



Office of the Provost

FLORIDA INTERNATIONAL UNIVERSITY

MEMORANDUM

To: All Tenured Faculty, Non-Tenure Track Faculty, and Out-of-Unit Faculty
From: Elizabeth Bejar, Ph.D., Interim Provost and Executive Vice President
Date: October 5, 2022
Re: Call for Sabbatical Leave Applications & Professional Development Leave Applications

SABBATICALS and PROFESSIONAL DEVELOPMENT LEAVE:

The Office of the Provost is pleased to announce that applications for the 2023-2024 Sabbatical Leave and Professional Development Leave processes are now open. Criteria and application details are explained below:

- Applications for the Sabbatical Leaves and Professional Development Leaves are due **Thursday, November 3, at 11:59pm**.
- All aspects of the application submission, review, and award notification will be conducted through [Panther180](#).
- Paper applications and supporting materials will not be accepted. Please note that the related policy and procedures can be found in the [CBA](#) (pgs 114-120) and instructions for accessing the online system are available on the [Panther180 Support & Training](#) webpage.
- For eligibility and/or to apply, please email panther180@fiu.edu.
- Your application must include a 1-2 page proposal explaining why you are requesting a sabbatical or professional development leave and what your expected outcomes will be.
- Additionally, if awarded sabbatical or professional development leave, you are required to submit a 2-page report summarizing the outcomes of your sabbatical leave by **August 31, 2024**.
- All applicants will be notified by **January 27, 2023** of the award decisions.

Eligibility for Sabbatical Leave:

- All **full-time, tenured** faculty with at least six years of continuous full-time service at FIU and **who will be in-unit at the time the proposed sabbatical** is to be taken, are eligible for either a one-semester, full pay; two semesters, two-thirds pay; or two semesters, half-pay sabbatical.
- Faculty are not normally eligible for a second sabbatical until six years of continuous service have been completed following a previous sabbatical. The six years are

measured from the end of the first sabbatical to the beginning of the second sabbatical.

- According to the [FIU Board of Trustees and the United Faculty of Florida Collective Bargaining Agreement](#), “sabbaticals are not granted as a reward for service,” but must demonstrate the faculty member’s increased value to the university.
- Faculty awarded Sabbatical Leave are responsible for adhering to the Tenure & Promotion Guidelines as laid out in the Collective Bargaining Agreement.

Types of Sabbaticals

- **Competitive Sabbaticals:**
- Sabbaticals for one semester at full pay are highly competitive. The number of sabbaticals is determined as per the [CBA](#). A similar number of sabbaticals are awarded as two semesters at two-thirds pay available on a competitive basis to tenured faculty. This sabbatical leave is contingent upon a determination by your department Chair and school or college Dean that the unit can accommodate your absence in the requested semester.
- **Non-Competitive Sabbaticals:**
- Sabbaticals for two semesters at half-pay will be made available to eligible faculty whose applications are deemed to be complete and demonstrate increased value to the university according to the [FIU Sabbatical Policy and Procedures](#).

Eligibility for Professional Development Leave:

- All **full-time, non-tenure-earning faculty, tenured out-of-unit faculty, and out-of-unit administrators** with at least **six years** of continuous service at FIU are eligible for a one-semester, full pay; or two semesters, half-pay professional development leave as outlined in the [CBA](#).
- For tenured faculty, **union status at the time of application determines the type of leave that may be requested** (e.g., out-of-unit tenured faculty may apply for Professional Development Leave).
- Faculty are not normally eligible for a second professional development leave until six years of continuous service have been completed following a previous professional development leave.
- The purpose of Professional Development leaves is to provide employees who are not eligible for sabbatical leave with leave opportunities to increase the employee’s value to the university through enhanced opportunities for professional renewal, educational travel, formal education, writing of dissertation/thesis with clear defense and graduation plans, research, writing or other experience of professional value, but not as a reward for service.
- **Once accepted, out-of-unit faculty who are in administrative positions must step down from administration in order to receive professional development leave.** Applicants should pay attention to describing the proposed activity during the leave period and how the activity will improve the professional contribution of the individual and/or productivity of their department/university. The applicant’s supervisor may submit a letter of endorsement supporting their request and noting expected benefits to the unit.

- Professional Development Leave is contingent upon a determination by your department Chair and school or college Dean that the unit can accommodate your absence in the requested semester.
- Faculty awarded Professional Development Leave are responsible for adhering to the Promotion Guidelines as laid out in the Collective Bargaining Agreement.

If you have any questions about either application process, please visit the [Faculty Resources](#) webpage or contact sabbatical@fiu.edu.