

1 ARTICLE 22
2 SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS

3 22.1 Sabbaticals.

4 (a) Policy. Sabbaticals are granted to increase an employee's value to the University
5 through opportunities for research, writing, professional renewal, further education or
6 other experiences of professional value. While ~~such sabbaticals-leaves~~ may be provided in
7 relation to an employee's years of service, they are not primarily a reward for service.

Commented [UFF1]: Accepting BOT team's suggestion to eliminate the term "leaves"

8 (b) Types of Sabbaticals.

9 (1) Type I Sabbaticals: Each year, each college shall make available at least one Type I
10 sabbatical, either ~~at full pay~~ for one semester [Type IA] or ~~one at three-fourths pay~~ for one
11 academic year [Type IB] ~~at full pay~~, for each twenty tenured and tenure-earning employees,
12 subject to the conditions of this Article. Standard rounding techniques shall be used to
13 determine the total number of Type I sabbaticals to be made available in each college. (e.g., a
14 college with 29 tenured or tenure-earning employees shall make one Type I sabbatical
15 available. A college with 30 tenured or tenure-earning employees shall make two Type I
16 sabbaticals available.) Colleges with fewer than twenty tenured and tenure- earning
17 employees shall make available at least one such sabbatical every other year.

18 (2) Type II Sabbaticals: Each college shall make a Type II sabbatical available to each
19 employee whose application has been ranked/recommended by the college committee but
20 was not awarded a Type I sabbatical. This Type II sabbatical is a sabbatical for up to two
21 semesters (i.e., up to one academic year) at ~~half-three-fourths~~ pay, subject to the conditions
22 of this Article, and granted by the dean.

23 ~~(2)(3) Research sabbaticals~~ ~~Pre-Tenure Research Semester: Each year, each college~~
24 ~~shall make five Research semesters~~ ~~sabbaticals~~ ~~available to tenure track employees to support~~
25 ~~their research assignments and make progress toward tenure. This pre-tenure research~~
26 ~~semester Research sabbatical is a sabbatical for one semester at full pay.~~

Commented [UFF2]: Changed the name to better reflect what it is: pre-tenure research semester

27 (c) Sabbatical Eligibility.

28 (1) Full-time tenured employees with at least five academic years of full-time
29 continuous service at UCF shall be eligible to apply for a sabbatical that would take place in
30 the following academic year. (For example, a full-time tenured employee who starts their
31 employment at UCF at the beginning of the ~~2021~~~~2022-22-23~~ academic year, and is
32 continuously employed, may submit a sabbatical application during the ~~2026~~~~2027-27-28~~
33 academic year for a sabbatical that would take place in the ~~2028-28-29~~ academic year).

34 (2) Applicants for ~~Type I or II~~ sabbaticals must be tenured at the time their
35 applications are submitted. (For example, a full-time tenure-earning employee who starts
36 their employment at UCF at the beginning of the ~~2021~~~~2022-22-23~~ academic year may be
37 tenured at the start of the ~~2027~~~~2028-28-29~~ academic year and submit a sabbatical
38 application in ~~2027~~~~2028-28-29~~. Their sabbatical would take place in the ~~2028~~~~2029- 29-30~~
39 academic year.)

40 (3) Employees must work at least five full academic years (i.e., a fall semester followed
41 by a spring semester) or the equivalent before they are eligible to submit a Type I or II
42 sabbatical application.

43 (4) Full-time employees shall be eligible to apply for their next Type I or Type II
44 sabbatical during the ~~fifth-sixth~~ year of continuous service at UCF after the end of the
45 academic year during which the previous sabbatical, professional development
46 ~~program leave~~, or administrative professional development leave was taken. (For example, a
47 tenured employee who takes a sabbatical in the 2023-24 academic year and is continuously
48 employed may submit another sabbatical application in the 2029-30 academic year for a
49 sabbatical that would take place in the 2030-31 academic year.)

50 (5) No paid or unpaid family and medical, parental, administrative, military, or other
51 authorized leave (s) shall be considered a break in continuous employment.

52 (6) Employees shall be notified annually regarding eligibility requirements
53 and application deadlines.

54 ~~(6)(7) A Research sabbatical pre-tenure research semester may only be~~
55 taken once before submitting a tenure application.

