

# PROFESSIONAL DEVELOPMENT/SABBATICAL AWARD PROGRAMS

## APPLICATION INFORMATION – 2025-2026

Name/ Rank \_\_\_\_\_ UF ID Number \_\_\_\_\_

Campus Phone Number \_\_\_\_\_ Department PO Box Address \_\_\_\_\_

Department/College \_\_\_\_\_

### TYPE OF AWARD REQUESTED (MARK ONLY ONE):

Professional Development \_\_\_\_\_ Sabbatical \_\_\_\_\_

### FACULTY STATUS :

Tenured Faculty \_\_\_\_\_

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

**SABBATICAL TYPE** (if applying for consideration for two semesters, select both, otherwise select just one option):

One Semester Fall \_\_\_\_\_

One Semester Spring \_\_\_\_\_

This application contains a request for a second sabbatical semester \_\_\_\_\_

Number of years of full-time service at the University of Florida \_\_\_\_\_

Number of previous Professional Development Leaves or Sabbaticals and dates taken: \_\_\_\_\_

Number of years of service since your last, if any, Professional Development Leave or Sabbatical: \_\_\_\_\_

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### Application Information

Attach a 750 word description of the activities proposed for the award period, including (1) the location where these activities will take place, (2) any anticipated supplementary income, and (3) a statement of the benefits of the proposed activities to the University, the profession, and to you relevant to the instructional and research missions of the applicant's unit. Submit the application information along with a current C.V. to your chair. If applying for an additional semester of sabbatical assignment, also include (4) a separate 750-word description of the proposed activities for the additional semester. Attach any documentation (invitation letters, publishing contracts, etc.) that will strengthen your proposal. 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. **The application must be submitted to the chair by October 15th.**

### Terms of the Program

1. The award period may not extend beyond the academic year awarded without prior agreement by Department Chair and Dean.
2. Sabbaticals or PDLs that are awarded shall be implemented for the times requested unless circumstances result in staffing problems precluding the award from being granted at the time envisioned. Faculty should discuss options with Department Chair and Dean.
3. The employee must return to a regular University assignment for at least one academic year following participation in the program. Agreements to the contrary must be in 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.
4. An employee on sabbatical or PDL assignment will be evaluated on the project activities.
5. **The employee must, within thirty days of the end of the award, provide a concise written report of the employee's accomplishments during the award period to the chair, with a copy to the dean or director. This report must include information regarding the activities undertaken during the award, the results accomplished 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 award. Those who receive an additional semester must provide a separate report on that project. Attach a copy of the original proposal with the report(s).**
6. 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 term of the award. (Employees should check with the Fringe Benefits Office to make sure benefits are continued.)
7. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the award period.
8. While on the award, 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 award. 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 award period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the award is governed by appropriate Conflict of Interest and Outside Activity requirements.

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

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

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