

Professional Development Leave Program for 1999-00 - Attachment

Academic Affairs; 03/25/1998

Catherine Longstreth, Associate Vice President

Professional Development Leave Program for 1999-00 (One Semester [full-pay] and Two Semester [one-half pay] Leave Programs)

It is time to begin the faculty review process for the award of the University's Professional Development Leave programs for those faculty in the Collective Bargaining Unit. The announcement of the leave programs has been sent to all faculty.

The University has been notified by the Board of Regents that under the provisions of the Collective Bargaining Agreement there will be twenty (20) one-semester (full pay) leaves for tenured faculty available for 1999-00. It is important to mention that there are no restrictions on the number of two-semester one-half pay or one-semester full-pay leaves for non-tenured faculty awarded by the college. **The decision of who is to be awarded these two-semester (one-half) leaves rest with the academic unit, as does the award of the full-pay one-semester leave for faculty in non-tenured positions.** Please refer to Article 22 of the Collective Bargaining Agreement.

It is important to note that new contract language states the two-semester one-half pay leaves **shall** be granted unless the University determines that the conditions set forth in Sections 22.1(a) and 22.3(a) have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In case of the latter, the employee shall be provided leave the following year, or at a later time as agreed by the employee and the University.

In addition to these leaves, the faculty have been advised that the **one-semester half-pay leave** is also available in an *on-going* program which is **administered in each college or unit and is not part of this review process; however, once the leave is approved it must be submitted to my office for processing before the leave can be taken.** Faculty are asked to contact the dean's or director's office for information about this leave program.

By the end of August, each dean or director is requested to initiate the process necessary to elect the members of the College or Unit Selection Committees. The names of those serving on the committee as well as the individual selected to serve on the University-Wide Committee should be submitted to Associate Vice President Longstreth by the end of August. The procedures for the elections and charge of the selection committees are as follows:

As soon as possible, the tenured members of each college in the bargaining unit should be given the opportunity to nominate and then elect three tenured members of the college to serve on a **College Selection Committee**. In the case of the Library, the Counseling Center, the Center for Latin American Studies, and the Museum, the tenured members of each of these units will each elect one person to serve on a **Special Units Selection Committee** to evaluate applications from persons within each of these academic units. Each Selection Committee should elect its own chair. Faculty who served on the Committee for the selection of last year's recipients, or who intend to apply for a leave, are not eligible to serve on a Selection Committee.

The charge of the College or Unit Selection Committees is to evaluate all the leave applications and to recommend recipients for the award by the end of September. The listing of the recipients of the two-semester

half-pay leaves or the one semester full pay leave for non-tenured faculty are to be submitted by the Chair of the Selection Committee to the dean or director for approval and then to the Associate Vice President for action. The results of the Selection Committee's review of the one-semester full-pay leaves for tenured faculty are to be submitted by the Chair of the Selection Committee to the University-Wide Committee for further review and selection.

One member from each College and the Special Unit Selection Committee should be elected to serve on a University-Wide Selection Committee which will select the recipients of the one-semester full-pay leaves for tenured faculty. The University-Wide Committee will elect its own chair. The name of the individual who will serve as the college or units representative should be submitted to Associate Vice President Longstreth, 236 Tigert Hall by the end of August.

On or before the end of August, each applicant must submit a completed application for each specific leave she or he is applying for with the evaluation form (a copy is attached) to the department chair. If applying for more than one leave, i.e. a one and a two-semester leave, applications must be completed for each of the leaves requested. A brief on-page description of the activities with a statement indicating the benefits of the proposed leave to the individual, the University, and the profession must be attached to the application form. The application must indicate the type of leave applied for and the date of the last professional development leave awarded. The application should indicate the applicant's preference for the length of time of the leave, i.e. two-semesters at half-pay for those eligible faculty, or one-semester (at full pay) and the semester the leave will be taken. A summer session may be requested as one of the terms by 12-month faculty .

The application must be accompanied by an endorsement from the department chair (or equivalent) who evaluates the benefits of the proposed leave to the individual, the University, and the profession. If the chair has comments about the proposal being submitted from a department, the comments should be made directly on the application form, not by means of a separate letter, and the faculty member informed of the comments.

The application evaluation process at the departmental/college level will use the following formula: (a) the total number of years of full-time faculty service at UF prior to the fall during which the faculty member is applying for the professional development leave or number of years of service since the faculty member's last full-pay professional development leave at the University of Florida. For this purpose a year may include summers, if assigned, multiplied by 1.75; (b) chair's ranking (1 to 10 points) of proposals; (c) committee evaluation should provide a maximum of 30 points with each member making a separate rating from 1 to 10 points with 10 being the highest. (The same ranking may be used twice if more than ten proposals are submitted.)

Just a reminder regarding the retention of these records, the leave applications must be retained for one year after the report of the leave activities is filed for those awarded the leaves and the retention is one year from the date of denial for those not awarded a leave. Then the files may be requested to be disposed of in accordance with the University policy regarding records. My office will retain a copy of the one-semester full pay awardee's applications and should receive a copy of the required report of the leave activities which is to be submitted to the chair and dean or director at the end of the leave period. The leave activity should be addressed in the awardee's letter of annual evaluation.

Please refer to the attached information on the schedule and application which have been sent to faculty. If you have any questions please let me know or check the web-site at <http://www.aa.ufl.edu/aa/facrel/facrel.htm>.

[Attachments](#)

cc: Provost Capaldi
Interim Vice President Joyce (FYI only)
Vice President Challoner (FYI only)
Dr. Jacquelyn Resnick
Dr. Doug Jones
Dr. Charles Wood
Ms. Dale Canelas

UFF President

[Back](#) To Referring Memo

[Back](#) to Deans, Directors, and Department Chair Memos List