

# Florida Gulf Coast University

## Professional Development Leave Guidelines

Approved December 16, 2011

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### **Purpose**

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Professional development leave shall be made available to eligible full-time faculty members who meet the requirements set forth below. Such leaves are granted to increase a faculty member's value to the University through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, or other experience of professional value, not as a reward for service.

Professional development leaves are considered assigned duties and as such shall be part of the employee's annual evaluation. Faculty members shall be evaluated while on such leave in a manner appropriate to the assigned duties involved. It is the responsibility of the faculty member to provide data for evaluation of his/her performance while on leave, consistent with the purpose of the leave and as may be required by the faculty member's college/unit or department/unit.

Within thirty (30) days after returning from the leave, the faculty member must provide to the Provost and Vice president for Academic Affairs, Dean/Director and Department Chair/Supervisor or, for faculty not assigned to a college, the Provost and Vice President for Academic Affairs, a concise written report of accomplishments during the leave. This report shall include information regarding the activities undertaken during the leave, the results accomplished during the leave as they affect the employee and the College/Unit, and research or other scholarly work produced or expected to be produced as a result of the leave.

### **Applicability and Eligibility**

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This procedure is applicable to all in-unit full-time, regular FGCU faculty in unranked positions (see Appendix A of the Collective Bargaining Agreement). Full-time employees serving in multi-year appointments with three (3) or more years of service shall be eligible for professional development leaves. Faculty members who have given notice of resignation or retirement that will occur in the next year, or faculty whose soft money funding is ending or being reallocated, or who are on probation or have an annual evaluation with one or more unsatisfactory ratings, or who have received a notice of non-reappointment are ineligible for a PDL.

The Professional Development Leave (PDL) is not applicable to in-unit employees in positions which are covered by sabbaticals (Professor, Associate Professor, Assistant Professor, Eminent Scholar). Adjuncts, visiting faculty, and Lecturers are not eligible for a PDL.

An eligible in-unit faculty member who is compensated through a contract or grant may receive a professional development leave only if the contract or grant allows for such leave and the faculty

member meets all other requirements.

Faculty members shall not normally be eligible for a second professional development leave until three (3) years of continuous service are completed following the previous leave.

## **Types of Leave and Support Available**

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FGCU will make available at least one (1) professional development leave at full-pay for one (1) semester or its equivalent (for example, leave at half pay for two semesters), for each twenty (20) eligible employees (in-unit faculty members), subject to the conditions set forth below.

Professional Development Leave awards will provide 100% of FGCU contracted base salary support for up to one semester or the equivalent or 50% of the University contracted base salary support for up to two semesters or the equivalent. **Note:** Contracted base salary does not include stipends.

Beyond salary, funding from college, department or other funds are not covered by Professional Development Leave and funding for activities to be undertaken as part of the Professional Development Leave is not an entitlement.

*Faculty members considering applying for a Professional Development Leave should confirm with the FGCU Human Resources Benefits Office, (239) 590-1400, that salary adjustments resulting from the Professional Development Leave will not negatively impact their employee-paid benefits.*

## **Application, Selection, and Professional Development Leave Review and Advisory Committee**

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Eligible faculty interested in applying for a Professional Development Leave must complete the Notice of Intent to Apply for Professional Development Leave (Attachment 1) and submit to Academic Affairs according to the timetable for application. The Notice of Intent to Apply form must be signed by the applicant's Chair/Supervisor and Dean/Director prior to submission of the form to Academic Affairs. The signature of the Chair/Supervisor and Dean/Director constitutes acknowledgment of the applicant's interest in applying and does not imply endorsement of application.

Application for professional development leave shall contain an appropriate outline of the project or work to be accomplished during the leave. Eligible faculty must complete an FCGU Application for Professional Development Leave Form (Attachment 2), including a detailed outline of their planned professional development program (project or work to be accomplished during the Professional Development Leave) with a time line and other required documentation/verification through appropriate channels to their Dean/designee or other supervisor as appropriate if not in a college or the library.

