

CONDITIONS OF THE PROFESSIONAL DEVELOPMENT LEAVE PROGRAM

<http://facultyhandbook.fsu.edu/handbook-sections/section-5-faculty-development>

1. While on professional development leave, the faculty member's salary will be one-half pay for two semesters (one academic year) or full-pay for one semester (or equivalent).
2. Contributions normally made by the University to retirement and social security programs will be continued on a basis proportional to the salary received. University contributions normally made to employee insurance programs and any other employee benefit programs will also be continued during the sabbatical.
3. Eligible faculty members will continue to accrue annual and sick leave on a full-time basis during the leave.
4. While on leave, a faculty member will be permitted to receive funds for travel and living expenses, and other leave-related expenses, from sources other than the University such as fellowships, grants-in-aid, and contracts or grants, to assist in accomplishing the purposes of the leave. Receipt of funds for such purposes will not result in reduction of the employee's University salary. Grants for such financial assistance from other sources may, but need not, be administered through the University. If financial assistance is received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the professional development leave period to a level comparable to not more than 125 percent of the current-year salary rate. Employment unrelated to the purpose of the leave is governed by the provisions and policies regarding Conflict of Interest and Outside Employment and Activities. A recipient on a two-semester half-pay leave may supplement his or her half-pay salary from a grant administered through the University up to the amount that will bring the total salary of the leave period to the faculty member's normal salary.
5. The employee must return to the University for at least one academic year following participation in the program. Another paid or unpaid leave of absence should not be requested immediately preceding professional development leave or for one academic year following the conclusion of the professional development leave. Agreements to the contrary must be in writing prior to the leave and approved by the Vice President for Faculty Development and Advancement. Return to the University of salary received during the leave will be required in those instances where neither of the above is satisfied.
6. The faculty member must, within 60 days after the start of the next semester following the leave, provide a written report describing the employee's accomplishments during the leave to the Vice President for Faculty Development and Advancement. This report is to include information regarding the activities undertaken during the leave, the results accomplished during the leave as they affect the faculty member and the University, and research or other scholarly work produced or expected to be produced as a result of the leave. The faculty member is also to provide a copy of this report to the department chair, director, and dean for use in the annual evaluation process.
7. Faculty on professional development leave are eligible for promotion and for salary increases.
8. A faculty member who takes a professional development leave and fails to spend the time as stated in the application will be required to reimburse the University for the salary received during such leave.