

ARTICLE 22

SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAM

22.1 Sabbaticals.

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

(b) Types of Sabbaticals.

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

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

(c) Sabbatical Eligibility.

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

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

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

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

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

48 (6) Employees shall be notified annually regarding eligibility requirements and
49 application deadlines.

50 (d) Application and Selection.

51 (1) Applications for sabbaticals shall be submitted in accordance with college
52 deadlines.

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

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

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

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

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

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

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

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

88 (e) Terms of Sabbatical Program.

89 (1) The employee must return to the University for at least one academic year
90 following participation in the program. If the employee fails to return to the University for at
91 least two consecutive semesters, fall and spring, in the academic year following
92 participation in the program, all salary and fringe benefits received during their participation
93 in the program must be repaid to the University within 30 days of resignation or job
94 abandonment. If the employee makes little to no effort to complete the project described in
95 the application, the employee shall receive an "Unsatisfactory" overall annual evaluation
96 and will be ineligible to apply for a sabbatical for ten years.

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

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

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

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

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

119 (7) Eligible employees on sabbatical shall continue to accrue time off on a full-time
120 basis.

121 (8) While on sabbatical, an employee must disclose and shall be permitted to
122 receive funds for travel and living expenses, and other sabbatical-related expenses, from
123 sources other than the University, such as fellowships, grants-in-aid, **and** contracts and
124 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such
125 purposes shall not result in reduction of the employee's University salary. Grants for such
126 financial assistance from other sources may, but need not, be administered through the
127 University. If financial assistance is received in the form of salary, the University salary may
128 be reduced by the amount necessary to bring the total income of the sabbatical period to a
129 level equal to the employee's current year salary rate. Employment unrelated to the purpose
130 of the sabbatical is governed by the provisions of the Conflict of Interest or
131 Commitment/Outside Activity Article. No additional compensation from UCF E&G sources is
132 allowable.
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134 **22.2 Professional Development Program (PDP).**

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

140 (b) Professional Development Program Appointment Availability. Each year, the
141 University will make **available** at least one PDP appointment at full pay for one semester or
142 summer for each thirty employees who are not tenured or tenure-earning, subject to the
143 conditions set forth below.

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

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

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

154 (b) Full-time non-tenured, non-tenure-earning employees shall be eligible to
155 apply for their next PDP during the sixth year of continuous service at UCF after the end of
156 the academic year during which the previous PDP was completed. As an example, an
157 employee whose PDP ended either August 7, 2026, December 23, 2026, or May 7, 2027
158 would be eligible to apply during the 2032-33 PDP application period for a PDP to take
159 place in the 2033-34 academic year.

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

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

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

168 (d) Application and Selection.

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

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

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

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

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

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

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

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

191 b. In ranking the applicants, committee members shall consider the merits of the
192 proposal; the benefits of the proposed program to the employee, the University, the

193 college/unit, and the job function of which the employee is a part; and length of service
194 since a previous PDP appointment. Committee members shall not disadvantage an
195 applicant due to the academic discipline, function, or profession of the applicant.

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

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

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

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

213 (e) Terms of PDP Appointments.

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

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

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

233 (4) Within thirty days after the end of the semester or summer following the
234 conclusion of the PDP, the employee must provide a brief written report to their department
235 or unit that relates accomplishments during the PDP appointment to the proposal submitted
236 for that PDP appointment.

237 (5) An annual evaluation shall be conducted for each employee whose assignment
238 included a PDP appointment. The overall evaluation shall be weighted between time on
239 PDP appointment and time on regular duties. Their time on PDP appointment shall be
240 evaluated based on their accomplishments made in light of their PDP proposal and ensuing

241 circumstances. Their time on regular duties, if any, shall be evaluated based on the
242 department or unit's Annual Evaluation Standards & Procedures.

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

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

248 (8) Eligible employees on a PDP appointment shall continue to accrue time off on a
249 full-time basis.

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

262 **22.3 Other Study Leave.**

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

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

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

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

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

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

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