

June 22, 2007

To: CLAS Chairs, Directors, and Faculty

Fr: Allan Burns, Associate Dean

Re: Faculty Professional Development/Sabbatical Leave programs for 2008-2009

It is time to begin the process for the award of one semester full pay and two-semester one-half pay Professional Development/Sabbatical Leave Programs.

#### SELECTION COMMITTEE

The CLAS faculty have elected the following members of the Selection Committee for 2008-2009 Faculty Sabbaticals:

TBA  
James Sheppard, Psychology  
Pierre Sikivie, Physics

The charge of the committee is to evaluate all leave applications and to recommend award of one-semester and two-semester Professional Development/Sabbatical leaves.

#### ABOUT THE LEAVE PROGRAMS

No more than one employee in each department/unit need be granted leave at the same time.

#### ELIGIBILITY FOR SABBATICAL LEAVE

All tenured faculty who will have completed six years of full-time service (two semesters of full-time service count as one year) at UF prior to the Fall term of the sabbatical are eligible to apply for a one-semester full pay sabbatical and a two-semester half-pay sabbatical. An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

A faculty member who has received a full-pay sabbatical is not normally eligible for another leave until he/she has completed at least six years of full-time continuous service since returning from the previous leave.

It is also possible to request one-semester half-pay sabbaticals through a program administered by the College. Department Chairs should be consulted for details.

#### ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT LEAVE

Full-time employees with three or more years of service are eligible for this leave program, except those employees in tenure-earning or tenured positions. An employee compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves and the employee meets all other eligibility requirements.

#### APPLICATION PROCEDURES

Each applicant must submit a completed application form (Attachment). If applying for more than one type of leave (e.g. for both a one-semester and a two-semester leave), applications must be completed for each type. The applicant must supply ALL requested information on the form. The number of years since the last, if any, full-pay sabbatical or professional development leave must be shown clearly and accurately on the form. In addition, a brief one-page description of the activities with a statement indicating the benefits of the proposed leave to the individual, the University, and the profession must be attached to the application form.

The application must be accompanied by an endorsement from the department chair (or equivalent) who evaluates the benefits of the proposed leave to the individual, the University, and the profession. If the chair or director has comments about the proposal being submitted, the comments should be made on a separate sheet. If there is more than one sabbatical application for one-semester full-pay leave from the unit, the chair/director will provide a ranking (ranked 1-n, not the old 1-10 ranking). A brief rationale for the chairs ranking should be included. A separate ranking should be provided for Professional Development Leave applications. Applications for two-semester, one-half pay leaves do not need to be ranked

**Completed applications, including the Chair's assessment, are due in 2014 Turlington Hall by 4:00 pm on September 5, 2007.**

## AWARDS

CLAS has been allocated 21 one-semester sabbaticals at full pay for 2008-2009.

The CLAS committee will review all applications submitted by the deadline and recommend awards by October 30. Review of awards and final approval will be given shortly thereafter by Associate Provost Debra King.

## ACCEPTANCE/DECLINATION OF AWARDS

By January 15, 2008, faculty who are awarded leaves must notify the Chair and the Dean if they are able to accept the leave.

During the Spring 2008 term, if a faculty member finds that he or she is unable to accept the leave or must make changes to the leave proposal, he/she should meet with his/her chair to discuss what arrangements can or need to be made regarding the faculty member's assignment or the leave. Once a decision is made regarding the leave, the faculty member should confirm, in writing, the decision with a copy to the Dean.

## REPORT OF LEAVE ACTIVITIES

Once the leave is completed, a report of the leave activities must be submitted to the recipient's department chair with a copy to the Dean. This report will become part of the annual evaluation process and should include information about the leave activities, including the accomplishments and the research or other scholarly or creative works produced, or expected to be produced, as a result of the leave.

Attachment: Professional Development/Sabbatical Leave Application

cc: Interim Dean Joe Glover

**PROFESSIONAL DEVELOPMENT/SABBATICAL LEAVE PROGRAMS  
APPLICATION INFORMATION – 2008-2009**

Name/ Rank \_\_\_\_\_ UF ID Number \_\_\_\_\_  
Campus Phone Number \_\_\_\_\_ Department PO Box Address \_\_\_\_\_  
Department/College \_\_\_\_\_  
Professional Development \_\_\_\_\_ Sabbatical Leave \_\_\_\_\_ Semester(s) Leave requested for \_\_\_\_\_

**APPLICATION OF LEAVE FOR  
(MARK ONLY ONE):**

Tenured Faculty \_\_\_\_\_  
Non-tenured Faculty \_\_\_\_\_

**PAY STATUS REQUESTED  
(MARK ONLY ONE):**

One Semester Full Pay Fall 2008 \_\_\_\_\_  
One Semester Full Pay Spring 2009 \_\_\_\_\_  
Two Semesters Half-Pay 2008-2009 \_\_\_\_\_

Number of years of full-time service at the University of Florida \_\_\_\_\_  
Number of previous full and half-pay Professional Development and Sabbatical Leaves \_\_\_\_\_  
Number of years of service since your last, if any, full-pay Professional Development or Sabbatical Leave: \_\_\_\_\_

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**Application Information**

**Attach a brief (one page) description of the activities proposed for the leave period, the location where these activities will take place, a brief statement of the benefits of the proposed activities to the University, the profession, and to you, and submit the application information with a current resume to your chair.** Proposed sabbatical programs should comprise academic projects relevant to the instructional and research missions of the applicant's unit. By the end of August, the chair is required to complete an evaluation and submit it to the dean or director for review by the College or Unit Selection Committee. Consequently, the application should be submitted to the chair prior to this date.

**Terms of the Program**

1. While on this leave program, the employee's salary will be one-half pay for the academic year for two semesters, or full-pay for one-semester. A summer session may be requested as one of the terms by 12-month faculty only. The leave may not extend beyond the academic year awarded.
2. The employee must return to the University for at least one academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of salary received during the program may be required in those instances where neither of the above is satisfied.
3. The employee must, within thirty days upon returning from the program, provide a concise written report of the employee's accomplishments during the sabbatical to the chair, with a copy to the dean or director. This report must include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the university, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.
4. An employee on a leave program assignment will be evaluated on the leave activities. It is incumbent on the employee to provide a copy of the written report in a timely manner to make such an evaluation possible.
5. Contributions normally made by the university to retirement and Social Security programs shall be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the leave program. (It is suggested that employees check with the Fringe Benefits Office to make sure benefits are continued.)
6. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.
7. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other 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 leave. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. 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 leave period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the leave is governed by 6C1-1.011, F.A.C. <http://www.generalcounsel.ufl.edu/Rules/Chapter%201/1011.pdf>

I acknowledge that I have read and understand the terms of the program as set forth above, and, if a program leave is granted, that I will abide by and be bound by these terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_