You are receiving this email as you are eligible to apply for a 2015-2016 Professional Development Leave. Full-time non-tenure track faculty with at least 6 years of full-time service at UF who have not taken a PDL within the last 6 years are eligible.

**What is a PDL?**

Professional development assignments provide eligible faculty members with the opportunity for professional renewal, planned travel, study, formal education, research, writing, faculty development, certification, or other experiences of professional value related to the faculty member’s area of assignment. PDLs are awarded to eligible fulltime faculty members to enable them to further their research and other creative activities, to improve teaching skills, to enhance the university’s distinction and a faculty member’s value to the university.

A PDL is normally one semester in length, but individuals may propose alternative approaches (a summer stipend, support for other professional development activities that do not fit a standard semester schedule, internship support, etc.).

At least one such award shall be reserved every other year for P.K. Yonge faculty. Applications by PKY faculty are now being accepted for the 2015-
2016 cycle.

PDLs that have been awarded must be implemented for the times requested unless circumstances result in staffing problems precluding the PDL from being granted at that time. In this case, the faculty member shall be provided the PDL the following year, or at another time agreed to by the faculty member and the chair and dean. The faculty member also may choose to decline the PDL and reapply at another time.

**Application**

The PDL application, guidelines, and additional information can be found on the Provost’s Office website: http://www.ua.ufl.edu/leaves. Please access this site for the most current forms. Faculty must indicate on the application form that they are applying for a PDL. Applicants must provide all information requested on the Application Information form for the application to be considered complete.

In addition to a complete Application Information Form, a 750-word description of planned activities and specific results anticipated from the professional development assignment is required. Successful applications will be comprised of academic activities relevant to the instructional and research missions of
the University, College, and School. Proposed activities with an international component (e.g., visits with collaborators; dissemination of best practices) should be clearly identified in the proposal as we are attempting to keep a record of international research and educational activities occurring during sabbaticals and PDLs for the International Center.

**Selection Process**

Proposed PDL projects should be relevant to the instructional and research missions of the applicant’s unit. In reviewing the applications, consideration should be given to the following:

1) Whether the proposal advances the abilities of the faculty member to contribute significantly to the distinction and success of the University.

2) Whether the proposed activities are appropriate to meet the stated goals of the PDL to enhance the faculty member’s research, creative activities, teaching skills, and/or professional development consistent with the faculty member’s assignment.

The process begins with a faculty member submitting a complete application package to the School Director.

The School Director makes a recommendation on
whether the proposed PDL plan is meritorious and should be awarded. The director does not rank applications.

An elected College of Education PDL Committee then reviews applications. The committee makes a recommendation to the Dean on whether the proposed plan is meritorious and should be awarded. The committee does not rank applications.

The Dean will make decisions on which proposals to approve and which to deny. A faculty member denied for whatever reason is free to submit a new proposal the following year. The Dean will forward decisions to the Provost for review.

Please Note...

A faculty member who is compensated through a contract or grant may receive a PDL only if the contract or grant allows a PDL and the faculty member meets all other eligibility requirements. If you will have assigned contract or grant responsibilities during the proposed sabbatical leave, please contact your School Director and/or the Associate Dean prior to submitting the application so they can assist in developing a PDL plan that meets your professional development needs and fulfills contractual requirements of the funding agency.

A report summarizing accomplishments during the
PDL must be submitted by those granted a PDL. The report is to be submitted no later than thirty days after the end of the PDL period. Accruing eligibility for a future PDL will not begin until an appropriate report is submitted. The reports should be submitted directly to the Associate Dean and School Director.

**Timeline**

**Friday, November 21, 2014, noon:** The Application Information form (cover sheet), a 750-word Description of Proposed Activities, and a current CV (all electronic) is due to School Director. If applying for an Alternative Sabbatical, also include a budget for the project not to exceed $50,000 on the budget form. (You may ignore the statement on the Application that indicates that the application must be submitted to the chair by October 15th).

**Monday, November 24, 2014, noon:** School Director completes assessment of traditional and alternative sabbatical applications within the School. The Director submits applications (electronically), each accompanied by a brief statement explaining the assessment, to OER. OER will submit the applications to the COE
Sabbatical Committee.

**Tuesday, December 1, 2014:** College Sabbatical Committee completes review of traditional and alternative sabbatical applications and submits assessments of applications to the Dean.

**Early December, 2014:** The Dean completes a review of traditional and alternative sabbatical applications and makes final selection decisions. The Dean sends names of those recommended as traditional sabbatical recipients by type of sabbatical appointment to Provost for final approval. All Alternative Sabbatical proposals will be sent forward, with information on assessments from the Directors, College committee, and Dean.

**January 15, 2015:** Associate Provost notifies the Dean of approved applications. Dean notifies applicants about award decisions.

**January 31, 2015:** Faculty member notifies Director and Dean whether s/he accepts or denies the sabbatical.