
122 two (2) semesters (one (1) academic year), or full-pay for one semester.  
123
- 124 (2) The faculty member must return to the University for at least one (1)  
125 academic year following participation in the program. Agreements to the  
126 contrary must be reduced to writing prior to participation. Return to the  
127 University of the salary received during the program may be required in  
128 those instances where neither of the above is satisfied.  
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- 130 (3) The faculty member must, within thirty (30) days upon returning from the  
131 sabbatical, provide a concise written report to the President or  
132 representative of the faculty member's accomplishments during the  
133 sabbatical. This report shall include information regarding the activities  
134 undertaken during the sabbatical, the results accomplished during the  
135 sabbatical as they affect the faculty member and the University, and  
136 research or other scholarly work produced or expected to be produced as a  
137 result of the sabbatical.  
138
- 139 (4) Faculty members shall not normally be eligible to be awarded a second  
140 sabbatical until six (6) years of continuous service are completed following  
141 the first.  
142
- 143 (5) Contributions normally made by the Board to retirement and Social Security  
144 programs shall be continued on a basis proportionate to the salary received.  
145 Board contributions normally made to employee insurance programs and  
146 any other employee benefit programs shall be continued during the  
147 sabbatical.  
148
- 149 (6) Eligible faculty members shall continue to accrue annual and sick leave on  
150 a full-time basis during the sabbatical.  
151
- 152 (7) While on leave, a faculty member shall be permitted to receive funds for  
153 travel and living expenses, and other sabbatical-related expenses, from  
154 sources other than the University such as fellowships, grants-in-aid, and  
155 contracts and grants, to assist in accomplishing the purposes of the  
156 sabbatical. Receipt of funds for such purposes shall not result in reduction  
157 of the faculty member's University salary. Grants for such financial  
158 assistance from other sources may, but need not, be administered through  
159 the University. If financial assistance is received in the form of salary, the  
160 University salary shall normally be reduced by the amount necessary to  
161 bring the total income of the sabbatical period to a level comparable to the  
162 faculty member's current year salary rate. Employment unrelated to the  
163 purpose of the sabbatical leave is governed by the provisions of the Conflict  
164 of Interest/ Outside Activity Article.  
165

166 24.2 Professional Development Leave.  
167

- 168 (a) Policy. Professional development leave shall be made available to faculty  
169 members who meet the requirements set forth below. Such leaves are granted to  
170 increase a faculty member's value to the University through enhanced opportunities  
171 for professional renewal, educational travel, study, formal education, research,  
172 writing, or other experience of professional value, not as a reward for service.  
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- 174 (b) Types of Professional Development Leave. Each year, the University or its  
175 representatives will make available at least one (1) professional development leave  
176 at full-pay for one (1) semester or its equivalent (for example, leave at half-pay for  
177 two (2) semesters), for each thirty (30) eligible faculty members, subject to the  
178 conditions set forth below.  
179
- 180 (c) Eligibility for Professional Development Leave. Full time faculty members with  
181 six (6) or more years of service, except those faculty members who are serving in  
182 tenure-earning or tenured positions, shall be eligible for professional development  
183 leave. A faculty member who is compensated through a contract or grant may  
184 receive a professional development leave only if the contract or grant allows for  
185 such leaves and the faculty member meets all other eligibility requirements.  
186 Eligible faculty members shall be notified annually by the University regarding  
187 eligibility requirements and application deadlines.  
188
- 189 (d) Professional Development Leave Review Committee.  
190
- 191 (1) The committee shall be selected through the UFF nomination and election  
192 process.  
193
- 194 (2) The committee shall consist of six (6) non-tenure-earning faculty members,  
195 elected at large: one from the Library, one from the College of Arts and  
196 Sciences, one from the Coggin College of Business, one from the College  
197 of Education and Human Services, one from the Brooks College of Health,  
198 and one from the College of Computing Sciences, Engineering and  
199 Construction. Runner-up candidates from the election shall serve as  
200 alternate members of the committee as needed. For example, if two people  
201 run for a position in a particular college, then the faculty member with the  
202 second highest number of votes shall serve as alternate. In the event that no  
203 alternate member exists, the University President shall appoint alternate  
204 members as needed from the same college in which a vacancy has occurred.  
205
- 206 (3) Terms shall be for two years, at staggered intervals, with a limit of three  
207 consecutive terms that may be served. In the first year of the committee,  
208 the member from the College of Arts and Sciences, the member from the  
209 Coggin College of Business, and the member from the Brooks College of  
210 Health shall be elected to serve one year, thereby creating staggered terms  
211 for those members serving on the committee.  
212
- 213 (4) Only non-tenure-earning faculty members may vote in the election.  
214
- 215 (5) If a member of the committee, or anyone personally related to that  
216 committee member, should apply for professional development leave  
217 during that member's term on the committee, that committee member shall

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218 not participate in the committee's consideration of applications for that year  
219 and the college's alternate member shall fill the faculty member's position  
220 on the committee for that year.

