

1 **ARTICLE 22**

2 **SABBATICALS AND ASSIGNED PROFESSIONAL DEVELOPMENT PROGRAMS**

3  
4 **22.1 Sabbaticals.**

5 (a) Policy. Sabbaticals are granted to increase an employee's value to the University  
6 through opportunities for research, writing, professional renewal, further education or other  
7 experiences of professional value. While ~~sabbaticals~~ ~~such leaves~~ may be provided in  
8 relation to an employee's years of service, they are not primarily a reward for service.

9 (b) Types of Sabbaticals.

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

19 (2) Type II Sabbaticals: Each college shall make a Type II sabbatical available to  
20 each employee whose application has been ranked/recommended by the college  
21 committee but was not awarded a Type I sabbatical. This Type II sabbatical is a sabbatical  
22 for up to two semesters (i.e., up to one academic year) at half pay, subject to the conditions  
23 of this Article, and granted by the dean.

24 (c) Sabbatical Eligibility.

25 (1) Full-time tenured employees with at least five academic years of full-time  
26 continuous service at UCF shall be eligible to apply for a sabbatical that would take place in  
27 the following academic year. (For example, a full-time tenured employee who starts their  
28 employment at UCF at the beginning of the 2021-22 academic year, and is continuously  
29 employed, may submit a sabbatical application during the 2026-27 academic year for a  
30 sabbatical that would take place in the 2027-28 academic year).

31 (2) Applicants for sabbaticals must be tenured at the time their applications are  
32 submitted. (For example, a full-time tenure-earning employee who starts their employment  
33 at UCF at the beginning of the 2021-22 academic year may be tenured at the start of the  
34 2027-28 academic year and submit a sabbatical application in 2027-28. Their sabbatical  
35 would take place in the 2028-29 academic year.)

36 (3) Employees must work at least five full academic years (i.e., a fall semester  
37 followed by a spring semester) or the equivalent before they are eligible to submit a  
38 sabbatical application.

39 (4) Full-time employees shall be eligible to apply for their next sabbatical during the  
40 **sixth** year of continuous service at UCF after the end of the academic year during which the  
41 previous sabbatical, assigned professional development responsibilities (formerly called  
42 professional development leave), or administrative professional development leave was  
43 taken. (For example, a tenured employee who takes a sabbatical in the 2023-24 academic  
44 year and is continuously employed may submit another sabbatical application in the 2029-  
45 30 academic year for a sabbatical that would take place in the 2030-31 academic year.)

46 (5) No paid or unpaid family and medical, parental, administrative, military, or other  
47 authorized ~~leave~~-(s) shall be considered a break in continuous employment.

**Commented [CP1]:** There has been some confusion over the term "leaves" – a sabbatical is typically a 100% research *assignment*; it is not a leave from work, but an assignment not for instruction or service.

This logic is applied to the rest of the document.

**Commented [CR2]:** This is one of a very few examples in this article where "leave" refers to a period during which there is no expectation that assigned duties are attended to.

48 (6) Employees shall be notified annually regarding eligibility requirements and  
49 application deadlines.

50 (d) Application and Selection.

51 (1) Applications for sabbaticals shall be submitted in accordance with college  
52 deadlines.

53 (2) Each application shall include a two-page statement describing the program and  
54 activities to be followed while on sabbatical; the expected increase in value of the employee  
55 to the University, the college and the employee's academic discipline; specific results  
56 anticipated from the proposed sabbatical; any anticipated supplementary income; and  
57 a statement that the applicant agrees to comply with the conditions of the sabbatical  
58 program.

59 (3) The employee's immediate supervisor, e.g., the chair, shall be given a copy of  
60 the application by the applicant when it is submitted for review by the college committee.

61 (4) A college committee shall be elected by and from the tenured unit employees.  
62 The committee shall equitably represent the departments or units of eligible employees.

63 (5) Employees who indicate they plan to apply for a sabbatical are not  
64 eligible to serve on the committee.

65 (6) A committee chairperson shall be elected by and from the college sabbatical  
66 committee.

