Article 22

Professional Development Program and Sabbaticals

22.1 Professional Development Leave.

A. Policy. Professional development leave shall be made available to employees who meet the requirements set forth below. Such leaves are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

B. Types of Professional Development Leave. Each year, the University or its representatives will make available at least one (1) professional development leave at full-pay for one (1) semester or its equivalent (for example, leave at half-pay for two (2) semesters), for each twenty (20) eligible employees, subject to the conditions set forth below.

C. Eligibility for Professional Development Leave. Full-time employees with three (3) or more years of service shall be eligible for professional development leaves, except those employees who are serving in tenure-earning or tenured positions. An employee who is 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. Eligible employees shall be notified annually regarding eligibility requirements and application deadlines.

D. Application and Selection.

(1). Application for professional development leave shall contain an appropriate outline of the project or work to be accomplished during the leave.

(2). The University or its representative shall select applicants when the university believes that completion of the project or work would improve the productivity of the department or function of which the employee is a part. Criteria for selection of professional development leave applicants shall be specified by the University and made available to eligible employees.

(3). No more than one (1) employee in each department/unit need be granted leave at the same time.

E. Terms of Professional Development Leave.

(1). The employee must return to university employment for at least one (1) academic year following the conclusion of such leave. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of salary

received during the program may be required in those instances where neither of the above is satisfied.

(2). An employee who fails to spend the time as stated in the application shall reimburse the University for the salary received during such leave.

(3). Employees shall not normally be eligible for a second professional development leave until three (3) years of continuous service are completed following the previous leave.

(4). The employee must provide a brief written report of the employee's accomplishments during the professional development leave to the President or representative upon return to the University.

(5). Contributions normally made by the University to retirement and Social Security programs shall be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the professional development leave.

(6). Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the professional development leave.

(7). While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other professional development leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the professional development leave. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Grants for such financial assistance from other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary, the university salary shall normally be reduced by the amount necessary to bring the total income of the professional development leave period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the professional development leave is governed by the provisions of Article 20, Conflict of Interest And Outside Activity.

22.2 Other Study Leave.

A. Job-Required. An employee required to take academic course work as part of assigned duties shall not be required to charge time spent attending classes during the work day to accrued leave.

B. Job-Related. An employee may, at the discretion of the supervisor, be permitted to attend up to six (6) credits of course work per semester during work, provided that:

(1). The course work is directly related to the employee's professional responsibilities;

(2). The supervisor determines that the absence will not interfere with the proper operation of the work unit; (3). The supervisor believes that completion of the course work would improve the productivity of the department or function of which the employee is a part; and

(4). The employee's work schedule can be adjusted to accommodate such job-related study without reduction in the total number of work hours required per pay period.

C. Employees may, in accordance with this Article, use accrued annual leave for job-related study.

22.3 Sabbaticals.

A. Policy. Sabbaticals for professional development are to be made available to employees who meet the requirements set forth below. Such sabbaticals are granted to increase an employee's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

B. Types of Sabbaticals.

(1). The University will make available to each employee whose application has been reviewed by the University, a sabbatical for two (2) semesters (i.e., one (1) academic year) at half-pay, subject to the conditions set forth below. The University may, with the approval of the local UFF Chapter, provide sabbaticals that are equivalent to the two (2) semester half-pay sabbaticals.

(2). Each year, the University will make available at least one (1) sabbatical at full-pay for one (1) semester for each twenty-five (25) eligible employees, subject to the conditions set forth below. The University may, with the approval of the local UFF Chapter, provide sabbaticals that are equivalent to the one (1) semester, full-pay sabbaticals.

C. Eligibility for Sabbaticals. Faculty shall be eligible for the sabbaticals described in 22.3B (1) and (2) above as full-time tenured employees with at least six (6) years of full-time service. An employee may apply for a sabbatical in the sixth year of full time service or the year following tenure, whichever is later. 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.

D. Application and Selection.

(1). Applications for sabbaticals shall be submitted in accordance with university procedures established through the consultation process (Article 2). Each application shall include a statement describing the program and activities to be followed while on sabbatical, the expected increase in value of the employee to the University and the employee's academic discipline, specific results anticipated from the leave, any anticipated supplementary income, and a statement that the applicant agrees to comply with the conditions of the sabbatical program as described in Article 22.3(D)(3) below.

