



Post-Administrative Professional Development Program Request Form

PAPDP assignments are reserved for faculty who have served in a full-time administrative position for a period not fewer than five continuous years and are returning to a full-time regular faculty position. The intent of the PAPDP assignment is to enhance the skills and competencies required for return to instructional as well as research and creative activities. Therefore, faculty leaving long-serving administrative positions and approved for PAPDP assignments must use this time to update teaching and research skills in preparation for the transition to a full-time regular faculty position.

One fall or spring semester PAPDP may be granted for five years of continuous, full-time administrative service. After ten years of continuous, full-time administrative service, one fall and one subsequent spring semester (or one spring and one subsequent fall semester) PAPDP may be assigned. As always, post-PDP assignments of duties are made at the discretion of the supervisor.

Attach a plan for the PAPDP and submit this completed form to FacultyExcellence@ucf.edu

Employee Name: _____ Rank: _____

Administrative Title: _____

College/Division/Area: _____

Department/School/Unit: _____

Appointment Start Date: _____ Appointment End Date: _____

PDP Term & Year (e.g. Fall 2026 or Fall-Spring 2026-27): _____

By signature below, I acknowledge the terms of the PAPDP assignment:

All participants who receive a PDP assignment must return to UCF employment for at least one AY following the conclusion of their assignment. Failure to return to the university for the required one AY or failure to spend the time as approved for the program shall require the faculty member to reimburse the university within 60 days for salary and benefits received during the PDP.

Within thirty days after completing a PDP assignment, the faculty member must provide a brief written report to their supervisor demonstrating the level of achievement reached for approved assignment goals. The faculty member's annual evaluation shall reflect the quality, quantity, and impact of performance during their PDP assignment.

Employee Signature: _____ Date: _____

Dean Name: _____ Dean Signature: _____

**The dean may attach optional comments.*

Provost/Provost Designee Name: _____

Provost/Provost Designee Signature: _____

Phone: 407.823.1113 • Web: facultyexcellence.ucf.edu