67 (7) The college committee shall review sabbatical applications. Only those  
68 applications that are deemed worthy of a sabbatical shall be ranked and submitted to the  
69 dean or dean's representative. In ranking the applications worthy of a sabbatical, committee  
70 members shall consider the merits of the proposal and the benefits of the proposed  
71 program to the employee, the University, the college and the profession, and the length of  
72 service since previous sabbatical. Committee members shall not disadvantage an applicant  
73 due to his/her academic discipline.

74 (8) Absent a legitimate business reason other than staffing or fiscal considerations,  
75 the dean or dean's representative shall make sabbatical appointments from the ranked list  
76 and consult with the committee prior to an appointment that does not follow the committee's  
77 list. In the event that the dean or dean's representative decides not to make a sabbatical  
78 appointment to an employee on the list, they shall consult with the affected employee. If  
79 staffing or fiscal considerations preclude a sabbatical from being granted, the employee  
80 shall be provided the sabbatical the following year, or at a later time as agreed to by the  
81 employee and the college. The postponement of a sabbatical by the university does not  
82 result in any postponement of a subsequent sabbatical application by the employee.

83 (9) In the event of an exceptional opportunity for an employee to participate in a  
84 prestigious academic award/activity for which deadlines prevent application during the  
85 normal application process, the dean may award a sabbatical outside of the above defined  
86 process. All employee eligibility requirements must be met and all sabbatical terms defined  
87 below apply.

88 (e) Terms of Sabbatical Program.

89 (1) The employee must return to the University for at least one academic year  
90 following participation in the program. If the employee fails to return to the University for at  
91 least two consecutive semesters, fall and spring, in the year following participation in the  
92 program, all salary and fringe benefits received during his/her participation in the program  
93 must be repaid to the University within 30 days of resignation or job abandonment. If the  
94 employee makes little to no effort to complete the project described in the application, the  
95 employee shall receive an "Unsatisfactory" overall annual evaluation and will be ineligible to  
96 apply for a sabbatical for ten years.

97 (2) If there are circumstances that arise where the employee wishes or needs to  
98 request to change the terms of the sabbatical from what was proposed, any revisions to the  
99 proposal must be documented in writing and submitted to the employee's supervisor as  
100 soon as practicable. The supervisor and dean must approve the revised sabbatical proposal  
101 before the work may proceed.

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

107 (4) An annual evaluation shall be conducted for each employee whose assignment  
108 included a sabbatical. The overall evaluation shall be weighted between time on sabbatical  
109 and time on regular duties. Their time on sabbatical shall be evaluated based on their  
110 accomplishments made in light of their sabbatical proposal and ensuing circumstances.  
111 Their time on regular duties, if any, shall be evaluated based on the department or unit's  
112 Annual Evaluation Standards & Procedures.

113 (5) University contributions normally made to retirement and Social Security  
114 programs shall be continued during the sabbatical period on a basis proportional to the  
115 salary received.

116 (6) University contributions normally made to employee insurance programs and any  
117 other employee benefit programs shall be continued during the sabbatical.

118 (7) Eligible employees on sabbatical shall continue to accrue leave on a full-time  
119 basis.

120 (8) While on sabbatical, an employee must disclose and shall be permitted to  
121 receive funds for travel and living expenses, and other sabbatical-related expenses, from  
122 sources other than the University, such as fellowships, grants-in-aid, and contracts and  
123 grants, to assist in accomplishing the purposes of the sabbatical. Receipt of funds for such  
124 purposes shall not result in reduction of the employee's University salary. Grants for such  
125 financial assistance from other sources may, but need not, be administered through the  
126 University. If financial assistance is received in the form of salary, the University salary may  
127 be reduced by the amount necessary to bring the total income of the sabbatical period to a  
128 level equal to the employee's current year salary rate. Employment unrelated to the purpose  
129 of the sabbatical is governed by the provisions of the Conflict of Interest or  
130 Commitment/Outside Activity Article.

## 132 **22.2 Assigned Professional Development Responsibilities (APDR)** 133 **Program.**

134 (a) Policy. APDRs are granted to increase an  
135 employee's value to the University through opportunities for research, writing, professional  
136 renewal, further education, or other experiences of professional value. APDRs are  
137 not a reward for service longevity.

