

**ARTICLE 26**  
**SABBATICALS AND PROFESSIONAL DEVELOPMENT LEAVES**

**26.1 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>24</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 of Computing Sciences, Engineering and Construction. Runner-up candidates from the election shall serve as alternate members of the committee as needed. For example, if three people run for two

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<sup>24</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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positions in a particular college, then the faculty member with the third highest number of votes shall serve as an alternate. In the event that no alternate member exists, the University President shall appoint alternate members as needed from the same college in which a vacancy has occurred.

- (3) Terms shall be for two years, at staggered intervals, with a limit of three consecutive terms that may be served. In the first year of the committee, one member from the College of Arts and Sciences, one member from the Coggin College of Business, one member from the College of Education and Human Services, and one member from the Brooks College of Health shall be elected to serve one year, thereby creating staggered terms for those members serving on the committee.
- (4) Only tenured faculty members may vote in the election.
- (5) If a member of the committee, or anyone personally related to that committee member, should apply for a sabbatical during that member's term on the committee, that committee member shall not participate in the committee's consideration of applications for that year and the college's alternate member shall fill the faculty member's position on the committee for that year.
- (6) After decisions have been made for the current year, the Committee shall select the Chair of the Committee for the forthcoming year. Members who are eligible for the Chair's position are those who will be completing their two year assignment in the next year.

### (e) **Application and Selection.**

- (1) Applications for sabbaticals to be taken during the following academic year shall be submitted by 5:00 p.m. October 15 of each year (or the next business day) to the Office of Academic Affairs. Each application shall follow the format in Appendix I, and shall include the applicant's name, the applicant's college, the applicant's department, the number of years in faculty status at the University, the dates, length and purpose of all previous sabbaticals taken, a curriculum vitae, a statement describing the program and activities to be followed while on sabbatical, relationship between proposed scholarship and instruction at UNF, the expected benefit of the sabbatical to the faculty member, to the University and the faculty member's academic discipline, the anticipated short-term and long-term outcomes, including expected publications, from the leave, any anticipated supplementary income, and a statement that the applicant agrees to comply with the conditions of the sabbatical program as described in this article. The application (Appendix I) shall include recommendations from the applicant's chair and dean.

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- (2) The Provost or his representative shall forward timely filed and properly completed applications for one (1) semester sabbaticals at full pay to the Sabbatical Review Committee. The committee shall meet and rank the applications for approval based on the benefits of the proposed program to the faculty member, the University, and the profession, the length of time since the faculty member was relieved of teaching duties for the purpose of research and other scholarly activities; and the length of service since previous sabbatical or initial appointment. The committee shall submit a ranked list of the recommended faculty members to the University President or representative. The President or representative shall make appointments from the list and consult with the committee prior to making an appointment that does not follow the committee's ranking.
- (3) Sabbaticals at half-pay shall be granted unless the University Administration has determined that the conditions set forth in this section have not been met or that departmental/unit staff considerations preclude such sabbatical from being granted.
- (4) No more than one (1) faculty member in a department/unit need be awarded a sabbatical at the same time. In the event a faculty member who has applied for a sabbatical at half-pay is not awarded a sabbatical solely due to this limitation, the faculty member will be awarded the sabbatical the following year, or at a later time as agreed to by the faculty member and the University Administration. In the event more than one faculty member in a department/unit is not awarded a sabbatical solely due to this limitation in any given year, the University Administration shall determine the sequence of awarding the sabbaticals. The period of postponement shall be credited toward eligibility for a subsequent sabbatical.

### (f) **Terms of Sabbatical Program.**

- (1) While on sabbatical, the faculty member's salary shall be one-half pay for two (2) semesters (one (1) academic year), or full-pay for one semester.
- (2) The faculty member must return to the University for at least one (1) academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of the salary received during the program may be required in those instances where neither of the above is satisfied.
- (3) The faculty member must, within thirty (30) days upon returning from the sabbatical, provide a concise written report to the President or representative of the faculty member's accomplishments during the sabbatical. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the faculty member and the University, and

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research or other scholarly work produced or expected to be produced as a result of the sabbatical.

- (4) Faculty members shall not normally be eligible to be awarded a second sabbatical until six (6) years of continuous service are completed following the first.
- (5) Contributions normally made by the Board to retirement and Social Security programs shall be continued on a basis proportionate to the salary received. Board contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
- (6) Eligible faculty members shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.
- (7) While on leave, 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. Grants for such financial assistance from other sources may, but need not, be administered through the University. 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. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions of the Conflict of Interest/ Outside Activity Article.

