



Office of the Provost

FLORIDA INTERNATIONAL UNIVERSITY

MEMORANDUM

To: All Non-Tenure Track and Out-of-Unit Faculty

From: Kenneth G. Furton, Ph.D., Provost and Executive Vice President

Date: September 27, 2021

Re: Call for Professional Development Leave Applications

The Office of the Provost is pleased to announce that the application process for 2022-2023 Professional Development Leaves is now open. Criteria and application details can be found below. I highly encourage you to take advantage of this significant faculty benefit and support your colleagues in this process.

Applications for Professional Development Leaves are due **Thursday, October 21st at midnight**. 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 [here](#) and instructions for accessing the online system are available online [here](#). For eligibility and/or to apply, please email panther180@fiu.edu. Please note that your application must include a 1-2-page proposal explaining why you are requesting professional development leave and what your expected outcomes will be. Additionally, you are required to submit a 1-2-page report summarizing the outcomes of your professional development leave by **August 31st, 2023**.

All applicants will be notified by **January 28, 2022** of the award decisions. Please contact sabbatical@fiu.edu if you have any questions about either application process.

Professional Development Leaves

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. 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.

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.

If you have any questions about the process, please visit https://academic.fiu.edu/faculty_resources.html or contact sabbatical@fiu.edu .