

**ARTICLE 20**  
**SABBATICALS AND PROFESSIONAL DEVELOPMENT PROGRAMS**

20.1 Sabbaticals. The parties agree that research and development programs are intended to advance the abilities of faculty members and to strengthen the university as well. Such programs contribute significantly to the quality and success of research universities. Sabbaticals are granted to tenured faculty members to permit them to engage in intensive programs of research and/or study. Sabbaticals constitute a research assignment and are granted to faculty members to enable them to further their research or other creative activities, to improve teaching skills, to enhance the university's distinction and a faculty member's value to the university. Sabbaticals are granted in a process described in this Article.

20.2 Sabbatical Eligibility. Full-time tenured faculty members with at least six (6) years of full-time service at the University who have not taken a sabbatical within the last six (6) years are eligible for sabbaticals. A faculty member may apply for a sabbatical in the year prior to eligibility, provided that the faculty member is eligible when the sabbatical is taken.

20.3 Sabbatical Allocations.

(a) Beginning with sabbaticals awarded for 2018-19, the University will allocate one hundred forty (140) semester units of sabbatical each fiscal year. The University will distribute this sabbatical allocation to each of the colleges in proportion to the number of eligible faculty. The University shall notify UFF at the same time as the colleges of the allocation of the sabbatical units.

(b) All applications shall be for a one (1)-semester sabbatical.

(c) In limited circumstances, a second sabbatical semester shall be awarded, from those allocated, for exceptional projects if approved by the dean.

(d) A candidate may make a separate case for an additional semester in the initial application by describing the specific value the additional semester of sabbatical research would add to the proposed project, and how it would benefit the department and the University.

(e) If there are additional available semester allocations after the one-semester sabbaticals have been awarded, recommended second-semester sabbaticals shall be awarded if approved by the dean.

20.4 Applications for sabbaticals shall be submitted to the faculty member's department chair by October 15. Final decisions shall be made by January 15. The application and description of sabbatical research shall include the following:

- applicant's name;
- applicant's department;
- number of years of full-time service at the University;
- semester(s) that the sabbatical is requested for;

dates of previous sabbaticals, including any deferred sabbaticals;  
a statement of no more than 750 words describing the planned activities, specific results anticipated from the sabbatical, and any anticipated income, particularly if the proposed research plan involves appointment at another academic institution.

#### 20.5 Process for Review of Sabbatical Applications and Descriptions of Proposed Research Plan.

(a) The department chair or director shall make a recommendation on whether the university should award a proposed sabbatical. The chair or director shall also make a recommendation on an additional semester of sabbatical research for an exceptional project if they determine it adds sufficient value and benefit to the department and the University.

(b) The college committee (described in 20.6 below) shall make a recommendation to the dean on whether the university should award a proposed sabbatical. If there are sabbatical allocations remaining after all one-semester sabbaticals are awarded, the committee shall also make a recommendation on an additional semester of sabbatical research for an exceptional project if they determine it adds sufficient value and benefit to the department and the University.

(c) The dean may fund a proposed sabbatical, refer it back to the faculty member for re-submission, or deny. Before denying a proposed sabbatical that has been supported by both the chair and the college committee, the dean shall consult with the chair and the committee. The dean shall notify the faculty member in writing of the denial for the sabbatical, with reasons.

(d) A faculty member denied a sabbatical is free to submit a new application the following year.

(e) Any College allocation not used because a dean denied a proposal shall be added to the following year, unless otherwise allocated.

(f) If there are more recommended sabbaticals than available allocations, those individuals with the most years of service since a previous sabbatical shall be granted the sabbatical. In the event that the seniority provision requires a decision between those with identical seniority, the college committee shall rank order only those applications.

(g) At its discretion, the University may award more than one hundred forty (140) semester units in a given year.

20.6 College Committees on Sabbaticals. Each College shall have a sabbatical committee elected by and from the fulltime tenured faculty members in the College. Its primary responsibility is to assess whether proposed research plans meet the standards.

20.7 Terms and conditions of sabbaticals. The following terms and conditions apply:

(a) A faculty member and the University may agree to a different schedule than the traditional one (1) or two (2) semester leave during a single academic year. Included options are sabbaticals spread over two (2) academic years or a sabbatical at half pay. A one (1) semester sabbatical, for example, may be at half pay, spread over two (2) semesters.

(b) A faculty member must notify the chair and the dean by January 31 that the faculty member accepts or declines the awarded sabbatical. The faculty member may re-submit at a later time without prejudice.

