PROFESSIONAL DEVELOPMENT/SABBATICAL LEAVE PROGRAMS

APPLICATION INFORMATION – 2011-2012

Name/ Rank ________________________ UF ID Number ________________________

Campus Phone Number ________________________ Department PO Box Address ________________________

Department/College ________________________ Professional Development____ Sabbatical Leave____

APPLICATION OF LEAVE FOR (MARK ONLY ONE): PAY STATUS REQUESTED:

Tenured Faculty ______ Non-tenured Faculty ______

Pay Status Requested:
One Semester Full Pay Fall 2011 ______
One Semester Full Pay Spring 2012 ______
Two Semesters Half Pay 2011-2012 ______
Two Semesters Full Pay 2011-2012 ______

Number of years of full-time service at the University of Florida ______

Number of previous Professional Development and Sabbatical Leaves and dates taken ____________________________________________________________

Number of years of service since your last, if any, full-pay Professional Development or Sabbatical Leave: ______

________________________________________

Application Information

Attach a 750 word description of the activities proposed for the leave period, including the location where these activities will take place, any anticipated supplementary income, and a statement of the benefits of the proposed activities to the University, the profession, and to you. 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. 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. While on this leave program, the employee's salary will be one-half pay for the academic year for two semesters, full-pay for one-semester or full-pay for one year. 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 without prior agreement by Department Chair and Dean.

2. Sabbaticals that are awarded shall be implemented for the times requested unless circumstances result in staffing problems precluding the sabbatical from being granted at the time envisioned. Faculty should discuss options with Department Chair and Dean.

3. The employee must return to the University 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. Sabbatical may be taken during both semesters of one (1) academic year or during any two (2) semesters over consecutive academic years with approval of Department Chair and Dean.

5. An employee on a leave program assignment will be evaluated on the leave activities.

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 leave program. (It is suggested that employees 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 sabbatical.

8. 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://regulations.ufl.edu/chapter1/1101.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: ___________________________

Office of the Provost and Senior Vice President

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