138 (b) APDR Availability. Each year, the University will  
139 make available at least one APDR at full pay for one  
140 semester or term for each thirty employees  
141 who are not tenured or tenure-earning, subject to the conditions set forth below.

142 (c) Eligibility for APDR Program. Tenure-earning  
143 faculty are not eligible to apply for APDRs. Tenured employees should apply for

**Commented [CP3]:** Since fully instructional faculty typically have about twice the teaching responsibilities as tenured faculty, a one semester APD covers that gap more equitably.

144 sabbaticals in accordance with Section 22.1 of this agreement. Only 12-month employees  
145 may apply for an APDR during the summer term.

146 (1) Non-tenured, non-tenure-earning employees who have completed five or more  
147 academic years of full-time, continuous non-OPS service with UCF shall be eligible to apply  
148 for the APDR program.

149 (a) First-time applicants. Employees must work at least five full academic years  
150 (i.e., a fall semester followed by a spring semester) or the equivalent before they are eligible  
151 to submit an APDR application.

152 (b) Full-time non-tenured, non-tenure earning employees shall be eligible to  
153 apply for their next APDR during the sixth year of continuous service at UCF after the  
154 end of the academic year during which the previous APDR was taken. As an example,  
155 an employee whose APDR ended either August 7, 2024, December 22, 2024, or May  
156 7, 2025 would be eligible to apply during the 2030-2031 APDR application period for an  
157 APDR to take place in the 2031-2032 academic year.

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

160 (3) An employee who is compensated through a contract or grant may receive an  
161 APDR only if the contract or grant allows participation  
162 in such programs and the employee meets all other eligibility requirements.

163 (4) Eligible employees shall be notified annually regarding eligibility requirements  
164 and application deadlines.

165 (d) Application and Selection.

166 (1) Applications for an APDR shall contain an  
167 appropriate outline of the project or work to be accomplished during the proposed  
168 APDR.

169 (2) Each application shall include a two-page statement describing the program and  
170 activities to be followed while on APDR; the expected  
171 increase in value of the employee to the University and unit; specific results anticipated from  
172 the proposed APDR; any anticipated supplementary income; and a statement that the  
173 applicant agrees to comply with the conditions of the APDR  
174 program. APDR proposals must articulate how the planned activity relates to and  
175 serves the mission and goals for the department/unit and college.

176 (3) The employee's immediate supervisor and their dean, director, or unit head shall  
177 be given a copy of the application by the applicant when it is submitted for review by the  
178 University APDR Committee.

179 (4) A University APDR Committee of at least five  
180 members shall be elected by and from the employees eligible for professional development  
181 leave.

182 (5) Employees who indicate they plan to apply for an APDR are not  
183 eligible to serve on the committee.

184 (6) A committee chairperson shall be elected by and from the University  
185 APDR Committee.

186 (7) The University committee shall review APDR  
187 applications and shall submit a ranked list of only recommended employees to the  
188 University's representative.

189 a. Only those applications that are deemed worthy of an APDR shall be  
190 ranked and submitted to the University's representative.

191 b. In ranking the applicants, committee members shall consider the merits of the  
192 proposal; the benefits of the proposed program to the employee, the University, the

193 college/unit, and the job function of which the employee is a part; and length of service  
194 since previous APDR. Committee members shall not  
195 disadvantage an applicant due to the academic discipline, function, or profession of the  
196 applicant.

197 (8) Absent a legitimate business reason other than staffing or fiscal considerations,  
198 the University's representative shall award APDRs  
199 from the ranked list and consult with the committee prior to an appointment  
200 that does not follow the committee's list. In the event that the University's representative  
201 decides not to offer an APDR appointment to an  
202 employee on the list, he or she shall consult with the affected employee.

203 (9) No more than one employee for each fifteen employees in each department,  
204 college, or unit need be granted an APDR for the same  
205 semester.

