



In-unit Professional Development Program Application and Agreement of Terms

Purpose

Professional development program is intended to increase an employee's value to the University through opportunities for research, writing, professional renewal, further education, or other experiences of professional value. The PDP program is intended to mirror sabbaticals that are available to tenured in-unit faculty.

Professional development programs 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 Program

One semester at full pay

Semester

Two semesters at $\frac{3}{4}$ pay

Semester one

Semester two

Employee Name

Employee ID

College

Department/School

By signing this form, I acknowledge and agree to the professional development program requirements as outlined in Article 22 of the most recent [UCF BOT-UFF Collective Bargaining Agreement](#).

Employee signature

Date



In-unit Professional Development Program Application and Agreement of Terms

Plans for Use of Professional Development Program

Please attach a statement of your professional development program 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 program; the expected increase in value of the employee to the University and unit; specific results anticipated from the program and any anticipated supplementary income.

- The employee's immediate supervisor, e.g., the chair, and their dean, director, or unit head shall be given a copy of the application by the applicant when it is submitted for review by the University PDP Committee.
- Applicants should contact FacultyExcellence@ucf.edu if they intend to apply.
- Completed applications will be entered into Interfolio by applicants by deadline.