

1 **ARTICLE 22**

2 **SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAM**

3  
4 **22.1 Sabbaticals.**

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

9 (b) Types of Sabbaticals.

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

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

24 (c) Sabbatical Eligibility.

25 (1) Full-time tenured employees with at least five academic years of full-time  
26 continuous service at UCF shall be eligible to apply for a sabbatical that would take place in  
27 the following academic year. (For example, a full-time tenured employee who starts their  
28 employment at UCF at the beginning of the ~~2024-25~~2022-23 academic year, and is  
29 continuously employed, may submit a sabbatical application during the ~~2029-30~~2027-28  
30 academic year for a sabbatical that would take place in the ~~2030-31~~2028-29 academic  
31 year).

32 (2) Applicants for sabbaticals must be tenured at the time their applications are  
33 submitted. (For example, a full-time tenure-earning employee who starts their employment  
34 at UCF at the beginning of the ~~2024-25~~2022-23 academic year may be tenured at the start  
35 of the ~~2030-31~~2028-29 academic year and submit a sabbatical application in ~~2030-31~~2028-  
36 29. Their sabbatical would take place in the ~~2031-32~~2029-30 academic year.)

37 (3) Employees must work at least five full academic years (i.e., a fall semester  
38 followed by a spring semester) or the equivalent and be tenured before they are eligible to  
39 submit a sabbatical application.

40 (4) Full-time employees shall be eligible to apply for their next sabbatical during the  
41 sixth year of continuous service at UCF after the end of the academic year during which the  
42 previous sabbatical, professional development program appointment (formerly called  
43 professional development leave), or administrative professional development leave was  
44 taken. (For example, a tenured employee who takes a sabbatical in the ~~2025-26~~2023-24  
45 academic year and is continuously employed may submit another sabbatical application in  
46 the ~~2031-32~~2029-30 academic year for a sabbatical that would take place in the ~~2032-~~  
47 ~~33~~2030-31 academic year.)

**Commented [CR1]:** On 8/28/24, proposal shared by UFF seemed to indicate that changes in years suggested here and throughout the article are acceptable.

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

50 (6) Employees shall be notified annually regarding eligibility requirements and  
51 application deadlines.

52 (d) Application and Selection.

53 (1) Applications for sabbaticals shall be submitted in accordance with college  
54 deadlines.

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

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

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

64 (5) Employees who indicate they plan to apply for a sabbatical are not eligible to  
65 serve on the committee.

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

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

75 (8) Absent a legitimate business reason other than staffing or fiscal considerations,  
76 the dean or dean's representative shall make sabbatical appointments from the ranked list  
77 and consult with the committee prior to an appointment that does not follow the committee's  
78 list. If staffing or fiscal considerations preclude a sabbatical from being granted, the  
79 employee shall be provided the sabbatical the following academic year, or at a later time as  
80 agreed to by the employee and the college dean. In the event that the dean or dean's  
81 representative decides not to make a sabbatical appointment to an employee on the list,  
82 they shall consult with the affected employee. ~~If staffing or fiscal considerations preclude a~~  
83 ~~sabbatical from being granted, the employee shall be provided the sabbatical the following~~  
84 ~~academic year, or at a later time as agreed to by the employee and the college.~~ The  
85 postponement of a sabbatical by the university does not result in any postponement of a  
86 subsequent sabbatical application by the employee.

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

92 (e) Terms of Sabbatical Program.

93 (1) The employee must return to the University for at least one academic year  
94 following participation in the program. If the employee fails to return to the University for at  
95 least two consecutive semesters, fall and spring, in the academic year following  
96 participation in the program, all salary and fringe benefits received during their participation

**Commented [CR2]:** Resequencing for clarity. "College"  
always intended to mean dean.

97 in the program must be repaid to the University within 30 days of resignation or job  
 98 abandonment. If the employee makes little to no effort to complete the project described in  
 99 the application, the employee shall receive an "Unsatisfactory" overall annual evaluation  
 100 and will be ineligible to apply for a sabbatical for ten years.

101 (2) If there are circumstances that arise where the employee wishes or needs to  
 102 request to change the terms of the sabbatical, including cancelation or postponement, from  
 103 what was proposed, any revisions to the proposal must be documented in writing and  
 104 submitted to the employee's supervisor as soon as practicable. The supervisor and dean  
 105 must approve the revised sabbatical proposal before the work may proceed. **An employee**  
 106 **may make such a request only one time to change the terms of an approved sabbatical.**

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

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

118 (5) University contributions normally made to retirement and Social Security  
 119 programs shall be continued during the sabbatical period on a basis proportional to the  
 120 salary received.

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

123 (7) Eligible employees on sabbatical shall continue to accrue **leave/time off** on a full-  
 124 time basis.

