



MEMORANDUM

To: All Full-Time Faculty (In-Unit and Out-of-Unit)

From: Elizabeth M. Bèjar, Provost, Executive Vice President and COO
Heather D. Russell, Vice Provost, Faculty Leadership & Success

Date: September 10, 2024

Re: Call for Sabbatical & Professional Development Leave Applications

SABBATICALS LEAVE and PROFESSIONAL DEVELOPMENT LEAVE APPLICATIONS

The Office of the Provost is pleased to announce that applications for the 2025-2026 Sabbatical Leave and Professional Development Leave (PDL) processes are now open. Criteria and application details are explained below. Please note there are a few important clarifications included in this year's call, which are in bold.

- Applications for the Sabbatical Leaves and PDL are **due October 21, 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 Leave or PDL and what your expected outcomes will be.
- **Be sure to clearly specify which type of leave – and the semester, where appropriate – for which you would like to be considered. You will only be considered for the types of leave for which you have specifically indicated.**
- **Additionally, if awarded a sabbatical or PDL, you are required to submit a 2-page report summarizing the outcomes of your leave by June 4, 2026, which will be used to complete your annual review.**
- Sabbatical Leaves and PDLs may no longer be banked. Please note we will only approve sabbatical or PDL deferrals in extremely rare circumstances. Our expectation is that if you are applying in this year's pool, it is your intention to pursue your sabbatical/PDL during the next academic year. This is important as the numbers of leaves offered are determined on an annual basis per the [FIU Board of](#)

[Trustees and the United Faculty of Florida Collective Bargaining Agreement](#) and there are human resource management challenges with multiple and consistent deferrals.

- All applicants will be notified by January 31st, 2025.

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 to apply 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 \(CBA\)](#), “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 [CBA](#).
- A tenured employee who is compensated through a contract or grant may receive a sabbatical leave only if the contract or grant allows a sabbatical and the employee meets all other eligibility requirements.

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](#).

- All sabbaticals, including non-competitive sabbaticals, must be accepted in P180 Faculty Activity Reporting System.

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.**
- 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 [CBA](#).
- A employee who is compensated through a contract may receive a PDL only if the contract or grant allows a PDL and the employee meets all other eligibility requirements.

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