### 26.2 Professional Development Leave.

- (a) **Policy.** Professional development leave shall be made available to faculty members who meet the requirements set forth below. Such leaves are granted to increase a faculty member's value to the University through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.
- (b) **Types of Professional Development Leave.** Each year, the University or its representatives will make available at least one (1) professional development leave at full-pay for one (1) semester or its equivalent (for example, leave at half-pay for two (2) semesters), for each thirty (30) eligible faculty members, subject to the conditions set forth below.
- (c) **Eligibility for Professional Development Leave.** Full time faculty members

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with six (6) or more years of service, except those faculty members who are serving in tenure-earning or tenured positions, shall be eligible for professional development leave. A faculty member who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves 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) **Professional Development Leave Review Committee.**

- (1) The committee shall be selected through the UFF nomination and election process.
- (2) The committee shall consist of six (6) non-tenure-earning faculty members, elected at large: one from the Library, one from the College of Arts and Sciences, one from the Coggin College of Business, one from the College of Education and Human Services, one from the Brooks College of Health, and one from the College of Computing Sciences, Engineering and Construction. Runner-up candidates from the election shall serve as alternate members of the committee as needed. For example, if two people run for a position in a particular college, then the faculty member with the second highest number of votes shall serve as alternate. In the event that no alternate member exists, the University President shall appoint alternate members as needed from the same college in which a vacancy has occurred.
- (3) Terms shall be for two years, at staggered intervals, with a limit of three consecutive terms that may be served. In the first year of the committee, the member from the College of Arts and Sciences, the member from the Coggin College of Business, and the member from the Brooks College of Health shall be elected to serve one year, thereby creating staggered terms for those members serving on the committee.
- (4) Only non-tenure-earning faculty members may vote in the election.
- (5) If a member of the committee, or anyone personally related to that committee member, should apply for professional development leave during that member's term on the committee, that committee member shall not participate in the committee's consideration of applications for that year and the college's alternate member shall fill the faculty member's position on the committee for that year.
- (6) After decisions have been made for the current year, the Committee shall select the Chair of the Committee for the forthcoming year. Members who are eligible for the Chair's position are those who will be completing their two year assignment in the next year.

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### (e) **Application and Selection.**

- (1) Applications for professional development leave to be taken during the following academic year shall be submitted by 5:00 p.m. October 15 of each year to the Office of Academic Affairs. The application shall contain the applicant's name, the applicant's college, the applicant's department, the number of years in faculty status at the University, the dates, length and purpose of all previous professional development leaves taken, a curriculum vitae, a statement describing the program and activities to be followed while on professional development leave, the expected benefit of the professional development leave to the faculty member, to the University and the faculty member's academic discipline, and the anticipated short-term and long-term outcomes, including expected publications, from the leave. The application (Appendix I-2) shall include recommendations from the applicant's chair and dean.
- (2) The Provost or his/her representative shall forward timely filed and properly completed applications for professional development leave to the Professional Development Leave Committee for its review and recommendation. The committee shall meet and recommend applications for approval based on the criteria for selection specified by the University and made available to eligible faculty members and the committee. The President or representative shall consider for approval only those applications recommended by the committee and shall approve applicants when the University Administration believes that completion of the project or work would improve the productivity of the department or function of which the faculty member is a part.
- (3) No more than one (1) faculty member in each department/unit need be granted leave at the same time. In the event a faculty member who has been recommended is not awarded professional development leave solely due to this limitation, the faculty member will be given priority consideration in the next round of applications, and will not be required to resubmit his/her application.

### (f) **Terms of Professional Development Leave.**

- (1) The faculty member must return to University employment for at least one (1) academic year following the conclusion of such leave. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of the salary received during the program may be required in those instances where neither of the above is satisfied.
- (2) A faculty member who fails to spend the time as stated in the application shall reimburse the University the salary received during such leave.

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- (3) Faculty members shall not normally be eligible to be awarded a second professional development leave until six (6) years of continuous service are completed following the previous leave.
- (4) The faculty member must provide a brief written report of the faculty member's accomplishments during the professional development leave to the President or representative upon return to the University.
- (5) Contributions normally made by the Board to retirement and Social Security programs shall be continued on a basis proportionate to the salary received. Board contributions normally made to faculty member's insurance programs and any other faculty member benefit programs shall be continued during the professional development leave.
- (6) Eligible faculty members shall continue to accrue annual and sick leave on a full-time basis during the professional development leave.
- (7) While on leave, a faculty member shall be permitted to receive funds for travel and living expenses, and other professional development leave-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 professional development leave. Receipt of funds for such purposes shall not result in reduction of the faculty member's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. 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 professional development leave period to a level comparable to the faculty member's current year salary rate. Employment unrelated to the purpose of the professional development leave is governed by the provisions of the Conflict of Interest/Outside Activity Article.

### 26.3 Other Study Leave.

- (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;

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- (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.

**26.4 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.