The Dean/designee must provide an endorsement or non-endorsement of the proposed activity in consideration of the impact on the department/unit staffing conditions and/or financial impact

during the period of the professional development leave (see Attachment 2). For an applicant not appointed within a college or library, the appropriate supervisor shall indicate endorsement or non-endorsement in consideration of the impact on the department/unit staffing conditions and/or financial impact.

When the professional development leave involves assignment at another institution or organization, the applicant must include a letter of acknowledgement from a designated representative of that institution or organization verifying the availability of the proposed assignment and payment if any.

No more than one (1) faculty member in any department/unit need be granted Professional Development Leave at the same time.

Eligible faculty member must submit the complete application and required attachments to Academic Affairs no later than 5:00 p.m. on the date indicated in the Professional Development Leave Time Table (Attachment 4a & 4b).

Each application for Professional Development Leave will be evaluated by a university-wide Professional Development Leave Review and Advisory Committee (Review and Advisory Committee). A faculty member who is applying for a Professional Development Leave may not serve on the Review and Advisory Committee in the year of application.

The Review and Advisory Committee shall be a standing committee consisting of the following:

- One (1) faculty member who is eligible for Professional Development Leave but who will not be an applicant for the leave elected from each college/unit to two (2) year terms.
- One (1) faculty member who has been the recipient of a Professional Development Leave in the last three (3) years. This person is appointed by the Faculty Senate. This position will be left vacant if there is no faculty member who meets this requirement.
- Two (2) members appointed by the Provost with input from the Deans Council. These two (2) appointed members shall be from among Assistant Deans, Associate Deans and Department Chairs and one (1) of them will also serve as the chairperson of the committee.
- Members of the Review and Advisory Committee shall serve staggered two-year terms, and every attempt should be made in the selection process so that, over time, the appointed committee members are rotated across colleges/units.

## Criteria, Procedure and Review Process

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The Review and Advisory Committee will evaluate each application based on the following criteria:

- **Completeness** – The employee has sole and full responsibility for providing a complete application containing all required documents. However, the Dean or designee shall review the package prior to signing the Professional Development Leave Application to determine if approval of the application will increase the applicant's value to the University and will not impact on the department/unit staffing conditions and/or have a financial impact during the period of the professional development leave. If an application is judged to be

incomplete, it should be returned to the applicant with a specific written statement of the deficiency. A resubmitted application must be received by the Dean/designee no later than one week from the date of the receipt of the notification of deficiency and in time for the applicant to submit the application to Academic Affairs according to the Professional Development Leave Timetable for Application.

- **Specificity** – The applicant should state clearly the nature of the activity for which the leave is requested, what objectives are to be accomplished, how the objectives are to be accomplished, and the professional benefits expected to accrue to the individual and to the college/unit and/or department.
- **Feasibility** – Given the nature of the request as outlined above (completeness and specificity), the applicant should explain in detail how this activity practically can be accomplished. For example, questions such as the following should be addressed:
  - Can the activity be completed during the term of leave, if granted?
  - Can or has the funding been secured for any travel (domestic or international), equipment, or supplies, which may be necessary for completion of the proposed activity?
- **Desirability** – Information should be provided to enable the Committee to determine whether completion of this activity would be of value to the professional development of the individual and to the University.
- **Productivity Improvement** – Statements should be included which identify how the proposed activity is expected to improve the productivity of the applicant's department, college, or function.

When the Professional Development Leave involves assignment at another institution or organization, the applicant must ensure that the application package includes a letter of acknowledgement from that institution or organization verifying the assignment.

All applications forwarded to Academic Affairs must contain an endorsement by the Dean/designee, including a statement regarding the impact on the department/unit staffing conditions and financial position.

