

September 11, 2009

To: CLAS Chairs, Directors, and Faculty

From: David E. Richardson, Senior Associate Dean

Re: Faculty Professional Development/Sabbatical Leave programs for 2010-2011

This memo covers the process for the award of one semester full pay and two-semester one-half pay leaves in the Professional Development/Sabbatical Leave Programs.

Completed applications, including the Chair's assessment, are due in 2014 Turlington Hall by 4:00 pm on October 26, 2009. Applicants must provide their packets to chairs no later than October 15.

SELECTION COMMITTEE

The CLAS faculty has elected the following members of the Selection Committee for 2010-2011 Faculty Sabbaticals:

Fiona McLaughlin, LLC & Linguistics
Ben Bolker, Biology
Joann Mossa, Geography

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 SABBATICAL LEAVE

All tenured faculty members who will have completed six years of full-time service (two semesters of full-time service count as one year) at UF prior to the Fall term of the sabbatical year are eligible to apply for a one-semester full pay sabbatical and a two-semester half-pay sabbatical. An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

A faculty member who has received a full-pay sabbatical is not normally eligible for another leave until he/she has completed at least six years of full-time, continuous service since returning from the previous leave.

Department Chairs will be given a list of eligible faculty in their units and should be informed prior to application to confirm eligibility. Any questions concerning eligibility should be directed to Associate Provost Kathleen Long (particularly if an eligible applicant does not appear on the list).

ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT LEAVE

Lecturers, Scientists and others in non-tenure accruing positions can apply for 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.

APPLICATION PROCEDURES

Each applicant must submit a completed application form (Attachment). If applying for more than one type of leave (e.g. for both a one-semester and a two-semester leave), **applications must be completed for each type**. The applicant must supply ALL requested information on the form. The number of years since the last, if any, full-pay sabbatical or professional development leave must be shown clearly and accurately on the form. In addition, a brief one-page description of the activities with a statement indicating the benefits of the proposed leave to the individual, the University, and the profession must be attached to the application form.

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. If the chair or director has comments about the proposal being submitted, the comments should be made on a separate sheet. If there is more than one sabbatical application for one-semester full-pay leave from the unit, the chair/director will provide a ranking (ranked 1 through n , where n is the number of applicants). A brief rationale for the chairs ranking should be included. A separate ranking should be provided for full-pay Professional Development Leave applications. Applications for two-semester, one-half pay leaves do not need to be ranked for either sabbatical or PDL programs.

AWARDS

CLAS will award 18 one-semester sabbaticals at full pay for 2010-2011.

The CLAS committee will review all applications submitted by the deadline and recommend awards by December 4. The dean will announce the sabbatical decisions by the end of December. Review of awards and final approvals will be given by the Office of the Provost.

The department and college may limit the number of half-pay sabbaticals to one in a department if irresolvable staffing problems preclude an additional sabbatical from being granted in 2010-11 (the sabbatical will be awarded in a later year as agreed upon by the faculty member and the department/college).

ACCEPTANCE/DECLINATION OF AWARDS

By February 15, 2010, faculty members who are awarded leaves must notify the Chair and the Dean if the leave is accepted.

During the Spring 2010 term, if a faculty member finds that he or she is unable to accept the leave or must make changes to the leave proposal, he/she should meet with his/her chair to discuss what arrangements can or need to be made regarding the faculty member's assignment or the leave. Once a decision is made regarding the leave, the faculty member should confirm, in writing, the decision with a copy to the Dean.

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 will become part of the annual evaluation process and 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.

Attachment: Professional Development/Sabbatical Leave Application

cc: Dean Paul A'nieri