You are receiving this email as you are eligible to apply for a 2015-2016 sabbatical leave. Full-time tenured faculty with at least 6 years of full-time service at UF who have not taken a sabbatical within the last 6 years are eligible for sabbaticals.

**What is a Sabbatical?**

According to Article 20 of the Collective Bargaining Agreement, research and development programs such as sabbaticals 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.

Sabbaticals are granted to tenured faculty to permit them to engage in intensive programs of research and/or study. Sabbaticals are accorded to 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.

**Types of Sabbatical Appointments**

Based on the current Collective Bargaining Agreement, three types of sabbatical appointments may be awarded:
(a) traditional two-semester (full year), full pay sabbaticals,

(b) traditional one-semester, full pay sabbaticals, and

(c) alternative sabbaticals

The Alternative Sabbatical option is a pilot program that will be available in 2015-2016 and 2016-2017. There are no limitations on the number of alternative sabbatical proposals a college may send forward each cycle. An alternative sabbatical will be awarded in lieu of a traditional sabbatical and, if accepted, will reset the faculty member’s sabbatical eligibility clock. Faculty are limited to one alternative sabbatical every three years. A proposal for an alternative sabbatical is similar to a grant proposal with a budget and justification. The word limit for the narrative remains 750 words and the maximum amount that may be requested from central funds is $50,000. The centrally available funds can be augmented with funding from other sources (e.g., IDC). Faculty interested in an alternative sabbatical are encouraged to speak with the School Director and Associate Dean for Academic Affairs as soon as possible so they can assist in developing the alternative sabbatical plan.

Application

The sabbatical application, guidelines, and additional
information on the types of awards can be found on the Provost’s Office website: http://www.aa.ufl.edu/leaves. Please access this site for the most current forms. 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 the activities proposed for the award period, including the location where these activities will take place, any anticipated supplementary income, and a statement of the benefits of the proposed activities to the university, the profession and to you. Successful sabbatical 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 research collaborators) should be clearly identified in the proposal as we are attempting to keep a record of international research and educational activities occurring during sabbaticals for the International Center. Those applying for an Alternative Sabbatical must also include the budget form.

Please note two significant changes to the application from previous years:

· Two-semester (full year), half pay sabbaticals are
no longer available. A faculty member wishing to
spread a sabbatical over two or more semesters
can discuss such an alternative configuration with
the Dean after a successful application for a
traditional sabbatical has been approved.

- Faculty cannot apply for more than one type of
  sabbatical simultaneously. A choice to sabbatical
type must be made at the time of application.

**Selection Process**

Proposed sabbatical 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 project is
   appropriate to meet the stated goals of the
   sabbatical to enhance the faculty member’s
   research, creative activities, teaching skills,
   and/or professional development.

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 sabbatical plan is meritorious and should be awarded. The director does not rank applications.

An elected College of Education Sabbatical Committee then reviews both traditional and alternative sabbatical applications. The committee makes a recommendation to the Dean on whether the proposed sabbatical plan is meritorious and should be awarded. The committee does not rank applications unless there are two or more meritorious applications by faculty with identical seniority. Sabbatical application seniority does not apply to those applying for alternative sabbaticals.

The dean may approve a proposal, refer it back to the faculty member for re-submission in the current cycle, or deny it with reasons provided in writing. Prior to denial, the Dean must consult with the School Director and the college-level committee.

**Please Note...**

A faculty member who is compensated through a contract or grant may receive a sabbatical only if the contract or grant allows a sabbatical 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 sabbatical plan that meets your professional development needs and fulfills contractual requirements of the funding agency.

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

**Timeline**

**Friday, November 21, 2014, noon:** The Application Information form (cover sheet), a 750-word Description of Proposed Activities, and a current CV 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. (Please 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, each accompanied by a brief statement explaining the assessment, to the Associate Dean. The AD prepares packets for review by the elected Sabbatical Committee.

**Tuesday, December 1, 2014:** 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 COE 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.