

COLLEGE OF MEDICINE UNIVERSITY OF CENTRAL FLORIDA SABBATICAL GUIDELINES & PROCEDURES

Sabbaticals are granted to increase an employee's value to the College through opportunities for research. Eligible requests for sabbatical leaves shall be granted based on merit and quality of proposal and contingent upon the availability of unit funds and replacements for instructional assignment. The College of Medicine (COM) shall make available for each 30 employed tenured/tenure earning faculty at least one (1) competitive sabbatical, either at full pay for one (1) semester or at three-fourths pay for one (1) academic year contingent on the availability of unit funds. Only full-time tenured employees who have completed at least six (6) years of full-time continuous service with the University/College are eligible. Individuals with an administrative assignment of more than 50% are not eligible for this program.

A. Terms of Sabbatical Program

The employee must return to COM for at least one (1) academic year following participation in the program. If the employee fails to return for at least one academic year following participation in the program, salary¹ received during participation in the program must be repaid to COM. A written report on the accomplishments during the sabbatical must be submitted to COM Dean's office 30 days after faculty member returns and a 1-hr seminar presented to the faculty on the accomplishments.

Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the sabbatical, and contributions to retirement and Social Security programs shall be continued on a basis proportional to the salary received.

Eligible employees shall continue to accrue annual and/or sick leave (if applicable).

While on leave, an employee shall be permitted to receive funds for travel and living expenses, and other sabbatical-related expenses, from sources other than COM. If assistance is received for salary, COM salary may be reduced by the amount so that the total income of the sabbatical period is equal to the employee's current year salary rate.

Employees who have received a sabbatical will be eligible for another sabbatical after six (6) years of continuous service at COM following the end date of the previous sabbatical.

¹ Salary includes salary, retirement benefits, equipment, and expenses paid for or to benefit awardee.

B. Application

Faculty members should provide a written notification of intent to apply for a sabbatical one year in advance of when the leave will begin to allow for adjustments in course scheduling and teaching assignments. Leaves that are ranked by the ad hoc committee of the Faculty Council and selected by the dean shall be granted contingent upon replacements for assignments. In the event of an exceptional opportunity for an employee to participate in a prestigious academic award/activity for which deadlines prevent application during the normal application process, the dean may award a sabbatical outside of this process. All employee eligibility requirements must be met and all sabbatical terms apply. Employment associated with sabbatical should not exceed 100% of normal compensation, plus additional expenses.

An application should be submitted during the application period (which typically falls at the end of a calendar year) and will include the following:

- a. Curriculum vita
- b. Two-page description of project and expected results with supporting documentation
- c. Timetable of activities for sabbatical to occur in the next academic year
- d. Expected increase in value as a faculty member to COM for being awarded a sabbatical;
- e. Location(s) where the work will be performed
- f. Description coverage for (1) teaching assignments (lectures/small groups), and (2) investigator's graduate students, post-doctoral fellows and technicians if applicable
- g. Description of how intellectual property and material transfer has been addressed between host and UCF
- h. Adherence to UCF's Conflict of Interest/Commitments/Outside Activity/Employment Regulation as indicated in the Memorandum of Understanding signed by the applicant.
- i. A statement that the candidate has read and agrees to comply with the conditions of the sabbatical program as described.
- j. College of Medicine Non-Unit Sabbatical Awardee Memorandum of Understanding available at <https://facultyexcellence.ucf.edu/leaves/sabbaticals/>.

C. Review and Approval Process

Applications should be submitted to respective Chair/Director for review and then to Associate Dean for Faculty and Academic Affairs for review and distribution to the COM Faculty Council. The President of the COM Faculty Council will appoint an Ad Hoc Committee² that will rank the recommended applications based on merit, and the benefits of the proposal to the employee and COM. The ranked applications will be submitted to the Dean for a decision based on merit and quality of proposal, availability of funds, and replacements for instructional assignment.

² Ad Hoc Committee members may not also be applicants to the current sabbatical process.