

1 *Article 22*
2 **SABBATICAL AND PROFESSIONAL**
3 **DEVELOPMENT LEAVE**

4 22.1 Policy. Sabbatical and professional development leaves shall be made available by the
5 Board to faculty members who meet the requirements set forth below. Sabbatical leave is the
6 program dedicated to tenured and tenure-earning faculty, and professional development leave is
7 the program dedicated to Specialized Faculty. Such leaves are granted to increase a faculty
8 member's value to the University through enhanced opportunities for professional development,
9 research, writing, or other forms of creative activity.

10 22.2 Sabbatical Leaves.

11 (a) Types of Sabbatical Leaves.

12 (1) The Board shall make available to each faculty member whose application has been
13 reviewed and approved as described below, a sabbatical leave for two (2) semesters (*i.e.*, one (1)
14 academic year) at half (1/2) pay.

15 (2) Each year, the Board will make available at least one (1) sabbatical leave at full-pay
16 for one (1) semester for each twenty (20) eligible faculty members, subject to the conditions set
17 forth below.

18 (b) Eligibility.

19 (1) Full-time tenured faculty members with at least six (6) years of full-time service shall
20 be eligible for sabbatical leaves.

21 (2) A faculty member who has taken a sabbatical leave shall not normally be eligible for
22 another until she or he has completed six (6) more years of full-time service.

23 (c) Application and Selection.

24 (1) Each application shall include a statement describing the program and activities to be
25 followed while on sabbatical, the expected increase in value of the faculty member to the
26 University and the faculty member's academic discipline, specific results anticipated from the
27 leave, any anticipated supplementary income, the dates of all previous sabbaticals taken, and a
28 statement that the applicant agrees to comply with the conditions of the sabbatical leave program
29 as described in this Article.

30 (2) Sabbatical leaves shall be granted unless the University has determined that the
31 conditions set forth in this Section have not been met or that departmental/unit staffing
32 considerations preclude such leave from being granted. In this latter instance, the faculty member
33 shall be provided the sabbatical leave the following year, or at a later time as agreed to by the
34 faculty member and the University. The period of postponement shall be credited for eligibility
35 for a subsequent sabbatical leave.

36 (3) If there are more applicants for one (1) semester sabbaticals at full-pay than available
37 sabbaticals, a committee shall rank the applications. The committee shall be elected by and from
38 the faculty members eligible for sabbatical leave. The chairperson shall be selected by the

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39 President or representative. The committee, in ranking the applications, shall consider the benefits
40 of the proposed program to the faculty member, the University and the profession; an equitable
41 distribution of sabbaticals among colleges, divisions, schools, departments, and disciplines within
42 the University; the length of time since the faculty member was relieved of teaching duties for the
43 purpose of research and other scholarly activities; and the length of service since previous
44 sabbatical or initial appointment. The committee shall submit a ranked list of recommended faculty
45 members to the President or representative. The President or representative shall make
46 appointments from the list and consult with the committee prior to an appointment that does not
47 follow the committee's ranking.

48 22.3 Professional Development Leave.

49 (a) Types of Professional Development Leave. Each year, the University or its
50 representatives will make available at least one (1) professional development leave at full-pay for
51 one (1) semester or half (1/2) pay for two (2) semesters, for each twenty (20) eligible faculty
52 members, subject to the conditions set forth in this Article. For non-instructional faculty, this leave
53 may be taken in smaller increments over the course of two years, subject to approval by the
54 dean/department head, such that the total may not exceed the amount of time awarded.

55 (b) Eligibility for Professional Development Leave.

56 (1) Full-time faculty members with ~~three (3)~~ six (6) or more years of service shall be
57 eligible for professional development leaves, except those faculty members who are serving in
58 tenure-earning or tenured positions.

59 (2) A faculty member who has taken a professional development leave shall not normally
60 be eligible for another until she or he has completed ~~three (3)~~ six (6) or more years of full-time
61 service.

62 (c) Application and Selection.

63 (1) Application for professional development leave shall contain an appropriate outline
64 of the project or work to be accomplished during the leave and a statement of length of service
65 since the last professional development leave (or initial appointment).

66 (2) The Board or its representative shall approve applications when the University
67 believes that completion of the project or work would improve the productivity of the department
68 or function of which the faculty member is a part. Criteria for selection of professional
69 development leave applicants shall be specified and made available to eligible faculty members.

70 (3) If the criteria are met and the application approved, the professional development leave
71 shall be granted unless department/unit staffing considerations preclude such leave from being
72 granted. In this case, the faculty member shall be provided the Professional Development Leave
73 the following year, or at a later time as agreed to by the faculty member and the University. Any
74 period of postponement shall be credited for eligibility to apply to a subsequent professional
75 development leave.

