MEMORANDUM

TO:      COS Chairs and Directors, for distribution to Faculty
FROM:    Jana Jasinski, Associate Dean, COS
SUBJECT: Sabbatical Applications for 2017-2018 Academic Year
DATE:    October 10, 2016

It is time to invite applications for 2017-2018 sabbaticals for the College/Unit. To be eligible, faculty must be tenured with continuous full-time service at UCF since August 22, 2011, and must have completed any previous sabbaticals before that date. Other conditions for sabbatical are described in Article 22.1 of the Collective Bargaining Agreement.

Sabbaticals are defined as Types IA, IB, and II. Type I sabbaticals are competitive and limited in number; the college shall make eleven (11) Type I sabbaticals available for 2017-2018.

- Type I sabbaticals take the following form:
  - Type IA (one semester at full pay)
  - Type IB (two semesters at three-quarter pay)

- Type II sabbaticals are not competitive and involve two semesters at half pay. However, Type II applications must also be recommended by the committee as suitable proposals.

Individuals wishing to apply for a sabbatical leave must complete the attached application. Failure to comply with the required format may result in the application’s disqualification.

The deadline for submission of applications is 5pm on Tuesday, January 10, 2017. To submit your application, please send a single PDF document named LASTNAME_sabbatical2017.pdf to the following email address: jana.jasinski@ucf.edu with an electronic carbon copy (CC) to zachary.knauer@ucf.edu. Use the subject line “COS sabbatical application for 2017-2018”. Please also send an electronic copy to your direct supervisor for informational purposes.

The College Sabbatical Committee will submit a list of recommended proposals to the Dean. Decisions will be announced in late February.

Note that the application materials must be delivered electronically via email to the Dean’s Office representative by the deadline. Hard copy applications will not be accepted.

Sabbaticals are awarded in accordance with Article 22 of the Collective Bargaining Agreement (http://www.collectivebargaining.ucf.edu/completecba.asp). If you are awarded a sabbatical, you will be required to submit Form AA-13 indicating your acceptance of sabbatical terms. That form is not needed at this time, and is available on the Faculty Excellence website.
REQUEST FOR SABBATICAL LEAVE: COVER PAGE

Name:

Rank:

Department or School:

Date of appointment at UCF:

Date of last sabbatical (if applicable):

Application Contents:

I. Plans for Sabbatical Leave
   *This section limited to 2 pages*
   a. a description of the program and activities to be followed while on sabbatical, including a timetable of activities and a list of locations where the work is to be performed in relation to the proposed outcome of project;
   b. specific results anticipated from the leave;
   c. the expected increase in value of the employee to the university, college, and discipline;
   d. any anticipated supplementary income (employment associated with sabbatical should not exceed 100% of normal compensation, plus additional expenses) including a description of outside employment.

II. Supporting Documentation
   a. Include supporting documentation as appropriate, e.g., letters of invitation, contracts, offer of resources, etc.

III. Curriculum Vitae
    *CV Limited to 3 pages*
SABBATICAL LEAVE 2017-2018
APPLICATION TIMELINE

October 14, 2016  Sabbatical Leave announcement distributed to College Faculty

Jan 10, 2017    Sabbatical Applications due to Dean’s Office representative

Feb 20, 2017    Committee submits a ranked recommendation list to Dean/Unit Head

Feb 28, 2017    Deans, Directors, and Unit Heads finalize Sabbatical decisions and inform awardees

March 6, 2017    Sabbatical MOUs due to Faculty Excellence (form found on the website)