

September 30, 2013

To: CLAS Chairs, Directors, and Faculty

From: David E. Richardson, Senior Associate Dean

Re: Faculty Professional Development Leave Program for 2014-15

This memo covers the CLAS process for the award of Professional Development Leaves (PDL). Sabbatical Leave procedures are covered in another document and are not covered here. Please note that with the new collective bargaining agreement the PDL program has changed. Previous procedures and policies do not necessarily apply, so please read the attached memo from Associate Provost Kwolek-Folland carefully. Detailed guidelines should also be consulted at:

<http://www.aa.ufl.edu/leaves>

<http://www.aa.ufl.edu/Data/Sites/18/media/forms/guidelines-in-unit-sabbaticals-pdl.pdf>

Applicants must provide their packets to chairs no later than October 15, 2013. **Completed applications, including the Chair's assessment, are due in 2014 Turlington Hall by 4:00 p.m. on October 28, 2013.** The present memo is only to provide guidance for CLAS and does not supersede the process as described in the CBA, the above guidelines, and the Provost's memo.

#### SELECTION COMMITTEE

The CLAS faculty will elect the members of the Selection Committee for 2014-2015 Faculty Professional Development Leaves. When the election is completed, a notice will be sent to all faculty. The charge of the committee is to evaluate PDL applications and to recommend awards to the Dean.

Professional development assignments normally are one semester in length, but individuals may propose alternative approaches (a summer stipend, support for other professional development activities that do not fit a standard semester schedule, internship support, etc.).

Regarding the review and assessment of proposed PDLs, as stated in the Provost office memo,

*Proposed PDL projects should be relevant to the instructional and research missions of the applicant's unit. In reviewing the applications, consideration should be given to the following:*

*1) Whether the proposal advances the abilities of the faculty member to contribute significantly to the distinction and success of the University.*

*2) Whether the proposed project is appropriate to meet the stated goals of the PDL to enhance the faculty member's research, creative activities, teaching skills, and/or professional development.*

## ELIGIBILITY FOR PDL

Full-time **non-tenure track faculty members** with at least 6 years of full-time service at UF who have not taken a PDL within the last 6 years are eligible for PDL. Lists of eligible faculty have been provided to chairs. If an error is suspected, please let me know.

## APPLICATION PROCEDURES

Each applicant must submit a completed application form, which can be found at:

<http://www.aa.ufl.edu/leaves>

**The applicant must supply ALL requested information on the form** and must sign and date the statement that the applicant agrees to comply with the conditions of the PDL program. In addition, the applicant must attach to the application form a 750 word (maximum) statement describing the planned activities while on PDL, specific results anticipated from the leave, and any anticipated supplementary income.

Only one form should be submitted. Please note that the faculty member must indicate that PDL is being requested on the application by checking the appropriate entry. The application must be accompanied by a recommendation from the department chair on whether or not the University should award a proposed PDL.

## AWARDS

CLAS offers **5** one-semester PDLs at full pay (or a mutually acceptable alternative) for 2014-2015.

The Dean will notify applicants about award decisions by January 15.

## ACCEPTANCE/DECLINATION OF AWARDS

A faculty member who is awarded a PDL must notify the Chair and the Dean by January 31 whether he or she accepts or declines the award.

The faculty member must return to the University for at least one (1) academic year following the completed PDL.

## REPORT OF LEAVE ACTIVITIES

Once the leave is completed (normally at the end of a Fall or Spring semester), a report of the leave activities must be submitted to the recipient's department chair within 30 days with a copy to the Dean. This report 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. Accruing eligibility for a future PDL will not begin until an appropriate report has been submitted.

cc: Dean Paul D'Anieri