

September 27, 2013

To: CLAS Chairs, Directors, and Faculty
From: David E. Richardson, Senior Associate Dean
Re: Faculty Sabbatical Leave Program for 2014-15

This memo covers the CLAS process for the award of one-semester full-pay, two-semester full-pay leaves, and alternative sabbaticals in the Sabbatical Leave Program. Professional Development Leave procedures are covered in another document and are not covered here. Please note that with the new collective bargaining agreement the sabbatical program has changed substantially. Previous procedures and policies do not apply, so please read the attached memo from Associate Provost Kwolek-Folland carefully. Detailed guidelines should also be consulted at:

<http://www.aa.ufl.edu/leaves>

<http://www.aa.ufl.edu/Data/Sites/18/media/forms/guidelines-in-unit-sabbaticals-pdl.pdf>

Applicants must provide their packets to chairs no later than October 15, 2013. **Completed applications, including the Chair's assessment, are due in 2014 Turlington Hall by 4:00 p.m. on October 28, 2013.** The present memo is only to provide guidance for CLAS and does not supersede the process as described in the CBA, the above guidelines, and the Provost's memo.

SELECTION COMMITTEE

The CLAS faculty has elected the following members of the Selection Committee for 2013-2014 Faculty Professional Development and Sabbatical Leaves:

Valeria Kleiman, Chemistry
Michael Heckenberger, Anthropology
Barbara Mennel, English and LLC

The charge of the committee is to evaluate all sabbatical applications and to recommend award of one-semester, two-semester sabbatical leaves and alternative sabbaticals.

Alternative sabbaticals are available in this process for the first time this year. From the Provost office memo:

Alternative Sabbaticals

This is a pilot program that will be available in 2014-15, 2015-16 and 2016-17. There are no limitations on the number of alternative sabbatical proposals a college may send forward each cycle. An alternative sabbatical will be awarded in lieu of a Traditional Sabbatical and, if accepted, will restart the sabbatical eligibility clock. Faculty are limited to one Alternative Sabbatical every three years, and the maximum amount that may be requested from central funds is \$50,000.

Regarding the review and assessment of proposed sabbaticals of all types, as stated in the attached Provost office memo,

Proposed sabbatical projects should be relevant to the instructional and research missions of the applicant's unit. In reviewing the applications, consideration should be given to the following:

- 1) Whether the proposal advances the abilities of the faculty member to contribute significantly to the distinction and success of the University.*
- 2) Whether the proposed project is appropriate to meet the stated goals of the sabbatical to enhance the faculty member's research, creative activities, teaching skills, and/or professional development.*

ELIGIBILITY FOR SABBATICAL LEAVE

Full-time tenured faculty with at least 6 years of full-time service at UF who have not taken a sabbatical within the last 6 years are eligible for sabbaticals. Lists of eligible faculty have been provided to chairs. If an error is suspected, please let me know.

APPLICATION PROCEDURES

Each applicant must submit a completed application form, which can be found at:

<http://www.aa.ufl.edu/leaves>

The applicant must supply ALL requested information on the form and must sign and date the statement that the applicant agrees to comply with the conditions of the sabbatical program. In addition, the applicant must attach to the application form a 750 word (maximum) statement describing the planned activities while on sabbatical, specific results anticipated from the leave, and any anticipated supplementary income.

Only one form should be submitted. Please note that the faculty member must indicate which type of sabbatical is being requested this on the application by checking the appropriate entry. **ONLY ONE SABBATICAL TYPE** can be checked.

The application must be accompanied by a recommendation from the department chair on whether the University should award a proposed sabbatical.

AWARDS

CLAS offers **18** one-semester sabbaticals at full pay for 2014-2015. CLAS offers **22** two-semester sabbaticals at full pay for 2014-2015.

The Dean will notify applicants about award decisions by January 15.

ACCEPTANCE/DECLINATION OF AWARDS

A faculty member who is awarded a sabbatical must notify the Chair and the Dean by January 31 whether he or she accepts or declines the award.

The faculty member must return to the University for at least one (1) academic year following the completed sabbatical.

REPORT OF LEAVE ACTIVITIES

Once the leave is completed (normally at the end of a Fall or Spring semester), a report of the leave activities must be submitted to the recipient's department chair within 30 days 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. Accruing eligibility for a future sabbatical will not begin until an appropriate report has been submitted.

cc: Dean Paul D'Anieri