**Applicationfor**

**Professional Development Leave**

**Due date for applications: Wednesday, October 25, 2023**

**Professional Development Leave Introduction**

Professional Development Leaves are granted to increase an employee's value to the University through enhanced opportunity for professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service. The University will make available at least one professional development leave at full pay for one semester or its equivalent for each 20 eligible faculty, subject to the conditions set forth in the UFF-UWF Collective Bargaining Agreement.

**Eligibility Requirements**

**Unit** and **non-unit**, full-time, permanent employees within the faculty pay plan with four or more years of service, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional development leaves.

Contract and grant employees who wish to apply for professional development leave must provide written documentation that the funding agency will permit compensation for such leave through the contract or grant. If such documentation is not provided, the University will not consider the application for professional development.

An employee who has previously been granted a professional development leave shall not be eligible for a second professional development leave until four years of continuous service are completed following the previous leave.

**Application Process**

Those interested in submitting an application for Professional Development Leave during the **2024-2025** Academic Year must submit a complete application to the Office of the Provost, via their Chair/Supervisor & Dean/Director, no later than 5:00 pm, Wednesday, **October 25, 2023**, for consideration by the Growth & Development Committee. Final application packets, including all required signatures, should be forwarded to [academicaffairs@uwf.edu](mailto:academicaffairs@uwf.edu) by the application deadline.

Each proposal is to include a cover sheet to record the applicant's name, unit, and other pertinent information. The remainder of the application is to be a narrative not to exceed four double-spaced, typewritten pages in which are described the proposed activities and an enumeration of the benefits which will accrue to you and to The University of West Florida if a paid leave is awarded.

Each application must include the following information using the forms provided below:

1. A completed cover sheet/application form to record concisely the applicant’s name, rank, college, department, date of previous professional development leave and/or initial appointment. The form must be signed by the applicant, department chairperson/director (if applicable), and college dean (or director if in the School of Education).
2. Statements regarding any anticipated supplementary income and agreement to comply with the conditions of the sabbatical program.
3. Narrative not to exceed four double-spaced, typed pages in which are described the following:
   * Provide details and a list of the proposed program(s) and activities to be performed while on Professional Development Leave;
   * Expected increase in value of the faculty member to the University and the faculty member’s academic discipline;
   * Specific results, and timeline, anticipated from the leave.

**Length of Award/Salary Benefits**

Professional Development Leave may be granted for either:

* Two semesters at half pay (i.e., one academic year)
* One semester at full pay

**Professional Development Leave Reporting**

The faculty member must provide a concise written report\* of the faculty member’s accomplishments during the professional development leave to the Provost upon return to the University. This report should include information regarding the activities, the results accomplished during the leave as they affect the faculty member, and the research or other scholarly work produced or expected to be produced as a result of the Professional Development Leave.

*\* A Professional Development Leave reporting template will be provided.*

**Application for**

**Professional Development Leave  
Academic Year 2024-2025**

**Unit  Non-Unit**

|  |  |
| --- | --- |
| **Name:** |  |
|  |  |
| **Rank:** |  |
|  |  |
| **College/Unit:** |  |
|  |  |
| **Department:** |  |
|  |  |
| **Date of Faculty Appointment:** |  |

|  |
| --- |
| **Select which Professional Development Leave semester(s) you are applying for:**  Two Semesters\* (Academic Year): ☐ Fall 2024 and Spring 2025  One Semester at Full Salary: ☐ Fall 2024 ☐ Spring 2025 |

|  |
| --- |
| **Dates of all previously awarded Professional Development Leave:** |
|  |

**Applicant Signature:**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chair or Supervisor Acknowledgment:**

Chair/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean or Director Acknowledgment:**

Dean/Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for   
Professional Development Leave**

**Supplementary Statements**

**I. Statement regarding any anticipated supplementary income.** (Select One)

There is no anticipated supplementary income.

Anticipated supplementary income is described below. (Insert Description)

**II. Statement of agreement to the terms of the professional development leave program.**

In submitting this application for Professional Development Leave, I agree to comply with the conditions of the professional development leave program, as described in section 24.2 (e) of the Collective Bargaining Agreement.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Development Leave  
Application Narrative**

*The application narrative should not exceed 4 double-spaced, typed pages.*

**A. Description of proposed programs and activities.**

*Please provide a list of each proposed program and/or activity with details for each.*

**B. Description of increase in benefit and value to the faculty member’s academic discipline.**

**C. Description of increase in benefit and value to the university.**

**D. Description of anticipated results of proposed activities.**

*For each item listed above (program/activity), what are the specific results you anticipate? What is your timeline for each one?*