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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, with a copy to through 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

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

51 22.3 Professional Development Leave.

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

58 ~~Each year, the University or its representatives will make available at least one (1) professional~~
59 ~~development leave for each twenty (20) eligible faculty members, subject to the conditions set~~
60 ~~forth in this Article. This leave shall be:~~

61 ~~(1) Continuous leave for all specialized faculty at full pay for one (1) semester, or half (1/2)~~
62 ~~pay for two (2) semesters, or~~

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

66 (b) Eligibility for Professional Development Leave.

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

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

77 (c) Application and Selection.

78 (1) Each aApplication shall include a statement describing the program and activities to
79 be followed while on professional development leave, the expected increase in value of the faculty

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80 member to the University and the faculty member’s academic discipline, specific results
81 anticipated from the leave, any anticipated supplementary income, the dates of all previous
82 professional development leaves taken, and a statement that the applicant agrees to comply with
83 the conditions of the professional development leave program as described in this Article ~~for~~
84 professional development leave shall contain an appropriate outline of the project or work to be
85 accomplished during the leave, the benefit to the faculty member and the University, the time
86 period requested including whether the leave is continuous or non-continuous, and a statement of
87 length of service since the last professional development leave (or initial appointment). This
88 application shall be submitted to the President or representative, with a copy to the chair and the
89 dean/unit director who shall notify the chair or unit/director.

90 (2) A brief, one-page letter from the applicant’s supervisor describing how this leave will
91 benefit the academic unit must be included in the application, along with signatures from the
92 supervisor and dean/director. The application is submitted to the Committee for the Professional
93 Development Leave Program (PDLP) through the Vice President for Faculty Development and
94 Advancement.

95 (23) A PDLP committee shall be elected by and from faculty members eligible for
96 professional development leaves. If there are more applicants for one (1) semester Professional
97 Development Leavesabbaticals at full-pay than available leaves, the committee shall rank the
98 applications. The committee, in ranking the applications, shall consider the benefits of the
99 proposed program to the faculty member, the University and the profession; an equitable
100 distribution of Professional Development Leavesabbaticals among colleges, divisions, schools,
101 departments, units, and disciplines within the University; the length of time since the faculty
102 member’s previous Professional Development Leave was relieved of teaching duties for the
103 purpose of research and other scholarly activities; and the length of service since the previous
104 Professional Development Leavesabbatical or initial appointment. The committee shall submit a
105 ranked list of recommended faculty members to the President or representative. The President or
106 representative shall make appointments from the list and consult with the committee prior to an
107 appointment that does not follow the committee’s ranking.

108 (4) Available professional development leaves will be granted for worthwhile proposals
109 unless it is determined that the conditions for leave have not been met or that departmental/unit
110 staffing considerations preclude such leave from being granted. In this latter instance, the faculty
111 member shall be provided the Professional Development Leave the following year, or at a later
112 time as agreed to by the faculty member and the University. The period of postponement shall be
113 credited for eligibility for a subsequent Professional Development leave. In this latter instance, the
114 faculty member shallmay be provided the Professional Development Leave within the following
115 two years, or at a later time by mutual agreement of the faculty member and the University. The
116 period of postponement shall be credited for eligibility for a subsequent Professional Development
117 Leave. Repeated Ppostponements due to staffing issues may be appealed to the ProvostDean
118 and/or the VP for Faculty Development and Advancement. The committee reviews applications
119 and, if there are more applicants for one (1) semester leaves at full pay than available, the
120 committee shall rank the applications. The chairperson shall be selected by the President or
121 representative. The committee, in ranking the applications, shall consider the benefits of the
122 proposed leave to the faculty member, the University and the profession; an equitable distribution

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123 ~~of professional development leaves among colleges, divisions, schools, departments, and~~
124 ~~disciplines within the University; and the length of service since previous professional~~
125 ~~development leave or initial appointment. The committee shall submit a ranked list of~~
126 ~~recommended faculty members to the President or representative. The President or representative~~
127 ~~shall make appointments from the list and consult with the committee prior to an appointment that~~
128 ~~does not follow the committee's ranking.~~ The Board or its representative shall approve applications
129 when the University believes that completion of the project or work would improve the
130 productivity of the department or function of which the faculty member is a part. Criteria for
131 selection of professional development leave applicants shall be specified and made available to
132 eligible faculty members.

133 (5) The leave shall be granted during a time that the faculty member is normally on active
134 employment status.

135 ~~(3) Professional Development Leaves shall be granted for the time period requested~~
136 ~~unless the University has determined that the conditions set forth in this Section have not been met~~
137 ~~or that departmental/unit staffing considerations preclude such leave from being granted. In this~~
138 ~~latter instance, the faculty member shall be provided the Professional Development Leave the~~
139 ~~following year at a time specified by the faculty member, or at a later time as agreed to by the~~
140 ~~faculty member and the University. The period of postponement shall be credited for eligibility~~
141 ~~for a subsequent Professional Development Leave. If there are more applicants for professional~~
142 ~~development leave than available, a committee shall rank the applications. The committee shall be~~
143 ~~elected by and from all the specialized faculty members eligible for professional development~~
144 ~~leave. The chairperson shall be selected by the President or representative. The committee, in~~
145 ~~ranking the applications, shall consider the benefits of the proposed program to the faculty~~
146 ~~member, the University and the profession; an equitable distribution of professional development~~
147 ~~leaves among colleges, divisions, schools, departments, and disciplines within the University; the~~
148 ~~length of time since the faculty member was relieved of teaching duties for the purpose of research~~
149 ~~and other scholarly activities; and the length of service since previous professional development~~
150 ~~leave or initial appointment. The committee shall submit a ranked list of recommended faculty~~
151 ~~members to the President or representative. The President or representative shall make~~
152 ~~appointments from the list. If the President or representative decides to change the order of the list,~~
153 ~~then they shall explain and discuss these changes with the committee prior to an appointment.~~

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

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

157 22.4 Conditions Applicable to both Sabbatical and Professional Development Leaves.

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

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

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

165 (d) While on sabbatical or continuous professional development leave, the faculty member's
166 salary shall be one half (1/2) pay for two (2) semesters (one (1) academic year), or full pay for one
167 semester. For faculty on non-continuous professional development leave, the faculty member shall
168 be compensated the equivalent of full pay for one semester of leave that can be spread over a two-
169 year period.

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

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

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

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

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

197 (j)-The University shall provide on July 1 of each year a report to the UFF. This report shall
198 include the number of Sabbatical and Professional Development Leave applications, the number

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199 of leaves granted, and the number of leaves postponed. The numbers in this report shall be
200 disaggregated by type of leave, division, college/unit, and job code.

201 22.5 Other Study Leave.

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

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

207 (1) The course work is directly related to the faculty member’s professional
208 responsibilities;

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

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

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

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

217 22.6 Retraining. The Board may, at its discretion, provide opportunities for retraining of faculty
218 members when it is in the University’s best interests. Such opportunities may be provided to
219 faculty members who are laid off, to those who are reassigned, or in other appropriate
220 circumstances. These retraining opportunities may include enrollment in tuition-free courses under
221 the provisions of Article 24 and this Article.

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