



THE UNIVERSITY OF ARIZONA

## College of Social & Behavioral Sciences

### **Policy title: PROFESSIONAL DEVELOPMENT LEAVE FOR FULL TIME CAREER TRACK FACULTY**

Effective: January 13, 2013

Updated: July 7, 2016; July 14, 2017; September 8, 2020; July 20, 2021

#### **PURPOSE/INTENT**

Career-Track faculty who have averaged a 3:3 teaching load (minimum) over a six-year period are eligible to take a Professional Development Leave to further any of the following objectives: teaching improvement; research and publication; and/or integration and interpretation of existing knowledge relevant to the faculty member's professional responsibilities.

This policy outlines eligibility requirements, compensation, and procedural steps for faculty considering a Professional Development Leave.

#### **UNIVERSITY OF ARIZONA POLICY**

None applicable.

#### **COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES POLICY**

Career Track faculty interested in applying for a Professional Development Leave should discuss their plans with the unit administrator. If there is willingness in principle to approve the leave, Career Track faculty should apply for a leave by following the same procedures and application for sabbatical leave, noting on the application that the request is for a Professional Development Leave. The SBS Sabbatical Advisory Committee will recommend action to the Dean on the application. The final decision rests with the Dean.

#### **ELIGIBILITY**

Career Track faculty may apply for a Professional Development Leave following a period of not less than six full academic years of continuous full-time service. Since Career Track faculty are hired primarily as teachers, eligibility requires a minimum of 60% teaching in the Distribution of Effort, which the College defines as a 3:3 teaching load. While units may elect to define teaching percentages as they see fit, the College requires 3:3 for eligibility for College-supported Professional Development Leave.

Professional Development Leave is granted only on condition that the employee subsequently returns to the University for a period of further service equal to the length of the leave. If the employee does not return, the case will be reviewed by the proper authorities. The employee may be required to refund all compensation received from the University during the Professional Development Leave.

Time served in excess of six years may not be accumulated towards future Professional Development Leaves. Leaves of absence without pay may not be counted towards Professional Development Leave eligibility.



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### **COMPENSATION**

The University will compensate the individual at the individual's normal salary rate during this semester.

The amount of teaching or the number of courses temporarily reduced will be determined by the availability of College funds to replace the teaching otherwise to be lost to the reduction.

*Starting in 2021-2022, Professional Development Leave workloads have changed.* Faculty on Professional Development Leave are granted one course release; the College will provide the unit with replacement costs for that one course. Units are asked to permit CT faculty on Professional Development Leave to devote all non-teaching FTE (service, outreach, or administration) to the goals of the leave rather than to their normal service expectations.

### **PROCEDURE**

The review and recommendation for Career Track teaching reductions follow the same process as the review of sabbaticals. Application for a Professional Development Leave is not guaranteed and is subject to review at the college level for all applicants. Applicants must link their request for leave with a clear plan for how that leave will benefit their primary workload responsibilities.

No later than the end of the second semester following a Professional Development Leave, a final report must be submitted that describes the accomplishments of the leave. The college will send out an online reporting link following the leave semester for this purpose.

### **CONSIDERATIONS**

The unit will be responsible for keeping its curriculum responsibilities.

Professional Development Leave compensation paid by the University may be supplemented by fellowships, scholarships, employment, or grants-in-aid to cover such special expenses as travel, administrative assistance, research, or publication. Any such additional compensation is to be explained on the application form. Compensated activity may not unduly interfere with the objective of the leave.