206 (10) APDRs shall be granted contingent upon the availability of staff and  
207 unit funds. If staffing or fiscal considerations preclude an APDR  
208 from being granted, the employee shall be provided the APDR  
209 the following year, or at a later time as agreed to by the employee and  
210 the college/unit. The postponement of an APDR by the university does not result in  
211 any postponement of a subsequent APDR application by the employee.

212 (e) Terms of APDR Program.

213 (1) The employee must return to University employment for at least one academic  
214 year following participation in that program. If the employee fails to return to the University  
215 for at least two consecutive semesters, fall and spring, in the year following participation in  
216 the program, all salary and fringe benefits received during his/her participation in the  
217 program must be repaid to the University within 30 days of resignation or job abandonment.  
218 If the employee makes little to no effort to complete the project described in the application,  
219 the employee shall receive an "Unsatisfactory" overall annual evaluation and will be  
220 ineligible to apply for an APDR for ten years.

221 (2) If there are circumstances that arise where the employee wishes or needs to  
222 request to change the terms of the APDR from what was proposed, any revisions to the  
223 proposal must be documented in writing and submitted to the employee's supervisor as  
224 soon as practicable. The supervisor and dean must approve the revised APDR  
225 proposal before the work may proceed.

226 (3) An employee who fails to spend the time as stated in the application or revision  
227 as approved by the supervisor and dean shall reimburse the University for all salary and  
228 fringe benefits received during the APDR period within 30 days following the  
229 scheduled completion of the APDR.

230 (4) Within thirty days after the end of the semester or term following the conclusion  
231 of the PDL, the employee must provide a brief written report to his or her department or unit  
232 that relates accomplishments during the APDR leave to the  
233 proposal submitted for that APDR.

234 (5) An annual evaluation shall be conducted for each employee whose assignment  
235 included an APDR. The overall evaluation shall be weighted between time on  
236 APDR and time on regular duties. Their time on APDR shall be evaluated based on  
237 their accomplishments made in light of their APDR proposal and ensuing  
238 circumstances. Their time on regular duties, if any, shall be evaluated based on the  
239 department or unit's Annual Evaluation Standards & Procedures.

240 (6) University contributions normally made to retirement and Social Security  
241 programs shall be continued during the APDR period on a  
242 basis proportional to the salary received.

243 (7) University contributions normally made to employee insurance programs and any  
244 other employee benefit programs shall be continued during the APDR period

245 .  
246 (8) Eligible employees on an APDR shall continue  
247 to accrue leave on a full-time basis.

248 (9) While on APDR, an employee must disclose and shall be permitted to  
249 receive funds for travel and living expenses, and other APDR  
250 -related expenses, from sources other than the University, such as fellowships, grants-  
251 in-aid, and contracts and grants, to assist in accomplishing the purposes of the  
252 APDR. Receipt of funds for such purposes shall not result in  
253 reduction of the employee's University salary. Grants for such financial assistance from  
254 other sources may, but need not, be administered through the University. If financial  
255 assistance is received in the form of salary, the University salary may be reduced by the  
256 amount necessary to bring the total income of the APDR  
257 period to a level comparable to the employee's current year salary rate. Employment  
258 unrelated to the purpose of the APDR is governed by the  
259 provisions of the Conflict of Interest or Commitment/Outside Activity Article.

### 260 **22.3 Other Study Leave.**

261 (a) Job-Required. An employee required to take academic course work as part of  
262 assigned duties shall not be required to charge time spent attending classes during the  
263 work day to accrued leave.

264 (b) Job-Related. An employee shall be permitted to attend up to six credits of course  
265 work per semester during work, provided that the:

266 (1) course work is directly related to the employee's professional responsibilities;

267 (2) supervisor determines that the absence will not interfere with the proper  
268 operation of the work unit;

269 (3) supervisor believes that completion of the course work would improve the  
270 productivity of the department or function of which the employee is a part; and

271 (4) employee's work schedule can be adjusted to accommodate such job-related  
272 study without reduction in the total number of work hours required per pay period.

273 (c) Retraining. The University may, at its discretion, provide opportunities for retraining  
274 of employees when it is in the University's best interests. Such opportunities may be  
275 provided to employees who are reassigned, have received notice of layoff, or in other  
276 appropriate circumstances.

277