

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: **Sabbaticals for 2014-2015**

The 2014-15 Sabbatical 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 sabbaticals for 2014-2015. 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. A list of those approved for sabbaticals 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 in January.

**Three** types of sabbaticals may be awarded:

**1. Traditional Two-semester full pay sabbaticals**

The college must offer at least 22 two-semester sabbaticals at full pay for 2014-2015 through a competitive process.

**2. Traditional One-semester full pay sabbaticals**

The college must offer at least 18 one-semester sabbaticals at full pay for 2014-2015 through a competitive process.

This totals 62 sabbatical semester units. The college may award more than this number if funds are available and there are appropriate proposals. Additionally, a faculty member and the college may agree to a different configuration than the one- or two-semester leave during a single academic year. Options include sabbaticals spread over two academic years or a two-semester sabbatical at half pay. Depending on the pattern of applications, the college committee may suggest a different allocation between one- and two-semester sabbaticals, so long as the total allocated semester units are accounted for.

### **3. 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.

Sabbaticals that have been awarded must be implemented for the times requested unless circumstances result in staffing problems precluding the sabbatical from being granted at that time. In that case, the faculty member shall be provided the sabbatical 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 sabbatical and reapply at another time.

Please note that sabbatical final reports must be submitted by those granted sabbatical. The report is to be submitted no later thirty days after end of the sabbatical period. 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.

Faculty must select the type of sabbatical they are applying for and so indicate on the application form; they may not select more than one. Those applying for an Alternative Sabbatical must also include the budget form. The sabbatical application, guidelines, and additional information on the types of awards can be found on the Provost's Office website: <http://www.aa.ufl.edu/leaves> Applicants must provide all information requested on the application form. Except for those whose Alternative Sabbatical application includes summer funding, only those on 12-month appointments may request a summer term.

### **SELECTION PROCEDURES**

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

A College Sabbatical Committee, elected by and from the tenured, full-time faculty, should review both the Traditional and Alternative Sabbatical applications and make a recommendation to the dean. The College should also elect a representative for the University Alternative Sabbatical Committee from among the tenured faculty in the college and forward the name to the Associate Provost by **September 30<sup>th</sup>**. (In lieu of a separate election, the representative may be a current elected member of the college sabbatical committee.)

The dean may approve a proposal, refer it back to the faculty member for re-submission in the current cycle, or deny it with reasons provided in writing. If a proposal has been supported by both the chair and the college committee, prior to denial the dean must consult the chair and committee.

If there are more recommended Traditional Sabbaticals than available allocations, those individuals with the most years of service since a previous sabbatical should be granted the sabbatical. Chairs/directors and committees should evaluate proposals carefully and recommend only those that are meritorious. In the event that this requires a decision between meritorious applications by those with identical seniority, the college committee shall rank order only those applications. This sabbatical seniority does not apply to the Alternative Sabbatical proposals.

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.

The college should forward sabbatical information by December 1<sup>st</sup> to Ileana McCray ([imccray@aa.ufl.edu](mailto:imccray@aa.ufl.edu)). This information should include the names and type (2 semester, 1 semester, etc.) of those recommended for Traditional Sabbaticals, and the proposals for Alternative Sabbaticals. The Alternative Sabbatical proposals should be sent in electronic form and will be submitted to the University Alternative Sabbatical Committee. All Alternative Sabbatical proposals should be sent forward, with information on recommendations from the chair, college committee, and dean.

Prior to announcing any sabbaticals, all college decisions must be reviewed by the Provost's Office. Deans will be able to announce both the Traditional and Alternative Sabbatical 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 Sabbaticals, and notify the Associate Provost's office of any errors.

**Early October:** Dean/Director to establish college application deadlines and notify eligible employees. Provide name of College representative for the University Alternative Sabbatical Committee to the Associate Provost's office.

October 15: Application deadline for submission to Department Chair.

December 1: Alternative Sabbatical applications and names of those recommended for Traditional Sabbaticals by type of sabbatical due to Associate Provost's office. Note: Any changes made after the list is submitted must be forwarded immediately. Names of awardees will be sent to college before January 15<sup>th</sup>.

January 15: Dean/Director to notify applicants about award decisions.

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

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