



UNIVERSITY OF CENTRAL FLORIDA

College of Arts & Humanities, Dean's Office

P.O. Box 161990

Orlando, FL 32816-1990

MEMORANDUM

TO: Chairs and Directors, for distribution to Faculty
FROM: Lyman Brodie, Executive Associate Dean
SUBJECT: Sabbatical Applications for 2021-2022 Academic Year
DATE: October 15, 2020

It is time to invite applications for 2021-2022 sabbaticals for the College of Arts & Humanities. Full-time employees with at least six years of full-time continuous service at UCF who are tenured at the time of application shall be eligible for sabbaticals. Employees shall be eligible to apply for another sabbatical after six years of continuous service at UCF following the end date of the previous sabbatical. Other conditions for sabbatical are described in Article 22.1(f) of the Collective Bargaining Agreement.

Sabbaticals are defined as Types IA, IB, and II. The college will be allocated **nine** sabbaticals for 2021-2022.

- 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 involve two semesters at half pay and applications must 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 Friday, January 15, 2021**. To submit your application, please send a *single* PDF document named LASTNAME_sabbatical2021.pdf to the following email address: Lyman.Brodie@ucf.edu with an electronic carbon copy (CC) to Wendy.Sanchez@ucf.edu. Use the subject line "CAH sabbatical application for 2021-2022".

Please also send an electronic copy to your Chair or School Director for informational purposes.

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

Application materials must be delivered electronically via email to the Dean's Office by the deadline.
Hard copy applications will not be accepted.

Sabbaticals are awarded in accordance with Article 22 of the Collective Bargaining Agreement (<https://www.collectivebargaining.ucf.edu/CBA/2018-2021fullbook.pdf>). 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, but is available on the Faculty Excellence website.

REQUEST FOR SABBATICAL LEAVE: COVER PAGE

Name:

Rank:

Department or School:

Date of appointment at UCF:

Sabbatical Type You Wish To Apply:

Date of last sabbatical (if applicable):

Plans for Sabbatical Leave

In an attachment not exceeding two pages include:

- 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.

Supporting Documentation

Attach supporting documentation as appropriate, e.g., letters of invitation, contracts, offer of resources, etc.

Curriculum Vitae

Attach. Limited to 3 pages.

Other Details

Do not count your vitae, this cover sheet, or other supporting documents in the two page limit.