Academic Affairs will convene the Review and Advisory Committee to review and rank the applications. Applications which do not meet the stated criteria (completeness, specificity, feasibility, desirability, productivity improvement) will not be ranked or funded.

The Review and Advisory Committee Chair submits the ranked applications, with comments, to Academic Affairs for consideration by the date indicated on the Professional Development Leave Timetable. The Provost/designee makes the decision and notifies the award recipients in writing as soon as practicable after receiving the Review and Advisory Committee's recommendations.

The faculty member's college or department submits the applicable appointment status form to Academic Affairs.

### **Procedure and Review Process:**

1. An eligible employee completes the Professional Development Leave Application (Attachment 2) and, along with the Professional Development Leave Agreement (Attachment 3), submits to the Dean or designee with documentation supporting the

- Professional Development Leave request.
2. The Dean or designee reviews the request and determines if approval of the application will increase the applicant's value to the University and will not impact on the department/unit staffing conditions and/or have a financial impact during the period of the professional development leave. The Dean or designee shall also consider the overall work performance of the employee. The Dean or designee may discuss the request with the employee to determine if the leave would benefit both the employee and the department.
  3. If the leave is supported, the Dean or designee signs the Professional Development Leave Application indicating endorsement of the proposed leave and returns to the applicant for submission to Academic Affairs.
  4. The applicant submits the complete Professional Development Leave Application and the Professional Development Leave Agreement to Academic Affairs by the application submission deadline date. **The application documents submitted by the applicant to Academic Affairs must be provided in both hard copy and electronic (.pdf) format.**
  5. Academic Affairs submits the eligible Professional Development Leave applications to the Review and Advisory Committee.
  6. The Review and Advisory Committee shall rank the applications, with comments, according to the criteria and guidelines and submit recommended applications to the Provost for consideration.
  7. The Provost shall make the final determination based on a review of the applications and considering the input from the Review and Advisory Committee. The decision of the Provost shall be communicated in writing to the applicant consistent with the timeline.
  8. Within thirty (30) days of the employee's return from the leave, the employee must submit a written report to Academic Affairs with a copy to the Dean or designee, describing the accomplishments and how this experience has enhanced her/his professional development, or, for faculty not appointed within a College, to Academic Affairs with a copy to the immediate supervisor.
  9. The signed Professional Development Leave Agreement, along with the Professional Development Leave Application and written report, is placed in the employee's personnel file.

## **Terms of Professional Development Leave**

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The terms of a Professional Development Leave are provided in the Collective Bargaining Agreement and shall apply to applicants granted leave under these Guidelines. (See: Article 22.1E. (1) through (7))

## Notice of Intent to Apply for Professional Development Leave

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ College/Unit: \_\_\_\_\_

I am notifying you of my intention to apply for a Professional Development Leave for the next academic year:  
\_\_\_\_\_

I am interested in:

Full Semester at full-pay \_\_\_\_\_ Two Semesters at half-pay \_\_\_\_\_

I would like to take the Professional Development Leave during:

**Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_ **Either Fall or Spring** \_\_\_\_\_ **Fall & Spring** \_\_\_\_\_

For twelve month faculty only:

Summer-Fall \_\_\_\_\_

The nature of the proposed Professional Development Leave is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Chair/Supervisor\* Date

\_\_\_\_\_  
Signature of Dean/Director\* Date

\_\_\_\_\_  
Received by Academic Affairs Date & Stamp

.....  
**\*Chair/Supervisor and Dean/Director signature constitutes acknowledgment only; does not imply endorsement of the intent to apply for PDL or the application.**

.....  
Original of this Form to Academic Affairs; Copy of this Form to Applicants' Department Chair/Supervisor.

The application documents submitted to Academic Affairs must be provided in both hard copy and electronic (.pdf) format.

