



## Administrative Professional Development Leave Request Form

Administrative Professional Development Leaves, per UCF Regulation 3.014 are reserved for faculty who have served in an administrative position for a period not less than five years. For each five years served in the administrative position, one academic semester of leave may be granted up to a total of two academic semesters. Faculty, following leave, must return to a full-time regular faculty position.

This program provides administrators an opportunity to update their research and teaching skills in preparation for returning to a full-time regular faculty position. Please attach plan for leave and submit completed form to Faculty Excellence, at [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu).

Name:

Rank:

College/Area

Department/Unit:

Title of Position:

Date of Administrative Appointment:

Years in position:

Semesters Applying for:

Fall

Spring

Fall/Spring

Dean Name

Dean Signature

Dean Optional Comments

Provost/Provost Designee Name

Provost/Provost Designee Signature