September 17, 2010

To: CLAS Chairs, Directors, and Faculty

From: David E. Richardson, Senior Associate Dean

Re: Faculty Professional Development Leave Program for 2011-2012

This memo covers the process for the award of one-semester full-pay leaves in the Professional Development Leave Program.

Applicants must provide their packets to chairs no later than October 15, 2010. Completed applications, including the Chair’s assessment, are due in 2014 Turlington Hall by 4:00 p.m. on October 25, 2010.

SELECTION COMMITTEE

The CLAS faculty has elected the following members of the Selection Committee for 2011-2012 Faculty Professional Development and Sabbatical Leaves:

Edward Braun, Biology
Susan Hegeman, English
Darragh Devine, Psychology

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.

ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT LEAVE

Lecturers, Scientists and others in non-tenure accruing positions can apply for a one-semester professional development leave (PDL).

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. No more than one employee in each department need be granted professional development leave at the same time.
Department Chairs have been given a list of eligible faculty in their units. Any questions concerning eligibility should be directed to me, and I will consult Associate Provost Kathleen Long’s office if there is a question about eligibility.

APPLICATION PROCEDURES

Each applicant must submit a completed application form: http://www.aa.ufl.edu/aa/facdev/career/sabbatical/SabbaticalLeavePrograms.pdf

The applicant must supply ALL requested information on the form, including a signed and dated statement that the applicant agrees to comply with the conditions of the professional development leave program. In addition, the applicant must attach to the application form a statement describing the planned activities while on leave, specific results anticipated from the leave, and any anticipated supplementary income. PDL applicants should demonstrate that the purpose of the project or work would improve the productivity of the department or function of which the employee is a part. Unit heads may define these terms.

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. The chair or director shall assess each application and attach a short memo to the application. The chair shall also provide, in a separate memo, a ranked list of the applications.

Note: Separate rankings should be provided for Professional Development Leave applications and for Sabbatical applications.

AWARDS

CLAS will award five (5) one-semester professional development leaves (or a mutually acceptable equivalent) for 2011-12.

The CLAS committee will review all applications submitted by the deadline and recommend awards by the end of the Fall semester. The Dean will announce the professional development leave decisions by the end of January. Review of awards and final approvals will be given by the Office of the Provost.

The department and college may limit the number of professional development leaves to one (1) in a department if irresolvable staffing problems preclude an additional leave from being granted in 2011-12. In this instance, the professional development leave will be awarded in a later semester or year as agreed upon by the faculty member and the department/college.
ACCEPTANCE/DECLINATION OF AWARDS

A faculty member who is awarded a professional development leave must notify the Chair and the Dean if she/he is able to accept the leave before February 15, or two (2) weeks after receiving the notification, whichever is later.

A faculty member may decline an awarded professional development leave and reapply in a subsequent year without prejudice. A faculty member may also postpone a professional development leave, in which case the faculty member does not reapply but simply takes the leave in a subsequent year approved by the Chair and Dean.

If a faculty member who has been awarded a professional development leave declines or postpones it, the leave shall be awarded to the faculty member who was ranked next highest in the College.

The faculty member must return to University employment for at least one (1) academic year following the conclusion of the leave. Agreements to the contrary must be reduced to writing prior to participation.

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 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.

PROFESSIONAL DEVELOPMENT CBA ARTICLE

The collective bargaining agreement governs the professional development leave process in CLAS, and the relevant article is published at [http://www.hr.ufl.edu/labor-relations/moa/23_UFF.pdf](http://www.hr.ufl.edu/labor-relations/moa/23_UFF.pdf).

cc: Dean Paul D’Anieri