(c) A sabbatical may be postponed for a semester or a year, either at the request of the faculty member or by the University. The period of postponement shall be credited for eligibility for a subsequent sabbatical.

(1) Staffing problems may, on occasion, require the University to postpone an awarded sabbatical. In such instances the faculty member will be provided with his/her sabbatical the following semester or year, or another time agreed to by the faculty member and the University.

(2) When a faculty member requests the postponement, the faculty member does not reapply but simply takes the sabbatical at a time approved by the chair and dean.

(d) A faculty member compensated through a contract or grant may receive a sabbatical if the contract or grant allows such and the faculty member meets all other eligibility requirements.

(e) A faculty member must return to the University for at least one (1) academic year following the completed sabbatical. Return to the University of salary received during the sabbatical is required if the faculty member fails to meet this obligation. The University may waive this requirement.

(f) Contributions to retirement shall be continued on a basis proportional to the salary received.

(g) Contributions made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.

(h) While on sabbatical, a faculty member shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses from sources other than the University such as fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such purposes shall not result in reduction of the faculty member's University salary.

(i) Grants for such financial assistance from other sources may or may not be administered through the University.

(j) If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the sabbatical period to a level comparable to the faculty member's current year salary rate. In certain instances, the University may waive this requirement because of special costs associated with the sabbatical.

(k) Employment unrelated to the purpose of the sabbatical is governed by the provisions of Article 26, Outside Activity and Conflict of Interest.

(l) Upon completion of the sabbatical, a faculty member shall provide the University with a written report addressing the results of the sabbatical. Accruing eligibility for a future sabbatical will not begin until appropriate report has been submitted.

20.7 Professional Development Program. The University will provide professional development awards for those not eligible for sabbaticals. Such awards are for professional renewal, study, formal education, certification, research, teaching improvement, or other experiences of professional value.

20.8 Professional Development Program Eligibility. Full-time faculty members with six (6) or more years of service at the University shall be eligible for the professional development program, except those members who are serving in tenure-accruing or tenured positions. All P.K. Yonge faculty members are included in this group. Once eligible, faculty members may receive a professional development award once every six (6) years of fulltime service.

20.9 Each year, the University shall make available awards for one (1) semester at full pay or a mutually acceptable alternative for each twenty (20) eligible faculty members, subject to the eligibility, application, and selection criteria set forth in this Article. Professional Development Awards shall be divided among the colleges according to their proportion of eligible faculty.

20.10 Professional development assignments normally are one (1) 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).

20.11 Applications for the professional development program shall be submitted to the faculty member's department chair by October 15. Final decisions shall be made by January 15. Each application shall include the following:

- applicant's name;
- applicant's department;
- semester(s) that the award is requested for;
- dates of previous awards;
- a statement of no more than 750 words describing the planned activities, specific results anticipated, and any anticipated income.

20.12 Process for Review of Proposals.

(a) The department chair shall make a recommendation on whether the university should support the proposal.

(b) The college committee (described in 20.14 below) shall make its recommendations on whether the university should grant the award.

(c) The dean will make decisions on which proposals to approve and which to deny.

(d) A faculty member denied for whatever reason is free to submit a new proposal the following year.

20.13 Terms and conditions. The terms and conditions for the professional development programs shall be the same as for sabbaticals as specified in section 20.7.

20.14 College Committees on Professional Development Program. Each college shall have professional development program committee elected by and from the fulltime faculty members in the College. Its primary responsibility is to make recommendations on proposals. A college may have a single committee for both sabbaticals and professional development leaves, provided that in considering professional development leaves there are members from that employee group.

20.15 Study Leave for those not tenured or in tenure-accruing positions.

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

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

(1) That the absence will not interfere with the proper operation of the work unit;

(2) The course work would improve the productivity of the department; and

(3) The faculty member's work schedule can be adjusted to accommodate such job-related study without reduction in the total number of work hours required per pay period, or the faculty member uses accrued leave or takes approved leave without pay for the hours of absence.

20.16 Annual Report. Not later than April 30 of each year, the University shall provide a report, by college, of the sabbatical and professional development program results. The report shall include the following information (separated into sabbaticals and professional development awards):

(1) Number of faculty members eligible;

(2) Number of applications;

(3) Number of one (1)- and two (2)- semester sabbaticals awarded;

- (4) Number accepted;
- (5) Number accepted but deferred; and
- (6) Number recommended by faculty committee and chair and denied by dean.