56 (d) Application and Selection.

57 (1) Applications for sabbaticals shall be submitted in accordance with college
58 deadlines.

59 (2) Each application shall include a two-page statement describing the program and
60 activities to be followed while on sabbatical; the expected increase in value of the employee
61 to the University, the college and the employee's academic discipline; specific results
62 anticipated from the ~~sabbatical leave~~; any anticipated supplementary income; and a
63 statement that the applicant agrees to comply with the conditions of the sabbatical program.

64 (3) The employee's immediate supervisor, e.g., the chair, shall be given a copy of the
65 application by the applicant when it is submitted for review by the college committee.

66 (4) A college committee shall be elected by and from the tenured unit employees.
67 The committee shall equitably represent the departments or units of eligible employees.

68 (5) Employees who indicate they plan to apply for ~~sabbatical the leave~~ are not
69 eligible to serve on the committee.

70 (6) A committee chairperson shall be elected by and from the college sabbatical
71 committee.

72 (7) The college committee shall review sabbatical applications. Only those
73 applications that are deemed worthy of a sabbatical shall be ranked and submitted to the
74 dean or dean's representative. In ranking the applications worthy of a sabbatical, committee
75 members shall consider the merits of the proposal and the benefits of the proposed program
76 to the employee, the University, the college and the profession; and the length of service
77 since previous sabbatical. Committee members shall not disadvantage an applicant due to
78 his/her academic discipline.

79 (8) Absent a legitimate business reason other than staffing or fiscal considerations,

80 the dean or dean’s representative shall make sabbatical appointments from the ranked list
81 and consult with the committee prior to an appointment that does not follow the
82 committee's list. In the event that the dean or dean’s representative decides not to make a
83 sabbatical appointment to an employee on the list, they shall consult with the affected
84 employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the
85 employee shall be provided the sabbatical the following year, or at a later time as agreed to
86 by the employee and the college. The postponement of a sabbatical by the university does
87 not result in any postponement of a subsequent sabbatical application by the employee.

88 (9) In the event of an exceptional opportunity for an employee to participate in a
89 prestigious academic award/activity for which deadlines prevent application during the
90 normal application process, the dean may award a sabbatical outside of the above defined
91 process. All employee eligibility requirements must be met and all sabbatical terms defined
92 below apply.

93 (e) Terms of Sabbatical Program.

94 (1) The employee must return to the University for at least the length of the type of
95 sabbatical leave one academic year following participation in the program. If the employee
96 fails to return to the University for the length of the type of sabbatical leave at least two
97 consecutive semesters, fall and spring, in the year following participation in the program, all
98 salary and fringe benefits received during his/her participation in the program must be
99 repaid to the University within 30 days of resignation or job abandonment. If the employee
100 makes little to no effort to complete the project described in the application, the employee
101 shall receive an “Unsatisfactory” overall annual evaluation and will be ineligible to apply for
102 a sabbatical for ten years.

103 (2) If there are circumstances that arise where the employee wishes or needs to
104 request to change the terms of the sabbatical from what was proposed, any revisions to the
105 proposal must be documented in writing and submitted to the employee’s supervisor as soon
106 as practicable. The supervisor and dean must approve the revised sabbatical proposal before
107 the work may proceed.

108 (3) Within thirty days after the beginning of the spring semester (for a fall-only
109 sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the
110 employee must provide a brief written report to the college dean’s office and his or her
111 department or unit that relates accomplishments during the sabbatical to the proposal
112 submitted for that ~~leaves~~sabbatical.

113 (4) An annual evaluation shall be conducted for each employee whose assignment
114 included a sabbatical. The overall evaluation shall be weighted between time on sabbatical
115 and time on regular duties. Their time on sabbatical shall be evaluated based on their
116 accomplishments made in light of their sabbatical proposal and ensuing circumstances. Their
117 time on regular duties, if any, shall be evaluated based on the department or unit’s Annual
118 Evaluation Standards & Procedures.

119 (5) University contributions normally made to retirement and Social Security

120 programs shall be continued during the sabbatical ~~leave~~ on a basis proportional to the
121 salary received.

