



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 three academic semesters. Faculty, following leave, must return to a full-time regular faculty position.

Faculty administrators must use the Administrative PDL to update research and teaching skills in preparation for the move to a full-time regular faculty position. Please attach plan for leave and submit completed form to Faculty Excellence, at facultyexcellence@ucf.edu.

Employee Name: _____ Rank: _____
College/Area: _____
Department/Unit: _____
Title of current administrative appointment: _____
Start date of administrative appointment: _____
Years in administrative appointment: _____
Semesters and year applying for: Fall _____ Spring _____ Fall _____ /Spring _____

*By signature below, I acknowledge I **must** return to the university employment for at least one academic year following the conclusion of the leave. Failure to return to the university for the required one academic year or failure to spend the time as stated in the application shall result in the need for the employee to reimburse the university for salary received during the leave.*

Employee Signature

Date

Dean Name

Dean Signature

Dean Optional Comments

Provost/Provost Designee Name

Provost/Provost Designee Signature