

September 23, 2013

**MEMORANDUM**

TO: Paul D'Anieri  
Dean, College of Liberal Arts & Sciences

FROM: Angel Kwolek-Folland  
Associate Provost for Academic and Faculty Affairs

SUBJECT: **Professional Development Leaves for 2014-2015**

The 2014-15 Professional Development Leave program covered by the Collective Bargaining Agreement is subject to ratification. Pending that ratification, this memorandum serves as notice to initiate the process for awarding Professional Development Leaves (PDL) for 2014-2015. Full-time non-tenure-track, non-tenured faculty with at least 6 years of full-time service at UF who have not taken a PDL within the last 6 years are eligible. A list of those approved for PDLs in your college in 2014-15 is attached. Also attached is a template letter chairs and deans may use for announcing the final decision on awards.

The college must make available at least 5 one-semester PDLs at full pay, or a mutually acceptable alternative, for 2014-2015 through a competitive process.

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

PDLs that have been awarded must be implemented for the times requested unless circumstances result in staffing problems precluding the PDL from being granted at that time. In this case, the faculty member shall be provided the PDL the following year, or at another time agreed to by the faculty member and the chair and dean. The faculty member also may choose to decline the PDL and reapply at another time.

Please note that PDL final reports must be submitted by those granted a PDL. The report should be submitted no later than thirty days after end of the PDL. Accruing eligibility for a future sabbatical will not begin until an appropriate report is submitted. The reports should be submitted directly to and retained by the Department office. These reports are to be monitored and maintained by the departments and colleges, not by the Office of the Provost.

## **APPLICATION PROCEDURES**

Using the list of eligible employees in the college provided in Attachment I, please notify eligible individuals in a timely manner so they can complete application forms.

Faculty must indicate on the application form that they are applying for a PDL. The PDL application and additional information can be found on the Provost's Office website: <http://www.aa.ufl.edu/aa/facdev/career/sabbatical.shtml> Applicants must provide all information requested on the application form.

## **SELECTION PROCEDURES**

The department chair must make a recommendation on whether the proposed PDL should be awarded.

A college PDL Committee, elected by and from the full-time faculty of the college, should review applications and make recommendations to the dean.

The dean will make decisions on which proposals to approve and which to deny. A faculty member denied for whatever reason is free to submit a new proposal the following year.

Proposed PDL 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 PDL to enhance the faculty member's research, creative activities, teaching skills, and/or professional development.

Prior to announcing any PDL awards, all college decisions must be reviewed by the Provost's Office. Deans will be able to announce the PDL awards by January 15, 2014.

## **DEADLINES**

**Mid September:** List of eligible employees sent by Associate Provost to Deans/Directors. Dean/Director to review list of employees eligible to apply in 2013-2014 for 2014-2015 PDLs, and notify the Associate Provost's office of any errors.

**Early October:** Dean/Director to notify eligible employees and establish college application deadlines.

**October 15:** Application deadline for submission to Department Chair.

December 1<sup>st</sup>: Names of those recommended for PDL due to Associate Provost's office. Note: Any changes made after the list is submitted must be forwarded immediately. College will be notified of names of awardees before January 15<sup>th</sup>.

January 15: Dean/Director to notify applicants of their award status.

January 31: Faculty member must notify the chair and the dean whether s/he accepts or declines the PDL.

June: Academic Personnel, P.O. Box 113005, must receive appointments sent by academic departments of recipients.

Attachments: Eligibility List for 2014-2015

cc: Joe Glover, Provost and Senior Vice President for Academic Affairs  
Paula Fussell, Vice President for Human Resources  
Janet Malphurs, Academic Personnel