

Professional Development Leave Program for 1999-00 - Attachment

Academic Affairs; 03/25/1998

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Professional Development Leave Program

1999-00

It is time to begin the faculty review process for the award of the one-semester full pay, the two-semester one-half pay Professional Development Leave Programs.

The Board of Regents has notified the University that under the provisions of the Collective Bargaining Agreement there will be twenty (20) one-semester (full pay) leaves available for tenured faculty for 1999-00. It is important to mention that there is no specific allocation regarding the number of other leaves that may be awarded. Therefore, the decision regarding who is to be awarded the two-semester leaves or one-semester full pay leave for non-tenured faculty rest with the academic unit, however, the provisions of Article 22 of the Collective Bargaining Agreement must be considered.

It is important to mention that one-semester half-pay leaves are also available upon approval of the administration of the academic unit and authorization from Academic Affairs. This is an on-going program and is not part of this annual review and selection process. Please contact your dean's or director's office for information.

Questions should be directed to the Faculty Relations/Governance Office (2-1254 or 2-4894).

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Schedule and Application Procedures

TYPES OF LEAVE:

One Semester full pay - Awarded by the University-Wide Leave Committee for tenured faculty.

One Semester full pay - Awarded by college or unit for non-tenure-earning faculty.

Two Semester one-half pay - Awarded by the college or unit. The contract language states that the two-semester

one-half pay leave **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.)

It is important to mention that one-semester half-pay leaves are also available upon approval of the administration of the academic unit and authorization from Academic Affairs. This is an on-going program and is not part of this annual review and selection process. Please contact your dean's or director's office for information.

SELECTION COMMITTEES:

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 tenured members of each college in the bargaining unit will 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 the applications from these academic units. Each selection committee should elect its own chair.

The charge of the College or Unit Selection Committee is to evaluate all the leave applications and to select those recipients for consideration for the award of a professional development leave. The report of this committee will be sent to the Dean or Director. The results of the Committees' review of the one-semester full-pay leaves for tenured faculty are to be submitted to the **University-Wide Selection Committee** for further review and selection. One member from the College and the Special Unit Committee will be elected to serve on a University-Wide Selection Committee which will select the recipients of the one-semester full-pay leaves. The University-Wide Committee will elect its own chair.

Faculty who served on the committees for the selection of last year's recipients and faculty who intend to apply for one of the three leaves are not eligible to serve on a selection committee.

PURPOSE OF THE LEAVE PROGRAMS:

Professional development leaves are granted to increase a faculty member's value to the University through enhanced opportunities for professional renewal, planned travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service. No more than one faculty member in each department need be granted leave at one time.

Faculty applying or serving on the Selection Committee for these leaves should familiarize themselves with Article 22 of the UFF-BOR Agreement as it applies to the professional development leave programs. Please refer to the information and terms on the application form.

ELIGIBILITY:

All tenured faculty in the bargaining unit who will have completed six years of full-time service (two-semesters of full-time service count as one year) at the University of Florida prior to the Fall term of the applicable annual Professional Development Leave Program are eligible for the leave programs.

Untenured faculty with three or more years of full-time service at the University of Florida prior to the Fall term of the applicable annual Professional Development Leaves Program, except those in tenure earning or tenured positions, shall be eligible for the leave program.

A faculty member employed on a contract or grant is eligible for the leave only if the terms of a contract and grant through which an employee may be compensated do not allow for such a leave.

A faculty member who has received a professional development leave is not *normally* eligible for another leave until he/she has completed at least six years of full-time continuous service since returning from the previous leave.

APPLICATION PROCEDURES:

By the end of August the College or Unit Selection Committee members are to be selected. The faculty committee will be responsible for evaluating the applications for the professional development leave programs. No more than one faculty member in each department need be granted leave at one time.

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 one 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 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 *only*.

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 number of years of full-time faculty service at the University of Florida since the faculty members last full-pay professional development leave at the University of Florida, multiplied by 1.75. If no previous full-pay leave, use total number of years of full-time faculty service at the University of Florida. In either case, count years of service prior to the Fall of 1997. Summers are not considered; (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.)

SELECTION PROCEDURE:

By the end of September, the Selection Committee will evaluate the applications and submit a report of the results of the evaluation, including a listing of the names and rankings of all applicants for each of the leaves. There should be a separate report of the results for each of the professional development leave programs (one for tenured and non-tenure earning faculty) and a separate listing for the one-semester applicants and the two-semester applicants.

The listings of those recommended for each of the programs should include the applicant's name, academic unit and department, the points awarded to each faculty member in descending order (from highest to lowest), the ranking by the Committee members, if different from the points listed, and relevant comments, if any. If an applicant is not recommended for a leave the reason should be explained in the report, e.g. the chair indicates that only one faculty member from the department or unit be awarded a leave or the proposal does not merit the award of a leave and the faculty member should be advised of the status of the leave recommendation by the Chair of the Selection Committee.

The reports of the Selection Committee's review of the two-semester leave applications and the one semester full-pay leave for non-tenure earning or tenured faculty should be submitted to the dean or director for approval. Once approved, the Chair of the Committee will forward the report to the Associate Vice President for Academic Affairs for processing.

The results of the review of the one-semester full-pay leaves and application packets will be forwarded to the Associate Vice President for Academic Affairs for submission to the University-Wide Committee for further review.

During October, a meeting with the University-Wide Professional Development Leave Selection Committee will be scheduled by the Associate Vice President for Academic Affairs to review and award the one-semester full-pay leaves. Once the review is completed, the Chair of the University-Wide Selection Committee will submit a listing of the tenured faculty awarded the one-semester (full pay) leaves to the Associate Vice President for Academic Affairs in 236

Tigert, with copies to the appropriate dean or director.

NOTIFICATION OF AWARD:

By the end of November, or as soon thereafter as possible, all applicants for the leave programs will be notified of the status of their applications by the Associate Vice President for Academic Affairs. The leave applications must be retained for one year after the report of the leave activities is filed for those awarded leaves and 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.

CONFIRMATION OF LEAVE:

By the end of December, faculty who are awarded leave must notify the department chair and dean or director in writing if they are able to accept the leave.

During the Spring term-if for any reason a faculty member finds that he or she is unable to accept the leave or must make changes to the leave proposal, he/she should meet with his/her department chair to discuss what arrangements can or need to be made regarding the faculty member's assignment or the leave. Once a decision is made regarding the leave the faculty member should confirm, in writing, the decision with a copy to the dean or director and to the Associate Vice President for Academic Affairs, 236 Tigert Hall.

REPORT OF LEAVE ACTIVITIES:

Once the leave is completed a report of the leave activities needs to be submitted to the recipient's department chair with a copy to the Associate Vice President for Academic Affairs. This report will become part of the annual evaluation process and should include information about the leave activities including the accomplishments and the research or other scholarly or creative works produced or expected to be produced as a result of the leave. As stated, the report will be considered in the annual evaluation process.

Please do not hesitate to call me at 2-1254, if you have any questions about the leave programs.

[Attachments:](#)

Professional Development Leave Application
Evaluation Form

cc: Provost
UFF President

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