

College of Health and Human Performance
Sabbatical Leave Program Procedures/Timeframe (2014-2015)

Further information and a link to the 2015-2016 sabbatical applications can be found on the Provost's Office website at: <http://www.aa.ufl.edu/leaves>

Deadlines

October 15 Submission of Sabbatical Leave proposals due to Department Chair.

Proposals must include:

- (1) Application Form,
- (2) 750 word description, and
- (3) Current CV.

If applying for an Alternative Sabbatical, you must also provide a budget form (found at: www.aa.ufl.edu/leaves).

October 24 Department Chairs submit proposals to Diane Davis. Each proposal must be accompanied by chair's recommendation.

November 21 FAC has completed its review of proposals, including a meeting to discuss them, and submits its recommendations to the Dean.

The committee, in reviewing the applicants, shall consider:

- (1) Whether the proposal advances the abilities of the faculty member to contribute significantly to the distinction and success of the University, and
- (2) Whether the proposed project is appropriate to meet the stated goals of the sabbatical to enhance the faculty member's research, creative activities, teaching skills, and/or professional development.

Proposed sabbatical projects should be relevant to the instructional and research missions of the applicant's unit.

December 1 Alternative Sabbatical applications and names of those recommended for Traditional Sabbaticals by type of sabbatical due to Associate Provost's office.

January 15 Dean to notify applicants about award decisions.

January 31 Faculty member must notify the chair and the dean whether s/he accepts or declines the sabbatical.