

1 professional development leave until three (3) years of continuous service are completed
2 following the previous leave.

3 (4) The faculty member must provide a brief written report of the
4 faculty member's accomplishments during the professional development leave to the
5 President or representative upon return to the University.

6 (5) Contributions normally made by the Board to retirement and
7 Social Security programs shall be continued on a basis proportional to the salary
8 received. Board contributions normally made to faculty member insurance programs and
9 any other faculty member benefit programs shall be continued during the professional
10 development leave.

11 (6) Eligible faculty members shall continue to accrue annual and sick
12 leave on a full-time basis during the professional development leave.

13 (7) While on leave, a faculty member shall be permitted to receive
14 funds for travel and living expenses, and other professional development leave-related
15 expenses, from sources other than the University such as fellowships, grants-in-aid, and
16 contracts and grants, to assist in accomplishing the purposes of the professional
17 development leave. Receipt of funds for such purposes shall not result in reduction of the
18 faculty member's University salary. Grants for such financial assistance from other
19 sources may, but need not, be administered through the University. If financial assistance
20 is received in the form of salary, the University salary shall normally be reduced by the
21 amount necessary to bring the total income of the professional development leave period
22 to a level comparable to the faculty member's current year salary rate. Employment
23 unrelated to the purpose of the professional development leave is governed by the
24 provisions of the Conflict of Interest And Outside Activity Article.

25
26 __.2 Other Study Leave.

27 (a) Job-Required. A faculty member required to take academic course work
28 as part of assigned duties shall not be required to charge time spent attending classes
29 during the work day to accrued leave.

30
31 (b) Job-Related. A faculty member may, at the discretion of the supervisor,
32 be permitted to attend up to six (6) credits of course work per semester during work,
33 provided that:

34 (1) The course work is directly related to the faculty member's
35 professional responsibilities;

36 (2) The supervisor determines that the absence will not interfere with
37 the proper operation of the work unit;

38 (3) The supervisor believes that completion of the course work would
39 improve the productivity of the department or function of which the faculty member is a
40 part; and

41 (4) The faculty member's work schedule can be adjusted to
42 accommodate such job-related study without reduction in the total number of work hours
43 required per pay period.

1 (c) Faculty members may, in accordance with this Article, use accrued annual
2 leave for job-related study.

3
4 .3 Sabbaticals.

5 (a) Policy. Sabbaticals for professional development are to be made available
6 to faculty members who meet the requirements set forth below. Such sabbaticals are
7 granted to increase a faculty member's value to the University through enhanced
8 opportunities for professional renewal, planned travel, study, formal education, research,
9 writing, or other experience of professional value, not as a reward for service.

10
11 (b) Types of Sabbaticals.

12 (1) The University Administration will make available to each faculty
13 member whose application has been reviewed by the University, a sabbatical for two (2)
14 semesters (i.e., one (1) academic year) at half-pay, subject to the conditions set forth
15 below. The University Administration may, with the approval of the local UFF Chapter,
16 provide sabbaticals that are equivalent to the two (2) semester half-pay sabbaticals.

17 (2) Each year, the University Administration will make available at
18 least one (1) sabbatical at full-pay for one (1) semester for each forty (40) eligible faculty
19 members, subject to the conditions set forth below. The University Administration may,
20 with the approval of the local UFF Chapter, provide sabbaticals that are equivalent to the
21 one (1) semester, full-pay, sabbaticals provided to the University.

22
23 (c) Eligibility for Sabbaticals. Full-time tenured faculty members with at
24 least six (6) years of full-time service with the University shall be eligible for sabbaticals.
25 A faculty member who is compensated through a contract or grant may receive a
26 sabbatical only if the contract or grant allows a sabbatical and the faculty member meets
27 all other eligibility requirements.

28
29 (d) Application and Selection.

30 (1) Applications for sabbaticals shall be submitted in accordance with
31 University procedures established through the consultation process (Consultation
32 Article). Each application shall include a statement describing the program and activities
33 to be followed while on sabbatical, the expected increase in value of the faculty member
34 to the University and the faculty member's academic discipline, specific results
35 anticipated from the leave, any anticipated supplementary income, and a statement that
36 the applicant agrees to comply with the conditions of the sabbatical program as described
37 in this article .3(e) below.

