



MEMORANDUM

To: All Eligible Faculty

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

Date: November 9, 2016

Re: Revised-Call for Professional Leave Applications

The Office of the Provost is pleased to announce the Professional Development Leave application and review procedure for the 2017-2018 academic year.

Full-time non tenure-earning faculty with at least six years of continued 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 six years are measured from the end of the first professional development leave to the beginning of the second professional development leave.

Purpose of Professional Development Leave

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, research, writing or other experience of professional value not as a reward for service.

Report of Professional Development Leave Activities

Faculty performance while on professional development leave will be included in the annual review process. A report on activities pursued while on professional development leave is required upon completion of the leave.

Submission and Review Process

The application, guidelines and procedures for the program are available [here](#).

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/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.

Please note that the FIU Professional Development Leave Policies and Procedures are available online [here](#). Applications may be submitted electronically to sabbatical@fiu.edu with the subject "PDL 2017-2018 [insert faculty name]" or may be delivered to the Office of Faculty and Global Affairs, PC 520. Applications will be accepted through **January 13, 2017**. The committee cannot consider any applications after the deadline. All applicants will be notified by **March 15, 2017**.