

FSU-UFF/BOT 2024-2025  
UFF-FSU 22-4  
May 22, 2024

*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, with a copy to the chair and the dean/unit director. ~~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) A committee to review sabbatical applications shall be elected by and from the faculty members eligible for sabbatical leave to review sabbatical applications. If there are more

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Page 1 of 5

39 applicants for one (1) semester sabbaticals at full-pay than available sabbaticals, a committee shall  
40 rank the applications. ~~The committee shall be elected by and from the faculty members eligible for~~  
41 ~~sabbatical leave.~~ The chairperson shall be selected by the President or representative. The  
42 committee, in ranking the applications, shall consider the benefits of the proposed program to the  
43 faculty member, the University and the profession; an equitable distribution of sabbaticals among  
44 colleges, divisions, schools, departments, and disciplines within the University; the length of time  
45 since the faculty member was relieved of teaching duties for the purpose of research and other  
46 scholarly activities; and the length of service since previous sabbatical or initial appointment. The  
47 committee shall submit a ranked list of recommended faculty members to the President or  
48 representative. The President or representative shall make appointments from the list and consult  
49 with the committee prior to an appointment that does not follow the committee's ranking.

50 22.3 Professional Development Leave.

51 (a) Types of Professional Development Leave. Each year, the University or its  
52 representatives will make available at least one (1) professional development leave for each twenty  
53 (20) eligible faculty members, subject to the conditions set forth in this Article. This leave shall  
54 be:

55 (1) Continuous leave for all specialized faculty at full-pay for one (1) semester, or half (1/2)  
56 pay for two (2) semesters, or

57 (2) Non-continuous leave for non-instructional specialized faculty up to the equivalent  
58 of one (1) semester at full-pay but exercised in smaller increments over a 2-year period for each  
59 twenty (20) eligible faculty members, subject to the conditions set forth in this Article.

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60 (b) Eligibility for Professional Development Leave.

61 (1) Full-time faculty members with three (3) or more years of service or three (3) or more  
62 years since the previous professional development leave shall be eligible for continuous  
63 professional development leaves, except those faculty members who are serving in tenure-earning  
64 or tenured positions.

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

71 (c) Application and Selection.

72 (1) ~~Each a~~Application shall include a statement describing the program and activities to  
73 ~~be followed while on professional development leave, the expected increase in value of the faculty~~  
74 ~~member to the University and the faculty member's academic discipline, specific results~~  
75 ~~anticipated from the leave, any anticipated supplementary income, the dates of all previous~~  
76 ~~professional development leaves taken, and a statement that the applicant agrees to comply with~~  
77 ~~the conditions of the professional development leave program as described in this Article for~~  
78 ~~professional development leave shall contain an appropriate outline of the project or work to be~~  
79 ~~accomplished during the leave, the benefit to the faculty member and the University, the time~~

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80 ~~period requested including whether the leave is continuous or non-continuous, and a statement of~~  
81 ~~length of service since the last professional development leave (or initial appointment). This~~  
82 ~~application shall be submitted to the President or representative, with a copy to the chair and the~~  
83 ~~dean/unit director who shall notify the chair or unit/director.~~

84 (2) ~~A committee shall be elected by and from faculty members eligible for professional~~  
85 ~~development leaves. The committee reviews applications and, if there are more applicants for one~~  
86 ~~(1) semester leaves at full-pay than available, the committee shall rank the applications. The~~  
87 ~~chairperson shall be selected by the President or representative. The committee, in ranking the~~  
88 ~~applications, shall consider the benefits of the proposed leave to the faculty member, the University~~  
89 ~~and the profession; an equitable distribution of professional development leaves among colleges,~~  
90 ~~divisions, schools, departments, and disciplines within the University; and the length of service~~  
91 ~~since previous professional development leave or initial appointment. The committee shall submit~~  
92 ~~a ranked list of recommended faculty members to the President or representative. The President or~~  
93 ~~representative shall make appointments from the list and consult with the committee prior to an~~  
94 ~~appointment that does not follow the committee's ranking. The Board or its representative shall~~  
95 ~~approve applications when the University believes that completion of the project or work would~~  
96 ~~improve the productivity of the department or function of which the faculty member is a part.~~  
97 ~~Criteria for selection of professional development leave applicants shall be specified and made~~  
98 ~~available to eligible faculty members.~~

99 (3) ~~Professional Development Leaves shall be granted for the time period requested~~  
100 ~~unless the University has determined that the conditions set forth in this Section have not been met~~  
101 ~~or that departmental/unit staffing considerations preclude such leave from being granted. In this~~  
102 ~~latter instance, the faculty member shall be provided the Professional Development Leave the~~  
103 ~~following year at a time specified by the faculty member, or at a later time as agreed to by the~~  
104 ~~faculty member and the University. The period of postponement shall be credited for eligibility~~  
105 ~~for a subsequent Professional Development Leave. If there are more applicants for professional~~  
106 ~~development leave than available, a committee shall rank the applications. The committee shall be~~  
107 ~~elected by and from all the specialized faculty members eligible for professional development~~  
108 ~~leave. The chairperson shall be selected by the President or representative. The committee, in~~  
109 ~~ranking the applications, shall consider the benefits of the proposed program to the faculty~~  
110 ~~member, the University and the profession; an equitable distribution of professional development~~  
111 ~~leaves among colleges, divisions, schools, departments, and disciplines within the University; the~~  
112 ~~length of time since the faculty member was relieved of teaching duties for the purpose of research~~  
113 ~~and other scholarly activities; and the length of service since previous professional development~~  
114 ~~leave or initial appointment. The committee shall submit a ranked list of recommended faculty~~  
115 ~~members to the President or representative. The President or representative shall make~~  
116 ~~appointments from the list. If the President or representative decides to change the order of the list,~~  
117 ~~then they shall explain and discuss these changes with the committee prior to an appointment.~~

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

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

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121 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

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

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

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

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

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

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

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

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

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

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158 (j)- A faculty member who takes a professional development or sabbatical leave and fails to  
159 conduct the program outlined in the application or a reasonable alternative shall reimburse the  
160 University for the salary received during such leave.

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

165 22.5 Other Study Leave.

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

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

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

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

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

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

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

181 22.6 Retraining. The Board may, at its discretion, provide opportunities for retraining of faculty  
182 members when it is in the University's best interests. Such opportunities may be provided to  
183 faculty members who are laid off, to those who are reassigned, or in other appropriate  
184 circumstances. These retraining opportunities may include enrollment in tuition-free courses under  
185 the provisions of Article 24 and this Article.

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