

Appendix I-2

UNIVERSITY OF NORTH FLORIDA  
APPLICATION FOR PROFESSIONAL DEVELOPMENT LEAVE

ACADEMIC YEAR

**Professional Development application**

**Applications that do not follow the format below will not be considered.**

1. Candidate Information:

a. Name \_\_\_\_\_

b. College \_\_\_\_\_

c. Department \_\_\_\_\_

d. Number of years in faculty status at UNF \_\_\_\_\_

2. Previous Professional Development Leaves(s):

i. When? \_\_\_\_\_

ii. How long? \_\_\_\_\_

iii. Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iv. Results: \_\_\_\_\_

\_\_\_\_\_

3. Professional Development Leave Preference (check preference):

1. One Semester      Fall       Spring

2. Two Semesters

**UNF – UFF Collective Bargaining Agreement 2017-2020**

4. Description of professional leave proposal (5 pages maximum). Double spaced throughout, 12 point font, 1 inch margins, numbered pages. It is important to be clear and where possible, be as specific as possible. Include the following:

- a. Description of programs and activities proposed
  - i. Written so that those outside your discipline can read and understand it
- b. Relationship between proposed leave and instruction at UNF
- c. Expected benefit of the proposed sabbatical to the faculty member, university and academic discipline
- d. Short term outcomes (during leave period)
- e. Long term outcomes including expected publication(s)
- f. Anticipated supplementary income

**UNF – UFF Collective Bargaining Agreement 2017-2020**

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5. Attach recommendation from Chair (1 page maximum)
6. Attach recommendation from Dean (1 page maximum)
7. Attach relevant Curriculum Vita (4 pages maximum – can be single-spaced, 12-pt font, 1” margins, numbered pages)

**UNF – UFF Collective Bargaining Agreement 2017-2020**

By checking the box and typing name, applicant agrees to comply with the conditions of the professional development leave program as described in the Collective Bargaining Agreement.

8. Faculty Member: \_\_\_\_\_