38 (2) Sabbaticals at half-pay shall be granted unless the University
39 Administration has determined that the conditions set forth in this Section have not been
40 met or that departmental/unit staffing considerations preclude such sabbatical from being
41 granted. In this latter instance, the faculty member shall be provided the sabbatical the
42 following year, or at a later time as agreed to by the faculty member and the University
43 Administration. The period of postponement shall be credited for eligibility for a
44 subsequent sabbatical.

45 (3) If there are more applicants for one (1) semester sabbaticals at full-

1 pay than available sabbaticals, a committee shall rank the applicants. The committee
2 shall be elected by and from the faculty members eligible for sabbatical leave as specified
3 in this article Section ____3(c). The committee chairperson shall be selected by the
4 President or representative. The committee, in ranking the applicants, shall consider the
5 benefits of the proposed program to the faculty member, the University and the
6 profession; an equitable distribution of sabbaticals among colleges, divisions, schools,
7 departments, and disciplines within the University; the length of time since the faculty
8 member was relieved of teaching duties for the purpose of research and other scholarly
9 activities; and length of service since previous sabbatical or initial appointment. The
10 committee shall submit a ranked list of recommended faculty members to the President or
11 representative. The President or representative shall make appointments from the list and
12 consult with the committee prior to an appointment that does not follow the committee's
13 ranking.

14 (4) No more than one (1) faculty member in a department/unit need be
15 awarded a sabbatical at the same time.

16
17 (e) Terms of Sabbatical Program.

18 (1) While on sabbatical, the faculty member's salary shall be one half-
19 pay for two (2) semesters (one (1) academic year), or full-pay for one semester.

20 (2) The faculty member must return to the University for at least one
21 (1) academic year following participation in the program. Agreements to the contrary
22 must be reduced to writing prior to participation. Return to the University of the salary
23 received during the program may be required in those instances where neither of the
24 above is satisfied.

25 (3) The faculty member must, within thirty (30) days upon returning
26 from the sabbatical, provide a concise written report of the faculty member's
27 accomplishments during the sabbatical to the President or representative. This report
28 shall include information regarding the activities undertaken during the sabbatical, the
29 results accomplished during the sabbatical as they affect the faculty member and the
30 University, and research or other scholarly work produced or expected to be produced as
31 a result of the sabbatical.

32 (4) Faculty members shall not normally be eligible for a second
33 sabbatical until six (6) years of continuous service are completed following the first.

34 (5) Contributions normally made by the Board to retirement and
35 Social Security programs shall be continued on a basis proportional to the salary
36 received. Board contributions normally made to employee insurance programs and any
37 other employee benefit programs shall be continued during the sabbatical.

38 (6) Eligible faculty members shall continue to accrue annual and sick
39 leave on a full-time basis during the sabbatical.

40 (7) While on leave, a faculty member shall be permitted to receive
41 funds for travel and living expenses, and other sabbatical-related expenses, from sources
42 other than the University such as fellowships, grants-in-aid, and contracts and grants, to
43 assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes
44 shall not result in reduction of the faculty member's University salary. Grants for such
45 financial assistance from other sources may, but need not, be administered through the

1 University. If financial assistance is received in the form of salary, the University salary
2 shall normally be reduced by the amount necessary to bring the total income of the
3 sabbatical period to a level comparable to the faculty member's current year salary rate.
4 Employment unrelated to the purpose of the sabbatical leave is governed by the
5 provisions of Conflict of Interest And Outside Activity Article.

6
7 __.4 Retraining. The University Administration may, at its discretion, provide
8 opportunities for retraining of faculty members when it is in the University's best
9 interests. Such opportunities may be provided to faculty members who are laid off, to
10 those who are reassigned, or in other appropriate circumstances. These retraining
11 opportunities may include enrollment in tuition-free courses under the provisions of the
12 Benefits Article Section __.7, and Sabbaticals or Professional Development Leaves under
13 this Article.