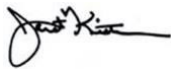


September 9, 2024

MEMORANDUM

To: In-Unit Specialized Faculty

From: Dr. Janet Kistner   
Vice President for Faculty Development and Advancement

Subject: You May Be Eligible to Apply for Professional Development Leave

The University Committee for the Professional Development Leave Program invites eligible specialized faculty to submit applications for professional development leave for the 2025-2026 Academic Year. Applications are due in the Office of the Vice President for Faculty Development and Advancement in Westcott 115 by **Friday, November 15, 2024**. (Note: Departments and Colleges may have earlier deadlines.)

Professional development leave is granted to increase a specialized faculty member's value to the university through opportunities for professional development, research, writing, or other forms of creative activity. One professional development leave is provided per 20 eligible employees.

Eligible specialized faculty members may apply for professional development leave for one semester at full pay or two semesters at one-half pay. Additionally, eligible non-instructional faculty may apply for non-continuous leave up to the equivalent of one semester at full pay but exercised in smaller increments over a two-year period (i.e., the faculty member shall be compensated the equivalent of full pay for one semester of leave that can be spread over a two-year period).

### **Eligibility**

Applicants are eligible if they

- are specialized faculty who are covered by the BOT-FSU UFF Collective Bargaining Agreement and
- have three (or more) years of continuous service or three (or more) years of service since their previous professional development leave

Specialized faculty members may apply, or re-apply, at the beginning of the third year of service for professional development leave effective the fourth year.

Although the university provides the opportunity for a professional development leave, no additional funds are provided to replace those who are on leave. Colleagues are relied upon to assist with the essential duties and responsibilities of the absent specialized faculty member. The salaries of those on professional development leave are paid from their normal source of funding; specialized faculty members supported by contract and grant or auxiliary funds are eligible to participate only when the terms of the project or approved auxiliary rate structure permit salary payments to those on development leave.

## **Application**

The Professional Development Leave application consists of:

1. a completed application form ([\*Professional Development Leave Application, 2025-2026\*](#))
2. a 2-3 page, double-spaced proposal that
  - a. details how this leave will benefit the applicant, their discipline, their unit, and the University;
  - b. provides a clear and feasible description of the project and the activities in which the applicant will engage;
  - c. explains how the time frame is appropriate for this project;
  - d. details expected outcomes;
  - e. outlines any anticipated supplementary income;
3. lists the dates of previously taken professional development leaves and how their current proposal aligns with and/or diverges from past professional development leave endeavors;
4. a current vitae;
5. a brief, one-page letter from the applicant's supervisor describing how this leave will benefit their unit.

## **Application Submission**

The department chair, director, or dean of the college or equivalent unit in which the applicant holds an appointment submits the application to the Committee for the Professional Development Leave Program through the Vice President for Faculty Development and Advancement.

**Completed applications should be submitted electronically to [Mr. Joshua Morgan](#).**

**Completed applications are due by Friday, November 15, 2024.**

## **Selection**

The University Committee for the Professional Development Leave Program is elected by and from faculty members eligible for professional development leave to review applications and to determine whether the completion of the project would improve the productivity of the department or university. If there are more applicants for one semester professional development leaves at full-pay than available leaves, the committee shall rank the applications. The committee, in ranking the applications, shall consider the benefits of the proposed program to the faculty member, the University and the profession; an equitable distribution of professional development leaves among colleges, divisions, schools, departments, units, and disciplines within the University; the length of time since the faculty member's previous professional development leave or initial appointment. The committee shall submit a ranked list of recommended faculty members to the President or representative. The President or representative shall make appointments from the list and consult with the committee prior to an appointment that does not follow the committee's ranking.

Available professional development leaves will be granted for worthwhile proposals unless it is determined that the conditions for leave have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In this latter instance, the faculty member may be provided professional development leave at a later time by mutual agreement of the faculty member and the University. Repeated postponements due to staffing issues may be appealed to the Dean and/or the VP for Faculty Development and Advancement.

The leave shall be granted during a time that the faculty member is normally on active employment status. No more than one employee per ten in a department/unit will be awarded a professional development leave at the same time. If a department/unit or college chooses to rank the applications, it should send these rankings separately to the Vice President for Faculty Development and Advancement, 211 Westcott.

Applications requesting leave to update courses should include how this course update will improve the applicant's ability to teach the course and how this modification will benefit their unit and the University. Otherwise, updating a course generally aligns with a faculty member's assignment of responsibility. Applicants can apply for leave to complete their dissertation; however, the applicant should state the reason for leave clearly and describe how this will benefit their unit and the University.

### **Policies**

The policies governing the professional development leave program are provided in the [Florida State University Faculty Handbook, Section 5](#), and the [BOT-FSU UFF Collective Bargaining Agreement](#)

### **Conditions of the Professional Development Leave Program**

Please direct any questions to Mr. Joshua Morgan ([jlmorgan@fsu.edu](mailto:jlmorgan@fsu.edu)).

cc: President Richard McCullough  
Provost Jim Clark  
Vice Presidents  
Academic Deans Council  
Department Chairs  
Academic Directors