

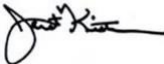


FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

September 7, 2023

MEMORANDUM

To: In-Unit Specialized Faculty

From: Dr. Janet Kistner 
Vice President for Faculty Development and Advancement

Subject: You May Be Eligible to Apply for a Semester of Professional Development Leave

The University Committee for the Professional Development Leave Program invites eligible specialized faculty to submit applications for professional development leave for the 2024-2025 Academic Year. Applications are due in the Office of the Vice President for Faculty Development and Advancement in Westcott 115 by **Monday, November 13, 2023**. (Note: Departments and Colleges may have earlier deadlines.)

Professional development leave is granted to increase a specialized faculty member's value to the university through opportunities for professional development, research, writing, or other forms of creative activity. One professional development leave is provided per 20 eligible employees.

Eligible specialized faculty members may apply for professional development leave for one semester at full pay or two semesters at one-half pay. Applicants may request leave at full pay for less than one semester, or for equivalent intermittent periods.

Eligibility

Applicants are eligible if they

- are specialized faculty who are covered by the BOT-FSU UFF Collective Bargaining Agreement and
- have three or more years of continuous service.

Those who have taken a professional development leave are eligible for another leave after completing at least three years of full-time service following the leave period. Specialized faculty members may apply, or re-apply, at the beginning of the third year of service for professional development leave effective the fourth year.

Although the university provides the opportunity for a professional development leave, no additional funds are provided to replace those who are on leave. Colleagues are relied upon to assist with the essential duties and responsibilities of the absent specialized faculty member. The salaries of those on professional development leave are paid from their normal source of funding; specialized faculty members supported by contract and grant or auxiliary funds are eligible to participate only when the terms of the project or approved auxiliary rate structure permit salary payments to those on development leave.

Application

The Professional Development Leave application consists of:

1. a completed application form ([Professional Development Leave Application, 2024-2025](#))
2. a 2-3 page, double-spaced proposal that
 - a. details how this leave will benefit the *applicant* and his or her *department* and the *University*;
 - b. provides a clear and feasible description of the project and the activities in which the applicant will engage;
 - c. explains how the time frame is appropriate for this project;
 - d. details expected outcomes
3. a current vitae
4. a brief, one-page letter from your supervisor describing how this leave will benefit your academic unit

Application Submission

The department chair, director, or dean of the college or equivalent unit in which the applicant holds an appointment submits the application to the Committee for the Professional Development Leave Program through the Vice President for Faculty Development and Advancement.

Completed applications may be submitted electronically to [Mr. Joshua Morgan Hard](#) copies of completed applications may also be delivered to 115 Westcott. Completed applications are due by Monday, November 13, 2023.

Selection

The University Committee for the Professional Development Leave Program is appointed by the President to review applications and to determine whether the completion of the project would improve the productivity of the department or university. The committee considers the merit of the proposed project, statement of need/problem, clarity of the proposal, feasibility of the time frame, and qualifications of the individual to accomplish this project. Particular emphasis is given to the benefits of the project or work for the applicant's department, the university, and the applicant. Other considerations include the length of service of the applicant, the length of time since the employee was relieved of duties for purposes of professional development, and an equitable distribution of awards among the various units of the university.

Available professional development leaves will be granted for worthwhile proposals unless it is determined that the conditions for leave have not been met or that departmental/unit staffing considerations preclude such leave from being granted. In the latter instance, the employee will be provided the leave the following year or later as agreed to by the employee and the university.

The period of postponement will be credited for eligibility for a subsequent professional development leave. No more than one employee per ten in a department/unit will be awarded a professional development leave at the same time. If a department/unit or college chooses to rank the applications, it should send these rankings separately to the Vice President for Faculty Development and Advancement, 211 Westcott.

Applications requesting leave to update courses should include how this course update will improve the applicant's ability to teach the course and how this modification will benefit their unit and the University. Otherwise, updating a course generally aligns with a faculty member's assignment of responsibility. Applicants can apply for leave to complete their dissertation; however, the applicant should state the reason for leave clearly and describe how this will benefit their unit and the University.

Policies

The policies governing the professional development leave program are provided in the [Florida State University Faculty Handbook, Section 5](#), and the [BOT-FSU UFF Collective Bargaining Agreement](#)

Conditions of the Professional Development Leave Program

Please direct any questions that you may have by email to [Mr. Joshua Morgan](#) or you can reach him by phone at 645-7199.

cc: President Richard McCullough
Vice Presidents
Academic Deans Council
Department Chairs
Academic Directors