**Applicationfor**

**Professional Development Leave**

**Due date for applications: 5:00 pm, Monday, October 21, 2024**

**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 & Submission Deadline**

Those interested in applying for Professional Development Leave, to be taken during the **2025-2026** Academic Year, must submit a complete application to the Office of the Provost, via their Chair/Supervisor & Dean, no later than **5:00 pm, Monday**, **October 21, 2024**, for consideration by the Growth & Development Committee. Final application packets, including all required signatures, should be emailed to [academicaffairs@uwf.edu](mailto:academicaffairs@uwf.edu) by the application deadline.

**Application Requirements**

Each application must include the following information, using the forms provided on subsequent pages:

1. **Completed Cover Sheet**

A completed cover sheet to record concisely the applicant’s name, rank, college, department, date of faculty appointment, and dates of any previous Professional Development Leave.

This form must be signed by the applicant, department chair/director (if applicable), and dean.

1. **Supplementary Statements**

Statements regarding any anticipated supplementary income and agreement to comply with the conditions of the Professional Development Leave program.

1. **Application Narrative Statement**

Narratives should be double-spaced and should not exceed four double-spaced, typed pages. The narrative should include the following:

1. Provide details, description, and a list of the proposed program(s) and activities to be performed while on Professional Development Leave.
2. Describe the expected increase in benefit and value to the faculty member’s academic discipline.
3. Describe the expected increase in benefit and value to the University.
4. Description of the specific results, and timeline, of the proposed activities.

Prior to application submission, please be sure all application requirements are complete.   
*Failure to do so may result in applications being returned or disqualified from consideration.*

* Ensure the Cover Sheet is complete, including all signatures. Obtaining signatures using DocuSign is acceptable.
* Supplementary statement with anticipated income must include a description of that income. The statement accepting the terms of the program must also be signed.
* The Narrative must be double-spaced.
* The Narrative must not exceed 4 typed pages.
* **Completed applications must be submitted by the deadline. Applications submitted late will not be accepted.**

**Application Review**

The Growth & Development Committee shall submit a ranked list of recommended applicants. In ranking the applicants, the Growth and Development Committee will consider the following:

* Benefits of the proposed program to the faculty member, the University, and the profession; and
* Length of service since previous Professional Development Leave or initial appointment.

**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.

**Cover Sheet for**

**Professional Development Leave Application  
Academic Year 2025-2026**

**Unit  Non-Unit**

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

|  |
| --- |
| **Select which Professional Development Leave semester(s) you are applying for:**  Two Semesters at half pay (Academic Year): ☐ Fall 2025 and Spring 2026  One Semester at Full Salary: ☐ Fall 2025 ☐ Spring 2026 |

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

**Applicant Signature:**

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

**Chair or Supervisor Acknowledgment:**

Chair/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean or Director Acknowledgment:**

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

**Supplementary Statements   
Professional Development Leave  
Academic Year 2025-2026**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Narrative Statement for**

**Professional Development Leave Application**

**Academic Year** **2025-2026***The narrative statement must be double-spaced and must not exceed 4 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?*