**FLORIDA GULF COAST UNIVERSITY**  
**Professional Development Leave Application**

**APPLICATION DEADLINE: According to the Timetable**

**APPLICATIONS RECEIVED AFTER DEADLINE WILL NOT BE CONSIDERED**

Please Type or Print

**TO:** Academic Affairs

**Date:** \_\_\_\_\_

In accordance with the purpose, eligibility, and terms of the Professional Development Leave Program (PDL) as established in the FGCU-UFF Collective Bargaining Agreement, and the FGCU Professional Development Guidelines, I hereby apply for a PDL for:

**IMPORTANT: Designate either (A) or (B) below BUT not both. Do not list more than one preference**

- (a) \_\_\_\_\_ Semester at full pay (please select one): \_\_\_\_\_ Fall / \_\_\_\_\_ Spring for Academic Year \_\_\_\_\_
- (b) \_\_\_\_\_ Two Semesters at one-half pay (Fall & Spring) for Academic Year \_\_\_\_\_

**Application Information for PDL for Academic Year 20** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**College/School:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date of Initial FGCU Employment:** \_\_\_\_\_

**Date/Term of Last PDL** (State N/A if you have not had a PDL): \_\_\_\_\_

I \_\_\_\_\_ (Dean/designee - type/print name), having read the application materials for Professional development Leave (PDL), and am of the opinion that the application of the above named employee \_\_\_\_\_ will benefit / \_\_\_\_\_ will not benefit both the employee and the College or University and \_\_\_\_\_ will not adversely / \_\_\_\_\_ will adversely affect the operation of the department or college and \_\_\_\_\_ will not / \_\_\_\_\_ will cause a financial hardship.

\_\_\_\_\_  
Dean's/Director's Signature\*

\_\_\_\_\_  
Date

*\*The Dean independently evaluates the PDL application and provides an independent recommendation to the Provost.*

The application documents submitted to Academic Affairs must be provided in both hard copy and electronic (.pdf) format.

In the space provided below account for all absences from full-time appointment since date of initial FGCU employment other than PDLs (e.g., leave without pay, Fulbright, departmental release time, sponsored research, etc.)

Date	Purpose	Pay*

\*Indicate “with” or “without” pay

A. Attach a detailed description and work plan of your proposed PDL (limit of 4 pages, typed and double spaced, 10 or 12 point, and with 1” margins)

B. Describe below the benefits of your proposed PDL to:

(1) Yourself: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(2) The University, College or Department as applicable: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(3) Your Profession/Discipline \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. In this space please provide any anticipated supplemental income to be received during the PDL period, plus the form/nature and source of the income: \_\_\_\_\_

D. If you are applying for a one-semester full pay PDL, describe what can be accomplished by your proposed PDL

that otherwise could not be accomplished (e.g., the need for off-site work, concentrated blocks of time, etc.) and the probability of successful completion of your PDL goals. \_\_\_\_\_

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E. In the space below, or by an accompanying letter, provide any additional information which you deem worthy of consideration by the selection committee. Letters of invitation or recommendation may be attached in support of your application.

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F. Attach current curriculum vitae to the application.

G. Do you know of any other leave or required activities/work-obligations that would conflict with your PDL?  
\_\_\_\_\_YES \_\_\_\_\_NO. (If yes, please describe.)

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**NOTE: The application documents submitted to Academic Affairs must be provided in both hard copy and electronic (.pdf) format.**

**Professional Development Leave Agreement**

I \_\_\_\_\_ (*type/print name*) hereby request \_\_\_\_ one semester at full pay, or \_\_\_\_ one full academic year at half pay Professional Development Leave from \_\_\_\_\_ through \_\_\_\_\_. I have attached a detailed description and documentation as supporting information for this professional development leave opportunity. I attest that this opportunity will enhance my skills and knowledge and will benefit the University.

I understand that if this Professional Development Leave is approved and the dates are established, that the dates cannot be extended by either party.

I understand that upon my completion of this Professional Development Leave, I agree to return for at least one (1) full year of employment service with FGCU. I understand that if I cease employment prior to the year requirement, I will reimburse the University for the salary received during my leave.

