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Article 22
**SABBATICAL AND PROFESSIONAL
DEVELOPMENT LEAVE**

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

22.2 Sabbatical Leaves.

(a) Types of Sabbatical Leaves.

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

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

(b) Eligibility.

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

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

(c) Application and Selection.

(1) Each application shall include a statement describing the program and activities to be followed while on sabbatical, the expected increase in value of the faculty member to the University and the faculty member’s academic discipline, specific results anticipated from the leave, any anticipated supplementary income, the dates of all previous sabbaticals taken, and a statement that the applicant agrees to comply with the conditions of the sabbatical leave program as described in this Article. This application shall be submitted to the President or representative, who shall notify the chair or unit/director.

(2) Sabbatical leaves 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 leave from being granted. In this latter instance, the faculty member shall be provided the sabbatical leave the following year, or at a later time as agreed to by the faculty member and the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical leave.

(3) If there are more applicants for one (1) semester sabbaticals at full-pay than available sabbaticals, a committee shall rank the applications. The committee shall be elected by and from

Renisha Gibbs
Co-Chief Negotiator
FSU - BOT

Michael Mattimore
Co-Chief Negotiator
FSU - BOT

Jennifer Proffitt
Co-Chief Negotiator
UFF – FSU Chapter

Scott Hannahs
Co-Chief Negotiator
UFF – FSU Chapter

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

49 22.3 Professional Development Leave.

50 (a) Types of Professional Development Leave. Each year, the University or its
51 representatives will make available at least one (1) professional development for each twenty (20)
52 eligible faculty members, subject to the conditions set forth in this Article. This leave shall be:
53 (1) Continuous leave at full-pay for one (1) semester, ~~or~~ half (1/2) pay for two (2)
54 semesters, or
55 (2) Non-continuous leave for up to the equivalent of one (1) semester at full-pay but
56 exercised in smaller increments over a 2-year period, for each twenty (20) eligible faculty members,
57 subject to the conditions set forth in this Article.

58 (b) Eligibility for Professional Development Leave.

59 (1) Full-time faculty members with three (3) or more years of service or three (3) or more
60 years since the previous professional development leave shall be eligible for continuous
61 professional development leaves, except those faculty members who are serving in tenure-earning
62 or tenured positions.
63 (2) Full-time faculty members with four (4) or more years of service or four (4) or more
64 years since the previous professional development leave shall be eligible for non-continuous
65 professional development leave, except those faculty members who are serving in tenure-earning
66 or tenured positions. A faculty member who has taken a professional development leave shall not
67 normally be eligible for another until she or he has completed three (3) more years of full-time
68 service.

69 (c) Application and Selection.

70 (1) Application for professional development leave shall contain an appropriate outline
71 of the project or work to be accomplished during the leave, the benefit to the faculty member and
72 the University, the time period requested including whether the leave is continuous or non-
73 continuous, and a statement of length of service since the last professional development leave (or
74 initial appointment). This application shall be submitted to the President or representative, who
75 shall notify the chair or unit/director.
76 (2) The Board or its representative shall approve applications when the University
77 believes that completion of the project or work would improve the productivity of the department
78 or function of which the faculty member is a part. Criteria for selection of professional
79 development leave applicants shall be specified and made available to eligible faculty members.

Renisha Gibbs
Co-Chief Negotiator
FSU - BOT

Michael Mattimore
Co-Chief Negotiator
FSU - BOT

Jennifer Proffitt
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UFF – FSU Chapter

Scott Hannahs
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80 (3) If there are more applicants for professional development leave than available, a
81 committee shall rank the applications. The committee shall be elected by and from all the
82 specialized faculty members eligible for professional development leave. The chairperson shall be
83 selected by the President or representative. The committee, in ranking the applications, shall
84 consider the benefits of the proposed program to the faculty member, the University and the
85 profession; an equitable distribution of professional development leaves among colleges,
86 divisions, schools, departments, and disciplines within the University; the length of time since the
87 faculty member was relieved of teaching duties for the purpose of research and other scholarly
88 activities; and the length of service since previous professional development leave or initial
89 appointment. The committee shall submit a ranked list of recommended faculty members to the
90 President or representative. The President or representative shall make appointments from the list.
91 If the President or representative decides to change the order of the list, then they shall explain and
92 discuss these changes with the committee prior to an appointment.

93 (4) The leave shall be granted for the time period requested.

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

96 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

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

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

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

104 (d) While on sabbatical or professional development leave, the faculty member's salary shall
105 be one half (1/2) pay for two (2) semesters (one (1) academic year), or full pay for one semester.

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

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

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

Renisha Gibbs
Co-Chief Negotiator
FSU - BOT

Michael Mattimore
Co-Chief Negotiator
FSU - BOT

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

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

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

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

137 22.5 Other Study Leave.

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

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

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

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

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

Renisha Gibbs
Co-Chief Negotiator
FSU - BOT

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Co-Chief Negotiator
FSU - BOT

Jennifer Proffitt
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UFF – FSU Chapter

Scott Hannahs
Co-Chief Negotiator
UFF – FSU Chapter

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

Renisha Gibbs
Co-Chief Negotiator
FSU - BOT

Date

Michael Mattimore
Co-Chief Negotiator
FSU - BOT

Date

Jennifer Proffitt
Co-Chief Negotiator
UFF – FSU Chapter

Date

Scott Hannahs
Co-Chief Negotiator
UFF – FSU Chapter

Date