122 (6) University contributions normally made to employee insurance programs and
123 any other employee benefit programs shall be continued during the sabbatical.

124 (7) Eligible employees on sabbatical shall continue to accrue leave on a full-time
125 basis.

126 (8) While on ~~sabbatical~~leave, an employee must disclose and shall be permitted to
127 receive funds for travel and living expenses, and other sabbatical-related expenses, from
128 sources other than the University, such as fellowships, grants-in- aid, and contracts and
129 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such
130 purposes shall not result in reduction of the employee's University salary. Grants for such
131 financial assistance from other sources may, but need not, be administered through the
132 University. If financial assistance is received in the form of salary, the University salary may
133 be reduced by the amount necessary to bring the total income of the sabbatical period to a
134 level equal to the employee's current year salary rate. Employment unrelated to the purpose
135 of the sabbatical ~~leave~~ is governed by the provisions of the Conflict of Interest or
136 Commitment/Outside Activity Article.

137 22.2 ~~Professional Development Leave Program (PDL/PDP)~~.

138 (a) Policy. Professional development ~~programs (PDPs)~~leaves are granted to increase an
139 employee's value to the University through opportunities for research, writing, professional
140 renewal, further education, or other experiences of professional value. ~~While PDPs may be~~
141 ~~provided in relation to an employee's years of service, they are not primarily a PDPsLeaves~~
142 ~~are not a~~ reward for service longevity.

143 (b) ~~Types of~~ Professional Development ~~Program~~Leave Availability. Each year, the
144 University will make available at least one ~~PDP~~professional development leave, for each
145 ~~thirty employees who are not tenured or tenure-earning. The employee may choose from~~
146 ~~the following options for their PDP~~professional development leave: either ~~at full pay~~for one
147 semester or ~~term or at~~ ~~One academic year at full pay.~~

148 (1) ~~12-month employees may select a spring semester and summer term for full~~
149 ~~pay or the summer term only for full pay.~~

150 (b)(c) Eligibility for Professional Development ~~Program~~Leave. Tenure-earning
151 faculty are not eligible to apply for PD~~P~~s. Tenured employees should apply for sabbaticals
152 in accordance with Section 22.1 of this agreement. ~~Only 12-month employees may apply~~
153 ~~for a leave during the summer term.~~

154 (1) Non-tenured, non-tenure-earning employees who have completed five or more
155 academic years of full-time, continuous non-OPS service with UCF shall be eligible to apply
156 for professional development ~~programs.~~leaves.

157 (a) First-time applicants. Employees must work at least five full academic
158 years (i.e., a fall semester followed by a spring semester) or the equivalent before they

Commented [UFF3]: Recognizing BOT Team's desire for a changed name, we suggest "Professional Development Program (PDP)"

Commented [UFF4]: Accepting BOT team's suggestion to eliminate the term "leaves"

Commented [UFF5]: To parallel wording in sabbatical section.

159 are eligible to submit a PDP~~L~~ application.

160 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to
161 apply for their next PDP~~L~~ during the ~~fifth-sixth~~ year of continuous service at UCF after the
162 end of the academic year during which the previous PDP~~L~~ was taken. As an example, an
163 employee whose PDP~~L~~ ended either August 7, 2024, December 22, 2024, or May 7, 2025
164 would be eligible to apply during the 2030- 2031 PDP~~L~~ application period for a PDP~~L~~ to take
165 place in the 2031-2032 academic year.

166 (2) No paid or unpaid family and medical, parental, administrative, military, or other
167 authorized leave(s) shall be considered a break in continuous employment. An employee
168 who is compensated through a contract or grant may receive a ~~PDP~~professional
169 ~~development leave~~ only if the contract or grant allows for such professional
170 ~~development leaves~~ and the employee meets all other eligibility requirements.

171 (3) Eligible employees shall be notified annually regarding eligibility requirements
172 and application deadlines.

173 ~~(e)(d)~~ Application and Selection.

174 (1) Application for a professional development program leave shall be submitted in
175 accordance with college or division deadlines.

