1. **General Description:** Sabbaticals and professional development awards (PDL) for 2013-14 were granted under the provisions of the 2010-2013 collective bargaining agreement. The program described here starts with the application process for 2013-2014, and is applicable to those colleges in the collective bargaining unit.


Research and development programs are intended to advance the abilities of faculty members and to strengthen the university. Such programs contribute significantly to the quality and success of research universities, and they provide eligible faculty members with the opportunity for professional renewal, planned travel, study, formal education, research, writing, faculty development, certification, or other experiences of professional value.

Sabbaticals are granted to tenured faculty members to permit them to engage in intensive programs of research and/or study, to enable them to further their research or other creative activities, to improve teaching skills, and to enhance the university’s distinction and a faculty member’s value to the university.

2. **Sabbatical Eligibility:** Full-time tenured faculty members with at least 6 years of full-time service at the University who have not taken a sabbatical within the last 6 years are eligible for sabbaticals.

3. **Sabbatical Types:** There are two kinds of Traditional Sabbatical (2 semesters at full pay or one semester at full pay) and an Alternative Sabbatical. Faculty must determine prior to application which kind of sabbatical best suits their project, and may apply for only one kind of sabbatical in a given application cycle.

   **Traditional Sabbaticals:** The University will allocate a number of two semester full pay sabbaticals and one semester full pay sabbaticals each fiscal year for members of the bargaining unit. The University will distribute this sabbatical allocation to each of the colleges in proportion to the number of eligible faculty. If the pattern of such applications suggests a different allocation between one and two semester sabbaticals and the college committee so recommends, a college may change the mix of sabbaticals, so long as the total semester units awarded is equal to the total semester units allocated to the college.

   **Alternative Sabbatical Pilot Program:** Tenured faculty members may have professional development needs that do not fit comfortably in a traditional sabbatical program. Included are such things as assignments of shorter duration than a sabbatical, special funding to support unique non-salary costs associated with a project (such as travel), or special projects where a summer appointment would be more useful. The faculty member applying for an alternative sabbatical shall provide a detailed budget and may include a request for replacement costs for reduced teaching load during the alternative sabbatical. The maximum award shall be $50,000. The University-level review committee may determine a proposal should be awarded at a lesser amount. The University, at its discretion, may decide not to charge the replacement costs against the award.

An eligible tenured faculty member may opt to apply for an alternative sabbatical at any time if not August 2014
previously awarded an alternative sabbatical. The faculty member is limited to one such alternative
sabbatical every three years.

The alternative sabbatical is distinct from and in lieu of a sabbatical and, if taken, re-sets the sabbatical
eligibility clock. If not awarded, sabbatical eligibility is not affected.

This alternative sabbatical program is a pilot and concludes with awards made for the 2016-17 academic
year.

4. Process for Review of Sabbatical Proposals: The chair shall make a recommendation on
whether the University should award a proposed sabbatical, and a college committee, elected by and
from the tenured faculty of the college, makes recommendations to the dean on whether the proposals
meet the standards.

The dean may fund a proposal, refer it back to the faculty member for re-submission, or deny the
proposal. Before denying a proposal that has been supported both by the chair and the college
committee, the dean shall consult with the chair and the committee. The dean shall notify the faculty
member in writing of the reasons for denial for the sabbatical. A faculty member denied a sabbatical for
whatever reason is free to submit a new proposal the following year.

If a college does not use the allocation in a given year because there are not sufficient proposals to
effectively use the allocation, the unused allocation will be forwarded to the following year.

If there are more recommended Traditional Sabbaticals than available allocations, those individuals with
the most years of service since a previous sabbatical shall be granted the sabbatical. Chairs/directors
and committees should evaluate proposals carefully and recommend only those that are meritorious. In
the event that the seniority provision requires a decision between meritorious applications by those
with identical seniority, the college committee shall rank order only those applications. This sabbatical
seniority does not apply to the alternative sabbatical proposals, which are to be evaluated by the dean
and forward to the University Alternative Sabbatical Committee with a recommendation.

For alternative sabbaticals, a University-level faculty committee consisting of tenured faculty from the
bargaining unit shall make determinations about the awards, including a determination of appropriate
funding for each. The colleges of Education, Engineering, and Liberal Arts and Sciences shall elect a
nominee from the tenured faculty to serve on the committee. The other colleges in the bargaining unit,
plus the Florida Museum of Natural History and the Library, shall each elect a nominee from the tenured
faculty members to serve on the committee. The Provost shall select three faculty members from these
other units to serve on the committee. The Provost's selections shall strive to reflect both the relative
size of the academic units and an appropriate disciplinary mix of the members.

5. Terms and Conditions of Sabbaticals:
(a) A faculty member and the University may agree to a different schedule than the traditional one
or two semester leave during a single academic year. Options include sabbaticals spread over two
academic years or a sabbatical at half pay.

(b) A faculty member must notify the chair and the dean by January 31 that the faculty member
accepts or declines the awarded sabbatical. The faculty member may re-submit the following year
without prejudice.

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A sabbatical may be postponed for a semester or a year, either at the request of the faculty member or by the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical. Staffing problems may, on occasion, require the University to postpone an awarded sabbatical. In such instances the faculty member will be provided with his or her sabbatical the following semester or year, or another time agreed to by the faculty member and the University.

When a faculty member requests the postponement, the faculty member does not reapply but simply takes the sabbatical at a time approved by the chair and dean.

A faculty member compensated through a contract or grant may receive a sabbatical if the contract or grant allows such and the faculty member meets all other eligibility requirements.

A faculty member must return to the University for at least one (1) academic year following the completed sabbatical. Return to the University of salary received during the sabbatical may be required if the faculty member fails to meet this obligation.

Contributions to retirement shall be continued on a basis proportional to the salary received.

Contributions made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.

While on sabbatical 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 or may 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. In certain instances, the University may waive this requirement because of special costs associated with the sabbatical.

Employment unrelated to the purpose of the sabbatical is governed by the reporting requirements for Conflict of Interest and Outside Activity.

Upon completion of the sabbatical, a faculty member shall provide the department with a written report addressing the results of the sabbatical. Accruing eligibility for a future sabbatical will not begin until an appropriate report has been submitted.

6. **Professional Development Program:** The University will provide professional development awards (PDL) for those full-time faculty members with six (6) or more years of service at the University, except those faculty who are serving in tenure-accruing or tenured positions. All PKY faculty members are included in this group. Once eligible, faculty members may receive a PDL once every six years of fulltime service.

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PDL assignments normally are one semester in length, but individuals may propose other approaches (a summer stipend, support for other professional development activities that do not fit a standard semester schedule, internship support, etc.).

Applicants should use the same form as for sabbaticals.

The process for review of proposals follows the same deadlines as the sabbatical review process, and should include a recommendation from the chair and a college committee elected by and from the full-time faculty in the college. The recommendations go to the dean, who will determine which proposals to approve. A faculty member denied a PDL for whatever reason is free to submit a new proposal the following year. Unused PDL allocations are not forwarded to the following year.

The terms and conditions for the PDL program shall be the same as those specified for sabbaticals.