76 (d) A faculty member who takes a professional development leave and fails to spend the time
77 as stated in the application shall reimburse the University for the salary received during such leave.

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78 ~~(e) Professional Development Leaves shall be granted unless the University has determined~~
79 ~~that the conditions set forth in this Section have not been met or that departmental/unit staffing~~
80 ~~considerations preclude such leave from being granted. In this latter instance, the faculty member~~
81 ~~shall be provided the Professional Development Leave the following year, or at a later time as~~
82 ~~agreed to by the faculty member and the University. The period of postponement shall be credited~~
83 ~~for eligibility for a subsequent Professional Development Leave.~~

84 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

85 (a) Eligible faculty members shall be notified annually regarding eligibility requirements
86 and application procedures and deadlines.

87 (b) No more than one (1) faculty member per ten (10) in a department/unit need be awarded
88 a sabbatical or professional development leave at the same time.

89 (c) A faculty member who is compensated through a contract or grant may receive a
90 sabbatical or professional development leave only if the contract or grant allows for such leaves
91 and the faculty member meets all other eligibility requirements.

92 ~~(d) Faculty awarded less than full-time sabbatical or professional development leave are~~
93 ~~eligible to receive additional salary from the University or other sources for the residual portion.~~
94 ~~Subject the limitations in Article 22.4(g) below. While on sabbatical or professional development~~
95 ~~leave, the faculty member's salary shall be one-half (1/2) pay for two (2) semesters (one (1)~~
96 ~~academic year), or full pay for one semester.~~

97 (e) Contributions normally made by the Board to retirement and Social Security programs
98 shall be continued on a basis proportional to the salary received. Board contributions normally
99 made to faculty insurance programs and any other faculty benefit programs shall be continued
100 during the leave.

101 (f) Eligible faculty members shall continue to accrue annual and sick leave on a full-time
102 basis during the leave.

103 (g) While on leave, a faculty member shall be permitted to receive funds for travel and living
104 expenses, and other leave-related expenses, from sources other than the University such as
105 fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the
106 leave. Receipt of funds for such purposes shall not result in reduction of the faculty member's
107 University salary. Grants for such financial assistance from other sources may, but need not, be
108 administered through the University. If financial assistance is received in the form of salary, the
109 University salary shall normally be reduced by the amount necessary to bring the total income of
110 the ~~leavesabbatical~~ period to a level comparable to not more than 125% of the faculty member's
111 current year salary rate. Employment unrelated to the purpose of the ~~sabbatical~~ leave is governed
112 by the provisions of Article 19, Conflict of Interest and Outside Activity.

113 (h) The faculty member must return to University employment for at least one (1) academic
114 year following participation in the program. Agreements to the contrary must be reduced to writing

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115 prior to participation. Return of salary received during the program shall be required in those
116 instances where neither of the above is satisfied.

117 (i) The faculty member must, within sixty (60) days after the start of the next semester
118 following the leave, provide a written report describing the faculty member's accomplishments
119 during the leave to the president or representative, dean and department chair. This report shall
120 include information regarding the activities undertaken during the leave, the results accomplished
121 during the leave as they affect the faculty member and the University, and research or other
122 scholarly work produced or expected to be produced as a result of the leave. The accrual of service
123 credit toward future ~~sabbaticals~~leaves shall not commence until such time as the report is provided.

124 (j) The University shall provide on July 1 of each year a report to the UFF. This report shall
125 include the number of Sabbatical and Professional Development Leave applications, the number
126 of leaves granted, and the number of leaves postponed. The numbers in this report shall be
127 disaggregated by type of leave, division, college/unit, and job code.

128 22.5 Other Study Leave.

129 (a) Job-Required. A faculty member required to take academic course work as part of
130 assigned duties shall not be required to charge time spent attending classes during the work day to
131 accrued leave.

132 (b) Job-Related. A faculty member may, at the discretion of the supervisor, be permitted to
133 attend up to six (6) credits of course work per semester during work, provided that:

134 (1) The course work is directly related to the faculty member's professional
135 responsibilities;

136 (2) The supervisor determines that the absence will not interfere with the proper
137 operation of the work unit;

138 (3) The supervisor believes that completion of the course work would improve the
139 productivity of the department or function of which the faculty member is a part; and

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

142 (c) Faculty members may, in accordance with this Article, use accrued annual leave for job-
143 related study.

144 22.6 Retraining. The Board may, at its discretion, provide opportunities for retraining of faculty
145 members when it is in the University's best interests. Such opportunities may be provided to
146 faculty members who are laid off, to those who are reassigned, or in other appropriate
147 circumstances. These retraining opportunities may include enrollment in tuition-free courses under
148 the provisions of Article 24 and this Article.

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