I understand that if I receive outside employment through this Professional Development Leave opportunity, I must report this income to the University so that adjustments can be made to ensure that both incomes do not exceed my current salary.

I understand that the leave may not be granted if it interferes with the department or college needs and/or potentially creates a financial hardship for the department or college.

I agree that within thirty (30) days of my return from the Professional Development Leave I will submit a written report to Academic Affairs with a copy to my supervisor, of the accomplishments attained during the Professional Development Leave consistent with the Professional Development Leave Guidelines. I also understand that a copy of the written report that I submit will be added to my personnel file detailing how this Professional Development Leave enhanced my skills and knowledge and how it will benefit the work that I do at the University.

I attest that all the information provided in the application is correct.

I agree to comply with the conditions of the Professional Development Leave program as described in the FGCU Guidelines for Professional Development Leave.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PROFESSIONAL DEVELOPMENT LEAVE  
TIMETABLE FOR APPLICATION**

**FOR SPRING 2012 ONLY (Academic Year 2012-13)**

<b>Deadline</b>	<b>Activity</b>
Third Friday in December	Announcement of annual Professional Development Leave application process.
Second Friday in January by 5:00 p.m.	Faculty files Notice of Intent to Apply for Professional Development Leave with Academic Affairs and copy to Dean/designee.
Fourth Friday in January by 5:00 p.m.	Faculty submits completed Application for Professional Development Leave to Dean, or designee, for endorsement and signature on page 1 of the application form.
Second Friday in February by 5:00 p.m.	Faculty submits completed Application for Professional Development Leave to Academic Affairs. <b>Both a hard copy and an electronic copy (PDF format) must be submitted.</b>
Third Friday in February by 5:00 p.m.	Academic Affairs provides application materials to Professional Development Leave Review and Advisory Committee for review
Third Friday in March by 5:00 p.m.	Professional Development Leave Review and Advisory Committee provides ranked recommendation of applications to Academic Affairs
Second Monday in April by 5:00 p.m.	Provost/designee notifies awardees
Fourth Friday in April by 5:00 p.m.	Recipient's department submits Appointment Status Form to Academic Affairs
Within thirty (30) days after returning from Professional Development Leave	Employee must submit a written report to Academic Affairs ( <u>both hard copy and PDF format</u> ) with a copy to the Dean or designee.

**PROFESSIONAL DEVELOPMENT LEAVE  
TIMETABLE FOR APPLICATION**

**BEGINNING AUGUST 7, 2012 (Academic Year 2013-14 and thereafter)**

<b>Deadline</b>	<b>Activity</b>
Third Friday in August	Announcement of annual Professional Development Leave application process.
Second Friday in September by 5:00 p.m.	Faculty files Notice of Intent to Apply for Professional Development Leave with Academic Affairs and copy to Dean/designee.
Fourth Friday in September by 5:00 p.m.	Faculty submits completed Application for Professional Development Leave to Dean, or designee, for endorsement and signature on page 1 of the application form.
Second Friday in October by 5:00 p.m.	Faculty Submits completed applications for Professional Development Leave to Academic Affairs. <b>Both a hard copy and an electronic copy (PDF format) must be submitted.</b>
Third Friday in October by 5:00 p.m.	Academic Affairs provides application materials to Professional Development Leave Review and Advisory Committee for review
Third Friday in November by 5:00 p.m.	Professional Development Leave Review and Advisory Committee provides ranked recommendation of applications to Academic Affairs
Second Monday in December by 5:00 p.m.	Provost/designee notifies awardees
Third Friday in December by 5:00 p.m.	Recipient's department submits Appointment Status Form to Academic Affairs
Within thirty (30) days after returning from Professional Development Leave	Employee must submit a written report to Academic Affairs ( <b><u>both hard copy and PDF format</u></b> ) with a copy to the Dean or designee.