

Memorandum

To: Eligible Employees

From: Kenneth Johnson, Vice Provost
Academic Affairs

Date: January 20, 2009

Subject: APPLICATIONS FOR PROFESSIONAL DEVELOPMENT LEAVE

Applications are now being accepted for Professional Development Leaves for Academic year **2009-2010**. Applications will be accepted up to March 6, 2009. The application, guidelines and procedures for the program are available at this site:

http://academic.fiu.edu/docs/budget_personnel_sabbatical.htm

In-Unit faculty employees who are non-tenured and in non-tenure earning positions, and who have completed three or more years of service with the University by January 1, 2009, are eligible. Applicants must have written endorsement from their supervisor and dean, including an agreement financially to support the leave.

The applications will be reviewed by a committee appointed by the Provost and in accordance with the BOT-UFF policy on Professional Development Leave and Sabbatical. Applicants should pay particular attention to describing the proposed activity during the leave period and how the activity will improve the professional contribution of the individual and their University. The committee's recommendations will be forwarded to the Provost or his representative. The committee will make its recommendations based on the written applications of the candidates but reserves the right to interview applicants prior to the final recommendations being forwarded to the Provost or his representative.

If you have any questions, please direct them to me at extension 7-2168 or call Alicia Bullard at 7-2168.

c: Executive Vice Provost
Provost Staff
Deans and Executive Director