

UNF – UFF Collective Bargaining Agreement 2022-2025

Appendix I-2: Application for Professional Development Leave

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.**

5. Candidate Information:

- a. Name \_\_\_\_\_
- b. College \_\_\_\_\_
- c. Department \_\_\_\_\_
- d. Number of years in faculty status at UNF \_\_\_\_\_

6. Previous Professional Development Leaves(s):

- v. When? \_\_\_\_\_
- vi. How long? \_\_\_\_\_
- vii. Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- iv. Results: \_\_\_\_\_  
\_\_\_\_\_

7. Professional Development Leave Preference (check preference):

- 3. One Semester      Fall       Spring
- 4. Two Semesters

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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. Expected benefit of the proposed leave to the faculty member, university and academic discipline

c. Description of the results anticipated from the leave.

d. Anticipated supplementary income

5. Attach recommendation from Chair (1 page maximum)

9. Attach recommendation from Dean (1 page maximum)

10. Attach relevant Curriculum Vita (4 pages maximum – can be single-spaced, 12-pt font, 1” margins, numbered pages)

By checking the box and typing name, applicant agrees to comply with the conditions of the sabbatical program as described in the collective bargaining agreement.

11. Faculty Member: \_\_\_\_\_