125 (8) While on sabbatical, an employee must disclose and shall be permitted to  
 126 receive funds for travel and living expenses, and other sabbatical-related expenses, from  
 127 sources other than the University, such as fellowships, grants-in-aid, and contracts and  
 128 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such  
 129 purposes shall not result in reduction of the employee's University salary. Grants for such  
 130 financial assistance from other sources may, but need not, be administered through the  
 131 University. If financial assistance is received in the form of salary, the University salary may  
 132 be reduced by the amount necessary to bring the total income of the sabbatical period to a  
 133 level equal to the employee's current year salary rate. Employment unrelated to the purpose  
 134 of the sabbatical is governed by the provisions of the Conflict of Interest or  
 135 Commitment/Outside Activity Article. No additional compensation from UCF E&G sources is  
 136 allowable.  
 137

138 **22.2 Professional Development Program (PDP).**

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

**Commented [CR3]:** Specifies and clarifies number of employee-initiated changes in sabbatical terms.

**Commented [CR4]:** Using new university term.

**Commented [CR5R4]:** This update is consistent with language in A17 that has been TA'd.

144 (b) Professional Development Program Appointment Availability. Each year, the  
 145 University will make available at least one PDP appointment at full pay for one semester or  
 146 ~~summerterm or at three-fourths pay for one academic year,~~ for each thirty employees who  
 147 are not tenured or tenure-earning, subject to the conditions set forth below.

148 (c) Eligibility for Professional Development Program Appointment. Tenured and tenure-  
 149 earning faculty are not eligible to apply for PDPs. Tenured employees should apply for  
 150 sabbaticals in accordance with Section 22.1 of this agreement. Only 12-month employees  
 151 may apply for a PDP appointment during the summer term.

152 (1) Non-tenured, non-tenure-earning employees who have completed five or more  
 153 academic years of full-time, continuous non-OPS service with UCF shall be eligible to apply  
 154 for PDP appointments.

155 (a) First-time applicants. Employees must work at least five full academic years  
 156 (i.e., a fall semester followed by a spring semester) or the equivalent before they are eligible  
 157 to submit a PDP application.

158 (b) Full-time non-tenured, non-tenure-earning employees shall be eligible to  
 159 apply for their next PDP during the sixth year of continuous service at UCF after the end of  
 160 the academic year during which the previous PDP was completed. As an example, an  
 161 employee whose PDP ended either August 7, ~~2026~~2024, December ~~2322~~, ~~2026~~2024, or  
 162 May 7, ~~2027~~2025 would be eligible to apply during the ~~2032-33~~2030-2034 PDP application  
 163 period for a PDP to take place in the ~~2033-34~~2034-2032 academic year.

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

166 (3) An employee who is compensated through a non-E&G funding source, including  
 167 a contract, or grant, or auxiliary, may receive a PDP appointment only if the non-E&G  
 168 funding source~~contract or grant~~ allows participation in such programs and provides the  
 169 funding for the PDP appointment, and the employee meets all other eligibility requirements.

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

172 (d) Application and Selection.

173 (1) Applications for a PDP appointment shall contain an appropriate outline of the  
 174 project or work to be accomplished during the proposed PDP appointment.

175 (2) Each application shall include a two-page statement describing the program and  
 176 activities to be followed while on the PDP appointment; the expected increase in value of  
 177 the employee to the University and unit; specific results anticipated from the proposed PDP  
 178 appointment; any anticipated supplementary income; and a statement that the applicant  
 179 agrees to comply with the conditions of the PDP. PDP proposals must articulate how the  
 180 planned activity relates to and serves the mission and goals for the department/unit and  
 181 college.

182 (3) The employee's immediate supervisor, e.g., the chair, and their dean, director, or  
 183 unit head shall be given a copy of the application by the applicant when it is submitted for  
 184 review by the University PDP Committee.

185 (4) A University PDP Committee of at least five members shall be elected by and  
 186 from the employees eligible for PDP appointments.

187 (5) Employees who indicate they plan to apply for a PDP appointment are not  
 188 eligible to serve on the committee.

189 (6) A committee chairperson shall be elected by and from the University PDP  
 190 Committee.

191 (7) The University committee shall review PDP applications and shall submit a  
 192 ranked list of only recommended employees to the University's representative.

**Commented [CR6]:** Substantive change limits PDP duration to one semester or possibly summer for 12-month employees.

**Commented [CR7R6]:** Change proposed is consistent with professional development program for non-unit employees

**Commented [CR8R6]:** Over the previous three years, there were a total of 11 in-UFF employees who were awarded two-semester PDP assignments: 5 in 2021-22, 3 in 2022-23, and 3 in 2023-24.

**Commented [CP9]:** Funding must be provided by the funding source for salary monies.

193 a. Only those applications that are deemed worthy of a PDP appointment shall  
194 be ranked and submitted to the University's representative.

195 b. In ranking the applicants, committee members shall consider the merits of the  
196 proposal; the benefits of the proposed program to the employee, the University, the  
197 college/unit, and the job function of which the employee is a part; and length of service  
198 since a previous PDP appointment. Committee members shall not disadvantage an  
199 applicant due to the academic discipline, function, or profession of the applicant.

