

September 23, 2011

To: CLAS Chairs, Directors, and Faculty

From: David E. Richardson, Senior Associate Dean

Re: Faculty Sabbatical Leave Program for 2012-2013

This memo covers the process for the award of one-semester full-pay, two-semester half-pay, and two-semester full-pay leaves in the Sabbatical Leave Program. Professional Development Leave procedures are covered in another document and are not covered here.

Applicants must provide their packets to chairs no later than October 15, 2011. **Completed applications, including the Chair's assessment, are due in 2014 Turlington Hall by 4:00 p.m. on October 25, 2011.**

SELECTION COMMITTEE

The CLAS faculty has elected the following members of the Selection Committee for 2012-2013 Faculty Professional Development and Sabbatical Leaves:

Shifra Armon-Little, Spanish & Portuguese Studies
James Channell, Geological Sciences
Benjamin Smith, Political Science

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.

The committee, in ranking the applicants, shall consider:

- 1) the benefits of the proposed program to the employee, the university, and the profession,
- 2) the length of time since the employee was relieved of teaching duties for the purposes of research and other scholarly activities, and
- 3) length of service since previous sabbatical or initial appointment.

Proposed Sabbatical programs should comprise academic projects relevant to the instructional and research missions of the applicant's unit.

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 two-semester full-pay sabbatical, 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 (the sabbatical salary will need to be paid from the contract or grant in that case).

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 have been given a list of eligible faculty in their units. Any questions concerning eligibility should be directed to me, and I will consult Associate Provost Kathleen Long if there is a question about eligibility.

APPLICATION PROCEDURES

Each applicant must submit a completed application form, which can be found at:
<http://www.aa.ufl.edu/online-forms>

Further information can be found at:
<http://www.hr.ufl.edu/academic/sabbatical.asp>

The applicant must supply ALL requested information on the form, including a signed and dated 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.

Please note that if applying for more than one type of sabbatical leave (e.g., for a two-semester full-pay sabbatical or a one-semester full-pay sabbatical), the faculty member must indicate this on the application by checking the appropriate entries. If a faculty member applies for one or both types of full-pay sabbatical and is not awarded one, he/she will be awarded a two-semester half-pay sabbatical, assuming the application is in order.

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. The chair or director shall assess each application and attach a short memo to the application. This memo must also provide any information regarding point (2) in the criteria above (when the faculty member was last relieved on teaching duties for the purpose of research and other scholarly activities).

The chair shall also provide, in a separate memo, a ranked list of the applications. (Applications for only two-semester, one-half pay leaves do not need to be ranked.) Note: Separate rankings should be provided for Sabbatical and for Professional Development Leave applications.

AWARDS

CLAS will award **10** one-semester sabbaticals at full pay for 2012-2013. CLAS will award **20** two-semester sabbaticals at full pay for 2012-2013.

The CLAS committee will review all applications submitted by the deadline and submit a ranked list to the Dean by the end of the Fall semester. The Dean will send final sabbatical recommendations to Associate Provost Long the by no later than mid-February. Final approvals will be given by the Office of the Provost.

The department and college may limit the number of sabbaticals in a department if circumstances result in irresolvable staffing problems. In this case, the faculty member will be provided the sabbatical beginning the following year, or at another time as agreed to by the faculty member and the department/college.

ACCEPTANCE/DECLINATION OF AWARDS

A faculty member who is awarded a sabbatical must notify the Chair and the Dean within two (2) weeks after receiving the notification if the faculty member is not able to accept the sabbatical.

During the spring 2011 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.

If a faculty member declines or postpones the sabbatical, it shall be awarded to the faculty member who was ranked next highest following the college review.

The faculty member must return to the University for at least one (1) academic year following the completed sabbatical, unless there is a written agreement to the contrary prior to participation.

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 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.

SABBATICAL CBA ARTICLE

The collective bargaining agreement governs the sabbatical process in CLAS, and the relevant article is published at <http://www.hr.ufl.edu/labor-relations/moa/Article%2022.docx>.

cc: Dean Paul D'Anieri