176 ~~(1) shall contain an appropriate outline of the project or work to be accomplished~~
177 ~~during the leave.~~

178 (2) Each application shall include a two-page statement describing the program and
179 activities to be followed while on professional development ~~leave~~; the expected increase in
180 value of the employee to the University, the College, and the employee's discipline and/or -
181 ~~and~~ unit; specific results anticipated from the professional development leave; any
182 anticipated supplementary income; and a statement that the applicant agrees to comply
183 with the conditions of the professional development ~~leave~~ program. ~~PDL proposals must~~
184 ~~articulate how the planned activity relates to and serves the mission and goals for the~~
185 ~~department/unit and college.~~

186 (3) The employee's immediate supervisor, ~~e.g. the chair and their dean, director,~~ or
187 unit head, shall be given a copy of the application by the applicant when it is submitted for
188 review by the college University Professional Development Leaves committee.

189 (4) A college-level Professional Development Program- committee shall be elected
190 by and from the employees eligible for the professional development program. The
191 committee shall equitably represent the departments or units of eligible employees.

192 (5) Employees who indicate they plan to apply for PDP are not eligible to serve on
193 the committee.

194 (6) A committee chairperson shall be elected by and from the college-level
195 Professional Development Program committee.

196 ~~(3)~~ The college-level committee shall review professional development
197 ~~program leave~~ applications and shall submit a ranked list of only recommended employees
198 to the dean or dean's representative (or division head) University's representative.

Commented [UFF6]: Since some employees eligible for PDP do not reside in 'colleges' we added 'division' to include the same-level organizational unit.

Commented [UFF7]: We propose to adjust selection process to be at College level to include Dean considerations, as per concern voiced by BOT team. In the following, we propose to create parallel structure for PDP selection to sabbatical selection process.

Commented [UFF8]: College-level is intended to also point to "division" or equivalent organizational level

199 ~~(4) Only those applications that are deemed worthy of a PDL shall be ranked and~~
 200 ~~submitted to the dean or dean’s representative to the University’s representative.~~ In
 201 ranking the applicants, committee members shall consider the merits of the proposal; the
 202 benefits of the proposed program to the employee, the University, the college/unit, and
 203 the job function of which the employee is a part; and length of service since previous
 204 professional development ~~program leave~~. Committee members shall not disadvantage an
 205 applicant due to the academic discipline, function, or profession of the applicant.

206 (8) Absent a legitimate business reason other than staffing or fiscal considerations,
 207 ~~the dean or dean’s representative (or division head), the University’s representative~~ shall
 208 make professional development ~~program leave~~ appointments from the ranked list and
 209 consult with the committee prior to an appointment that does not follow the committee’s
 210 list. In the event that the ~~the dean or dean’s representative (or division head) University’s~~
 211 ~~representative~~ decides not to offer a professional development ~~leave~~ appointment to an
 212 employee on the list, ~~they he or she~~ shall consult with the affected employee.

213 ~~(9) No more than one employee for each fifteen employees in each department, college, or~~
 214 ~~unit need be granted professional development leave for the same semester.~~
 215 ~~Leaves shall be granted contingent upon the availability of staff and unit funds.~~ If staffing or
 216 fiscal considerations preclude a professional development ~~program leave~~ from being granted,
 217 the employee shall be provided the professional development ~~program leave~~ the following
 218 year, or at a later time as agreed to by the employee and the college/unit. The postponement
 219 of a ~~PDL-PDP~~ by the university does not result in any postponement of a subsequent ~~PDP~~
 220 application by the employee.

221 ~~(9) In the event of an exceptional opportunity for an employee to participate in a~~
 222 ~~prestigious academic award/activity for which deadlines prevent application during the~~
 223 ~~normal application process, the dean (or division head) may award a PDP outside of the~~
 224 ~~above defined process. All employee eligibility requirements must be met and all PDP terms~~
 225 ~~defined below apply.~~

226 (e) Terms of Professional Development Program Leave.

227 (1) The employee must return to University employment for at least ~~one academic~~
 228 ~~year the length of the type of PDP leave~~ following participation in ~~that the~~ program. If the
 229 employee fails to return to the University for ~~at least two consecutive semesters, fall and~~
 230 ~~spring, in the year the length of the type of PDP leave~~ following participation in the program,
 231 all salary and fringe benefits received during his/her participation in the program must be
 232 repaid to the University within 30 days of resignation or job abandonment. If the employee
 233 makes little to no effort to complete the project described in the application, the employee
 234 shall receive an “Unsatisfactory” overall annual evaluation and will be ineligible to apply for
 235 a ~~PDP~~ for ten years.

