SABBATICALS

Updated: October 19, 2018
Approved: November 13, 2018

Based on the University of Central Florida Sabbaticals and Professional Development Programs as stated in Article 22 of the 2015-2018 Tentative Agreement of UCF BOT-UFF Collective Bargaining Agreement.

1. Purpose
Sabbaticals 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.

2. Types of Sabbaticals

2.1 Type I Sabbaticals

Each year, each college shall make available at least one (1) [Type IA] sabbatical, either at full pay for one (1) semester or a [Type IB] at three-fourths pay for one (1) academic year, for each twenty (20) tenured and tenure-earning employees, subject to the conditions of this Article. Standard rounding techniques shall be used to determine the total number of Type I sabbaticals to be made available in each college. (e.g., a college with 29 tenured or tenure-earning employees shall make one (1) Type I sabbatical available. A college with 30 tenured or tenure-earning employees shall make two (2) Type I sabbaticals available.) Colleges with fewer than twenty (20) tenured and tenure-earning employees shall make available at least one such sabbatical every other year.

2.2 Type II Sabbaticals

Each college shall make available to each employee whose application meets the policy requirements noted above, and whose application has been recommended by the college committee and granted by the dean a sabbatical for two (2) semesters (i.e., one (1) academic year) at half pay, subject to the conditions of this Article.

3. Eligibility for Sabbaticals

a. Full-time tenured employees with at least six (6) years of full-time continuous service with UCF shall be eligible for sabbaticals.

b. No paid or unpaid family and medical, parental, administrative, military, or other authorized leave(s) will be considered a break in continuous employment.

b. An employee who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.
d. Employees shall be notified annually regarding eligibility requirements and application deadlines.

4. Application and Selection

4.1 Application Procedures

a. Applications for sabbaticals shall be submitted in accordance with college procedures:
   1. Faculty must have served in the college for at least six continuous years since the year of hire and shall be eligible for a subsequent sabbatical six years from the completion of a previous sabbatical.
   2. Proposed sabbatical projects shall show connection to the UCF mission as well as the College of Community Innovation and Education mission, goals, and strategic directives.
   3. If seeking an affiliation with an organization, faculty should include the project description and a letter indicating acceptance by the organization.
   4. Faculty projects that designate measurable outcomes will be given priority in selection.
   5. Upon completion of the sabbatical, the faculty member must submit a report of the project within 30 days. The report is subject to review by the College Sabbatical committee, the unit chair or director and the Dean of the College.
   6. Successful completion of the sabbatical shall be taken into account for the faculty member’s annual evaluation.

b. Each application shall be no longer than a two-page statement single spaced typed (not counting vitae, Cover page, or other supporting documents) describing the program and activities to be conducted while on sabbatical; the expected increase in value of the employee to the University, the college, and the employee’s academic discipline; specific results anticipated from leave; any anticipated supplementary income; and a statement that the applicant agrees to comply with conditions of the sabbatical program as described in Section 22.1 (f). In addition, each sabbatical application must include a written recommendation by the unit chair/director supporting the proposed sabbatical plan.

c. The employee’s immediate supervisor, e.g., the chair/director, shall be given a copy of the application when it is submitted for review by the college committee.

4.2 Application Review Procedures

a. A college sabbatical committee shall be elected by and from the tenured unit faculty. The committee shall equitably represent the departments/units of eligible employees.

b. Employees who indicate they plan to apply for the leave are not eligible to serve on the committee.

c. A committee chairperson shall be elected by and from the college sabbatical committee.

d. In ranking the applicants, committee members shall consider the merits of the proposal and the benefits of the proposed program to the employee, the University, the college and the profession; and the length of service since previous sabbatical. In ranking the applicants, committee members shall not disadvantage an applicant due to his/her academic discipline. Reviews will be conducted in accordance with the University timeline for sabbatical awards. The following criteria will be used to judge the applications:
   - Demonstrate connection to UCF mission
   - Demonstrate connection/Relevance to the College of Community Innovation and Education Mission
• Demonstrate connection/relevance to College of Community Innovation and Education Strategic Plan
• Demonstrate the benefit(s) to the College, Department, and Faculty member.
• Demonstrate the potential for national prominence
• Demonstrate the potential for publication upon completion of the project
• Demonstrate the potential for external funding upon completion of the project
• Demonstrate the potential for program development that will enhance student credit hour production
• Include a plan for a final report
e. The college committee shall review sabbatical applications and shall submit a ranked list of recommended employees to the dean or dean’s representative.

4.3 Decision-making Procedures

a. Absent a legitimate business reason other than staffing or fiscal considerations, the dean or dean’s representative shall make sabbatical 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 dean or dean’s representative decides not to make a sabbatical appointment to an employee on the list, he or she shall consult with the affected employee. If staffing or fiscal considerations preclude a sabbatical from being granted, the employee shall be provided the sabbatical the following year, or at a later time as agreed to by the employee and the college. The period of postponement shall be credited for eligibility for a subsequent sabbatical.

b. In the event of an exceptional opportunity for an employee to participate in a prestigious academic award/activity for which deadlines prevent application during the normal application process, the dean may award a sabbatical outside of the above process, if recommended by the committee, and if funding is available. All employee eligibility requirements must be met and all sabbatical terms defined below apply.

5. Terms of Sabbatical Program

a. The employee must return to the University for at least one (1) academic year following participation in the program. If the employee fails to return to the University for at least two consecutive semesters (excluding summer) following participation in the program, or makes little to no effort to complete the project described in the application, all salary and fringe benefits received during his/her participation in the program must be repaid to the University within 30 days of resignation or job abandonment.

b. Within thirty (30) days after the beginning of the spring semester (for a fall-only sabbatical) or when annual reports are due (for a spring-only or fall/spring sabbatical), the employee must provide a brief written report to the college dean’s office and his or her department or unit that relates accomplishments during the sabbatical to the proposal submitted for that leave.

c. Annual evaluations shall be conducted for employees who have been granted sabbaticals. Evaluation of the sabbatical shall be based not on the departments or unit’s Annual Evaluation Standards & Procedures, rather on accomplishments made in light of the sabbatical proposal and ensuing circumstances. The overall evaluation shall be weighted between time on and not on sabbatical.

d. Employees shall be eligible for another sabbatical after six (6) years of continuous service at UCF are completed following the end date of the previous sabbatical. University contributions normally made to retirement and Social Security programs shall be continued during the sabbatical leave on a basis
proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical.
e. Eligible employees shall continue to accrue annual and sick leave on a full-time basis during the sabbatical leave.
g. While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-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 sabbatical. 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 sabbatical period to a level equal to the employee's current year salary rate. Employment unrelated to the purpose of the sabbatical leave is governed by the provisions of Article 19.