200 (8) The University's representative shall ask the corresponding college dean or  
201 division vice president to affirm or deny the merit of each application ranked by the  
202 University Committee.

203 (9) Absent a legitimate business reason other than staffing or fiscal considerations,  
204 the University's representative shall award PDP appointments from the ranked list of  
205 meritorious PDP applications and consult with the committee prior to an appointment that  
206 does not follow the committee's list. In the event that the University's representative decides  
207 not to offer a PDP appointment to an employee on the list, they shall consult with the  
208 affected employee.

209 (109) No more than one employee for each fifteen employees in each department,  
210 college, or unit need be granted a PDP appointment for the same semester.

211 (1140) PDP appointments shall be granted contingent upon the availability of staff  
212 and unit funds. If staffing or fiscal considerations preclude a PDP appointment from being  
213 granted, the employee shall be provided the PDP appointment the following academic year,  
214 or at a later time as agreed to by the employee and the college dean/division vice  
215 president/college/unit. The postponement of a PDP appointment by the university does not  
216 result in any postponement of a subsequent PDP application by the employee.

217 (e) Terms of PDP Appointments.

218 (1) The employee must return to University employment for at least one academic  
219 year following participation in that program. If the employee fails to return to the University  
220 for at least two consecutive semesters, fall and spring, in the academic year following  
221 participation in the program, all salary and fringe benefits received during their participation  
222 in the program must be repaid to the University within 30 days of resignation or job  
223 abandonment. If the employee makes little to no effort to complete the project described in  
224 the application, the employee shall receive an "Unsatisfactory" overall annual evaluation  
225 and will be ineligible to apply for a PDP appointment for ten years.

226 (2) If there are circumstances that arise where the employee wishes or needs to  
227 request to change the terms of the PDP appointment, including cancelation or  
228 postponement, from what was proposed, any revisions to the proposal must be documented  
229 in writing and submitted to the employee's supervisor as soon as practicable. The  
230 supervisor and dean or unit leader must approve the revised PDP proposal before the work  
231 may proceed. An employee may make such a request only one time to change the terms of  
232 an approved PDP assignment.

233 (3) An employee who fails to spend the time as stated in the application or revision  
234 as approved by the supervisor and dean shall reimburse the University for all salary and  
235 fringe benefits received during the PDP period within 30 days following the scheduled  
236 completion of the PDP appointment.

237 (4) Within thirty days after the end of the semester or ~~summerterm~~ following the  
238 conclusion of the PDP, the employee must provide a brief written report to their department  
239 or unit that relates accomplishments during the PDP appointment to the proposal submitted  
240 for that PDP appointment.

**Commented [CR10]:** Seeking dean/VP concurrence for PDPs for which they would commit funding.

**Commented [CR11]:** See previous comment.

**Commented [CR12]:** Clarifying that "college/unit" has always been intended to mean dean or VP.

**Commented [CR13]:** Intended to be consistent with 22.1 and application cycle.

**Commented [CR14]:** Specifies and clarifies number of employee-initiated changes in PDP terms.

241 (5) An annual evaluation shall be conducted for each employee whose assignment  
242 included a PDP appointment. The overall evaluation shall be weighted between time on  
243 PDP appointment and time on regular duties. Their time on PDP appointment shall be  
244 evaluated based on their accomplishments made in light of their PDP proposal and ensuing  
245 circumstances. Their time on regular duties, if any, shall be evaluated based on the  
246 department or unit's Annual Evaluation Standards & Procedures.

247 (6) University contributions normally made to retirement and Social Security  
248 programs shall be continued during the PDP period on a basis proportional to the salary  
249 received.

250 (7) University contributions normally made to employee insurance programs and any  
251 other employee benefit programs shall be continued during the PDP period.

252 (8) Eligible employees on a PDP appointment shall continue to accrue leave/time off  
253 on a full-time basis.

254 (9) While on a PDP appointment, an employee must disclose and shall be permitted  
255 to receive funds for travel and living expenses, and other PDP-related expenses, from  
256 sources other than the University, such as fellowships, grants-in-aid, and contracts and  
257 grants, to assist in accomplishing the purposes of the PDP appointment. Receipt of funds  
258 for such purposes shall not result in reduction of the employee's University salary. Grants  
259 for such financial assistance from other sources may, but need not, be administered  
260 through the University. If financial assistance is received in the form of salary, the University  
261 salary may be reduced by the amount necessary to bring the total income of the PDP period  
262 to a level comparable to the employee's current year salary rate. Employment unrelated to  
263 the purpose of the PDP appointment is governed by the provisions of the Conflict of Interest  
264 or Commitment/Outside Activity Article. No additional compensation from UCF E&G  
265 sources is allowable.

### 266 **22.3 Other Study Leave.**

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

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

272 (1) course work is directly related to the employee's professional responsibilities;

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

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

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

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

**Commented [CR15]:** Consistent with updates in A17 that has been TA'd.