221  
222 (6) After decisions have been made for the current year, the Committee shall  
223 select the Chair of the Committee for the forthcoming year. Members who  
224 are eligible for the Chair's position are those who will be completing their  
225 two year assignment in the next year.

226  
227 (e) Application and Selection.

228  
229 (1) Applications for professional development leave to be taken during the  
230 following academic year shall be submitted by 5:00 p.m. October 15 of each  
231 year to the Office of Academic Affairs. The application shall contain the  
232 applicant's name, the applicant's college, the applicant's department, the  
233 number of years in faculty status at the University, the dates, length and  
234 purpose of all previous professional development leaves taken, a curriculum  
235 vitae, a statement describing the program and activities to be followed while  
236 on professional development leave, the expected benefit of the professional  
237 development leave to the faculty member, to the University and the faculty  
238 member's academic discipline, and the anticipated short-term and long-  
239 term outcomes, including expected publications, from the leave. The  
240 application (Appendix I-2) shall include recommendations from the  
241 applicant's chair and dean.

242  
243 (2) The Provost or his/her representative shall forward timely filed and properly  
244 completed applications for professional development leave to the  
245 Professional Development Leave Committee for its review and  
246 recommendation. The committee shall meet and recommend applications  
247 for approval based on the criteria for selection specified by the University  
248 and made available to eligible faculty members and the committee. The  
249 President or representative shall consider for approval only those  
250 applications recommended by the committee and shall approve applicants  
251 when the University Administration believes that completion of the project  
252 or work would improve the productivity of the department or function of  
253 which the faculty member is a part.

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255 (3) No more than ~~one (1)~~ two (2) faculty members in each department/unit need  
256 be granted leave at the same time. In the event a faculty member who has  
257 been recommended is not awarded professional development leave solely  
258 due to this limitation, the faculty member will be given priority  
259 consideration in the next round of applications, and will not be required to  
260 resubmit his/her application.

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- 262 (f) Terms of Professional Development Leave.  
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264 (1) The faculty member must return to University employment for at least one  
265 (1) academic year following the conclusion of such leave. Agreements to  
266 the contrary must be reduced to writing prior to participation. Return to the  
267 University of the salary received during the program may be required in  
268 those instances where neither of the above is satisfied.  
269  
270 (2) A faculty member who fails to spend the time as stated in the application  
271 shall reimburse the University the salary received during such leave.  
272  
273 (3) Faculty members shall not normally be eligible to be awarded a second  
274 professional development leave until six (6) years of continuous service are  
275 completed following the previous leave.  
276  
277 (4) The faculty member must provide a brief written report of the faculty  
278 member's accomplishments during the professional development leave to  
279 the President or representative upon return to the University.  
280  
281 (5) Contributions normally made by the Board to retirement and Social Security  
282 programs shall be continued on a basis proportionate to the salary received.  
283 Board contributions normally made to faculty member's insurance  
284 programs and any other faculty member benefit programs shall be continued  
285 during the professional development leave.  
286  
287 (6) Eligible faculty members shall continue to accrue annual and sick leave on  
288 a full-time basis during the professional development leave.  
289  
290 (7) While on leave, a faculty member shall be permitted to receive funds for  
291 travel and living expenses, and other professional development leave-  
292 related expenses, from sources other than the University such as  
293 fellowships, grants-in-aid, and contracts and grants, to assist in  
294 accomplishing the purposes of the professional development leave. Receipt  
295 of funds for such purposes shall not result in reduction of the faculty  
296 member's University salary. Grants for such financial assistance from other  
297 sources may, but need not, be administered through the University. If  
298 financial assistance is received in the form of salary, the University salary  
299 shall normally be reduced by the amount necessary to bring the total income  
300 of the professional development leave period to a level comparable to the  
301 faculty member's current year salary rate. Employment unrelated to the  
302 purpose of the professional development leave is governed by the  
303 provisions of the Conflict of Interest/Outside Activity Article.  
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305 24.3 Other Study Leave.



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- (a) Job-Required. A faculty member required to take academic course work as part of assigned duties shall not be required to charge time spent attending classes during the work day to accrued leave.
- (b) Job-Related. A faculty member may, at the discretion of the supervisor, be permitted to attend up to six (6) credits of course work per semester during work, provided that:
  - (1) The course work is directly related to the faculty member's professional responsibilities;
  - (2) The supervisor determines that the absence will not interfere with the proper operation of the work unit;
  - (3) The supervisor believes that completion of the course work would improve the productivity of the department or function of which the faculty member is a part; and
  - (4) The faculty member's work schedule can be adjusted to accommodate such job-related study with reduction in the total number of work hours required per pay period.
- (c) Faculty members may, in accordance with this Article, use accrued annual leave for job-related study.

24.4 Retraining. The University Administration may, at its discretion, provide opportunities for retraining of faculty members when it is in the University's best interests. Such opportunities may be provided to faculty members who are laid off, to those who are reassigned, or in other appropriate circumstances.