

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)~~five (5) years of full-time
20 service shall 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)~~five (5) 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 department chair/unit director and the dean/department head, such that the total may not exceed
55 the amount of time awarded.

56 (b) Eligibility for Professional Development Leave.

57 (1) Full-time faculty members with ~~three (3)~~ six (6) five (5) or more years of service shall
58 be eligible for professional development leaves, except those faculty members who are serving in
59 tenure-earning or tenured positions.

60 (2) A faculty member who has taken a professional development leave shall not normally
61 be eligible for another until she or he has completed ~~three (3)~~ six (6) five (5) or more years of full-
62 time service.

63 (c) Application and Selection.

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

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

71 ~~(3) If the criteria are met and the application approved, the professional development leave~~
72 ~~shall be granted unless department/unit staffing considerations preclude such leave from being~~
73 ~~granted. In this case, the faculty member shall be provided the Professional Development Leave~~
74 ~~the following year, or at a later time as agreed to by the faculty member and the University. Any~~
75 ~~period of postponement shall be credited for eligibility to apply to a subsequent professional~~
76 ~~development leave.~~ (3) Professional Development Leaves shall be granted unless the University has
77 determined that the conditions set forth in this Section have not been met or that departmental/unit
78 staffing considerations preclude such leave from being granted. In this latter instance, the faculty
79 member shall be provided the Professional Development Leave the following year, or at a later

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80 time as agreed to by the faculty member and the University. The period of postponement shall be
81 credited for eligibility for a subsequent Professional Development Leave.

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

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

90 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

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

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

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

98 ~~(d) Faculty awarded less than full time sabbatical or professional development leave are~~
99 ~~eligible to receive additional salary from the University or other sources for the residual portion.~~
100 ~~Subject the limitations in Article 22.4(g) below. While on sabbatical or professional development~~
101 ~~leave, the faculty member's salary shall be one half (1/2) pay for two (2) semesters (one (1)~~
102 ~~academic year), or full pay for one semester. When a faculty member's duties include functions~~
103 ~~that are necessary to the operation of the University then the faculty member may be eligible to~~
104 ~~receive additional salary from the university or other sources.~~

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

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

111 (g) While on leave, a faculty member shall be permitted to receive funds for travel and living
112 expenses, and other leave-related expenses, from sources other than the University such as
113 fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the
114 leave. Receipt of funds for such purposes shall not result in reduction of the faculty member's
115 University salary. Grants for such financial assistance from other sources may, but need not, be

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116 administered through the University. If financial assistance is received in the form of salary, the
117 University salary shall normally be reduced by the amount necessary to bring the total income of
118 the ~~leavesabbatical~~ period to a level comparable to not more than 125% of the faculty member's
119 current year salary rate. Employment unrelated to the purpose of the ~~sabbatical~~ leave is governed
120 by the provisions of Article 19, Conflict of Interest and Outside Activity.

121 (h) The faculty member must return to University employment for at least one (1) academic
122 year following participation in the program. Agreements to the contrary must be reduced to writing
123 prior to participation. Return of salary received during the program shall be required in those
124 instances where neither of the above is satisfied.

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

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

136 22.5 Other Study Leave.

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

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

- 142 (1) The course work is directly related to the faculty member's professional
143 responsibilities;
- 144 (2) The supervisor determines that the absence will not interfere with the proper
145 operation of the work unit;
- 146 (3) The supervisor believes that completion of the course work would improve the
147 productivity of the department or function of which the faculty member is a part; and
- 148 (4) The faculty member's work schedule can be adjusted to accommodate such job-
149 related study without reduction in the total number of work hours required per pay period.

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

152 22.6 Retraining. The Board may, at its discretion, provide opportunities for retraining of faculty
153 members when it is in the University's best interests. Such opportunities may be provided to

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154 faculty members who are laid off, to those who are reassigned, or in other appropriate
155 circumstances. These retraining opportunities may include enrollment in tuition-free courses under
156 the provisions of Article 24 and this Article.

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