



Application for Professional Development Leave In-Unit Employees (Faculty and A&P)

Name: _____ Rank/Title: _____

Department/Unit: _____ College/Unit: _____

Employee ID: _____ Date of Hire / Most Recent Rehire: _____

UCF E-Mail: _____ Phone: _____

Purpose:

Professional development leaves are granted to increase an employee's value to the University through opportunities for research, writing, professional renewal, further education, or other experiences of professional value. While such leaves may be provided in relation to an employee's years of service, they are not primarily a reward for service.

Professional development leaves are taken at either full-pay for one semester or term or at three-fourths pay for one academic year and are subject to the conditions set forth below as per Article 22 of the current ***BOT/UFF Collective Bargaining Agreement***.

Requested Period of Development Leave:

One Semester at 1.0 FTE (Full Pay)	Semester to be taken: _____
Two Semesters at .75 FTE (3/4 Pay)	Semesters to be taken: _____

Plans for Use of Professional Development Leave:

Please attach a statement of your professional development leave plan. In accordance with Article 22 of the current ***BOT/UFF Collective Bargaining Agreement***, each application shall include a two-page statement describing the program and activities to be followed while on professional development leave; the expected increase in value of the employee to the University and unit; specific results anticipated from the leave; and any anticipated supplementary income.

Eligibility for Professional Development Leave:

1. In-unit faculty and A&P employees with six (6) or more years of full-time continuous service with UCF shall be eligible for professional development leaves, except those employees who are serving in tenure-earning or tenured positions.
2. No paid or unpaid family and medical, parental, administrative, or military leave(s) shall be considered a break in continuous employment.
3. An employee who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leaves and the employee meets all other eligibility requirements.

Application and Selection:

1. Application for professional development leave shall contain an appropriate outline of the project or work to be accomplished during the leave.
2. The employee's immediate supervisor and his or her dean, director, or unit head shall be given a copy of the application when it is submitted for review by the University Professional Development Leaves committee.
3. An in-unit University Professional Development Leaves committee of at least five (5) members shall be elected by and from the in-unit employees eligible for professional development leave. The committee shall equitably represent the units of eligible employees.
4. Employees who indicate they plan to apply for the leave are not eligible to serve on the committee.
5. A committee chairperson shall be elected by and from the University Professional Development Leaves committee.
6. The University committee shall review professional development leave applications and shall submit a ranked list of recommended employees to the University's representative.
7. In ranking the applicants, committee members shall consider the merits of the proposal; the benefits of the proposed program to the employee, the University, the college/unit, and the job function of which the employee is a part; and length of service since previous professional development leave. Committee members shall not disadvantage an applicant due to the academic discipline, function, or profession of the applicant.
8. Absent a legitimate business reason other than staffing or fiscal considerations, the University's representative shall make professional development leave appointments from the list and consult with the committee prior to an appointment that does not follow the committee's list. In the event that the University's representative decides not to offer a professional development leave appointment to an employee on the list, he or she shall consult with the affected employee.
9. No more than one (1) employee for each fifteen (15) employees in each department or unit need be granted professional development leave for the same semester.
10. Leaves shall be granted contingent upon the availability of staff and unit funds. If staffing or fiscal considerations preclude a professional development leave from being granted, the employee shall be provided the professional development leave the following year, or at a later time as agreed to by the employee and the college/unit. The period of postponement shall be credited for eligibility for a subsequent professional development leave.

Terms of Professional Development Leave

1. The employee must return to University employment for at least one (1) academic year following the conclusion of such leave.
2. An employee who fails to return to the University for at least one year following professional development leave must return all salary and fringe benefits received during his/her professional development leave to the University within 30 days of resignation or job abandonment.
3. An employee who fails to spend the time as stated in the application shall reimburse the University for all salary and fringe benefits received during such leave within 30 days following the scheduled completion of the leave.
4. Within thirty (30) days after the beginning of the spring semester (for a fall-only professional development leave) or when annual reports are due (for a spring-only or fall/spring professional development leave), the employee must provide a brief written report to his or her department or unit that relates accomplishments during the professional development leave to the proposal submitted for that leave.
5. Annual evaluations shall be conducted for employees who have been granted professional development leaves. Evaluation of the professional development leave shall be based not on the unit Annual Evaluation Standards & Procedures, rather on the accomplishments made in light of the professional development leave and ensuing circumstances. The overall evaluation shall be weighted between time on and not on professional development leave.
6. Employees shall be eligible to apply for another professional development leave after six (6) years of continuous service at UCF are completed following the end date of the previous professional development leave.
7. University contributions normally made to retirement and Social Security programs shall be continued during the professional development leave on a basis proportional to the salary received.
8. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the professional development leave.

9. Eligible employees on a professional development leave shall continue to accrue leave on a full-time basis.
10. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other professional development leave-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 professional development leave. Receipt of funds for such purposes shall not result in reduction of the employee's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary may be reduced by the amount necessary to bring the total income of the professional development leave period to a level comparable to the employee's current year salary rate. Employment unrelated to the purpose of the professional development leave is governed by the provisions of the Conflict of Interest or Commitment/Outside Activity Article.

I agree to comply with the terms and conditions for in-unit Professional Development Leaves as listed above and as set forth in Article 22 of the *BOT-UFF Collective Bargaining Agreement*.

Applicant's Signature

Date

Please submit your completed application (including all appropriate signatures) and proposal to Faculty Excellence in Millican Hall, Suite 331 by the designated due date. Please also provide a copy of each of these documents to your immediate supervisor by this same date. If you have any questions please contact Faculty Excellence at (407) 823-1113 or facultyexcellence@ucf.edu.

First Level: Supervisor (e.g., Chair, Unit Head)

Comments: (additional pages may be attached)

Signature

Date

Print Name

Title

NOTE: The unit where the employee is housed is solely responsible for funding the employee's salary and any replacement costs during an employee's approved Professional Development Leave. No additional funds will be provided for these purposes.

Second Level: Supervisor (e.g., Director, Dean)

Comments: (additional pages may be attached)

Signature

Date

Print Name

Title

NOTE: The unit where the employee is housed is solely responsible for funding the employee's salary and any replacement costs during an employee's approved Professional Development Leave. No additional funds will be provided for these purposes.

Third Level: Supervisor (e.g., Dean)**Comments:** (additional pages may be attached)_____
Signature_____
Date_____
Print Name_____
Title

NOTE: The unit where the employee is housed is solely responsible for funding the employee's salary and any replacement costs during an employee's approved Professional Development Leave. No additional funds will be provided for these purposes.

In-Unit Professional Development Leave Committee Recommendation**Approve****Disapprove**_____
Committee Chair's Signature_____
Date_____
Print Name