236 (2) If there are circumstances that arise where the employee wishes or needs to
 237 request to change the terms of the ~~PDP~~ from what was proposed, any revisions to the
 238 proposal must be documented in writing and submitted to the employee’s supervisor as

Commented [UFF9]: Added to match sabbatical terms above. Non-tenure earning employees might have opportunity for such prestigious opportunities and Deans should have the option to grant time to pursue.

239 soon as practicable. The supervisor and dean must approve the revised PD~~P~~ proposal
240 before the work may proceed.

241 ~~(3) An employee who fails to spend the time as stated in the application or revision~~
242 ~~as approved by the supervisor and dean shall reimburse the University for all salary and~~
243 ~~fringe benefits received during such leave within 30 days following the scheduled completion~~
244 ~~of the leave.~~

245 ~~(4)(3)~~ Within thirty days after the end of the semester or term following the
246 conclusion of the PD~~P~~, the employee must provide a brief written report to his or her
247 department or unit that relates accomplishments during the professional development
248 ~~program~~leave to the proposal submitted for that ~~PDP~~leave.

249 ~~(5)(4)~~ An annual evaluation shall be conducted for each employee whose assignment
250 included a PD~~P~~. The overall evaluation shall be weighted between time on PD~~P~~ and time on
251 regular duties. Their time on PD~~P~~ shall be evaluated based on their accomplishments made
252 in light of their PD~~P~~ proposal and ensuing circumstances. Their time on regular duties, if any,
253 shall be evaluated based on the department or unit’s Annual Evaluation Standards &
254 Procedures.

255 ~~(6)(5)~~ University contributions normally made to retirement and Social Security
256 programs shall be continued during the professional development ~~program~~leave on a basis
257 proportional to the salary received.

258 ~~(7)(6)~~ University contributions normally made to employee insurance programs and
259 any other employee benefit programs shall be continued during the professional
260 development ~~program~~leave.

261 ~~(8)(7)~~ Eligible employees on a professional development ~~program~~leave shall
262 continue to accrue leave on a full-time basis.

263 ~~(9)(8)~~ While on ~~PDP~~leave, an employee must disclose and shall be permitted to
264 receive funds for travel and living expenses, and other professional development
265 ~~program~~leave-related expenses, from sources other than the University, such as
266 fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes
267 of the professional development ~~leave~~. Receipt of funds for such purposes shall not result
268 in reduction of the employee’s University salary. Grants for such financial assistance from
269 other sources may, but need not, be administered through the University. If financial
270 assistance is received in the form of salary, the University salary may be reduced by the
271 amount necessary to bring the total income of the professional development ~~leave~~ period
272 to a level comparable to the employee’s current year salary rate. Employment unrelated to
273 the purpose of the professional development ~~program~~leave is governed by the provisions
274 of the Conflict of Interest or Commitment/Outside Activity Article.

275 22.2 Other Study Leave.

276 (a) Job-Required. An employee required to take academic course work as part of
277 assigned duties shall not be required to charge time spent attending classes during the
278 work day to accrued leave.

Commented [UFF10]: Unnecessary, as report is submitted and annual evaluation is already tied to results reported (see (e) (1) above and (4) below)

279 (b) Job-Related. An employee shall be permitted to attend up to six credits of course
280 work per semester during work, provided that the:

281 (1) course work is directly related to the employee’s professional
282 responsibilities;

283 (2) supervisor determines that the absence will not interfere with the proper
284 operation of the work unit;

285 (3) supervisor believes that completion of the course work would improve the
286 productivity of the department or function of which the employee is a part; and

287 (4) employee’s work schedule can be adjusted to accommodate such job-related
288 study without reduction in the total number of work hours required per pay period.

289 (c) Retraining. The University may, at its discretion, provide opportunities for retraining
290 of employees when it is in the University’s best interests. Such opportunities may be
291 provided to employees who are reassigned, have received notice of layoff, or in other
292 appropriate circumstances.