(2). Sabbaticals at half-pay shall be granted unless the University has determined that the conditions set forth in this Section have not been met or that departmental/unit staffing considerations preclude such sabbatical from being granted. In this latter instance, the employee shall be provided the sabbatical the following year, or at a later time as agreed to by the employee and the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical.

(3). Applications for one semester at full-pay sabbaticals must be evaluated and graded by the faculty Sabbatical Committee on the quality of the research proposal. If the applicant has had a prior one semester at full-pay sabbatical, then the current application must show what was produced during the prior sabbatical and its benefits to the University and the employee. If there are more applicants for one (1) semester sabbaticals at full-pay than available sabbaticals, the committee shall rank the applicants. The committee shall be elected by and from among in-unit employees who have met the initial first six years of eligibility for sabbatical leave as specified in Article 22.3(C) above. The committee chairperson shall be selected by the President or representative. The committee, in ranking the applicants, shall consider the benefits of the proposed program to the employee, the University and the profession; an equitable distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within the University; the length of time since the employee was relieved of teaching duties for the purpose of research and other scholarly activities; and length of service since previous sabbatical or initial appointment. The committee shall submit ranked lists of recommended employees to the President or representative. The President or representative shall make appointments from the lists and consult with the committee prior to an appointment that does not follow the committee's rankings.

(4). In order to accommodate the autonomous financial organizational structure, the University may divide the committee into subcommittees where the members of each subcommittee evaluate and rank applications from employees in a coherent organizational component of the University, as long as competitive sabbatical opportunities are apportioned proportionately by eligible employees among the organizational components assigned to each subcommittee.

(5). No more than one (1) employee in a department/unit need be awarded a sabbatical at the same time.

E. Terms of Sabbatical Program.

(1). While on sabbatical, the employee's salary shall be one half-pay for two (2) semesters (one (1) academic year) or full-pay for one semester.

(2). The employee must return to the University for at least one (1) academic year following participation in the program. Agreements to the contrary must be reduced to writing prior to participation. Return to the University of salary received during the program may be required in those instances where neither of the above is satisfied.

(3). The employee must, within thirty (30) days upon returning from the sabbatical, provide a concise written report of the employee's accomplishments during the sabbatical to the President or representative. This report shall include information regarding the activities undertaken during the sabbatical, the results accomplished during the sabbatical as they affect the employee and the University, and research or other scholarly work produced or expected to be produced as a result of the sabbatical.

(4). Employees shall not normally be eligible to take another paid sabbatical until six (6) years of continuous service are completed following the prior sabbatical.

(5). Contributions normally made by the University to retirement and Social Security programs shall be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.

(6). Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical.

(7). While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the employee's university salary. Faculty on one-half pay ~~or 2/3-pay~~ sabbaticals may receive salary from University grants or contracts at a level that would make total compensation no greater than the faculty member’s full-time salary rate for the sabbatical period. In order for the faculty member to use grant or contract funds through the University to supplement salary while on sabbatical leave the following conditions must be met: (1) the nature of the grant/contract activity must be congruent with the proposed sabbatical activities and participation in the grant/contract activities must contribute to the accomplishment of the sabbatical objectives; (2) the granting/contracting agency must allow for such an arrangement; (3) gross salary drawn from the grant/contract during the sabbatical period cannot exceed one-half of the faculty member’s gross USF salary for those on half-pay sabbaticals; (4) the faculty member must be named in the grant/contract and appear as a budgeted salary line item; and (5) the faculty member must submit a signed

statement from the faculty member's chair/director or campus chief executive officer verifying that the above conditions have been satisfied, either as part of the sabbatical application or prior to taking the sabbatical as appropriate. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions of Article 19 ~~20~~, Conflict of Interest and Outside Activity.

22.4 Retraining. The University may, at its discretion, provide opportunities for retraining of employees when it is in the University's best interests. Such opportunities may be provided to employees who are laid off, to those who are reassigned, or in other appropriate circumstances. These retraining opportunities may include enrollment in tuition-free courses under the provisions of Article 24.7, and Sabbaticals or Professional Development Leaves under this Article.