**Official Announcement: College of Fine Arts** **Sabbaticals for 2012-13**

We have received official notice from the Provost’s Office about the sabbatical program for 2012-13. This memo presents information about the type of sabbaticals offered, the application process, the selection process, and the implementation calendar.

This year, for the first time and based on the current Collective Bargaining Agreement, THREE types of sabbaticals may be awarded. We offer the following:

1. **Three (3) two-semester sabbaticals at full pay** for 2012-13 through a competitive process.
2. **One (1) one-semester sabbatical at full pay** for 2012-13 through a competitive process.
3. Any eligible faculty member may apply for and, if staffing permits, be awarded a sabbatical for two semesters at ***half-pay***.

**APPLICATION PROCEDURES**

A list of eligible employees in the College of Fine Arts and the 2012-13 application form is attached to this message. Applicants are to submit the following to their school directors by **Friday, October 14:**

* The completed application form
* A **750-word** description of the activities proposed for the leave period, including the location where these activities will take place, any anticipated supplementary income, and a statement of the benefits of the proposed activities to the University, the profession, and to you.
* A current résumé

If a faculty member is willing to accept a one (1) semester full-pay sabbatical rather than a one (1) year full-pay sabbatical, the faculty member may apply simultaneously with a single application. A link to the sabbatical application can be found on the Provost’s Office website: <http://www.aa.ufl.edu/online-forms>**.** You may fill out the application online, then print it and/or save it to your computer. Applicants must provide all information requested on the application form. Only those on 12-month appointments may request a summer term.

Sabbaticals that have been awarded must be implemented for the times requested unless circumstances result in staffing problems precluding the sabbatical from being granted at that time. In this case, the faculty member shall be provided the sabbatical the following year, or at another time agreed to by the faculty member, the school director, and the dean. The faculty member also may choose to decline the sabbatical and reapply at another time.

**SELECTION PROCEDURES**

Proposed Sabbatical programs should comprise academic projects relevant to the instructional and research missions of the applicant’s school. The College of Fine Arts selection process complies with the following rules:

1. If there are more applicants for two (2) semester full pay sabbaticals, or one (1) semester full-pay sabbaticals than there are available sabbaticals, a committee shall rank the applicants.
2. Six (6) committee members were elected by and from the tenured, full-time faculty at the August 16, 2011 College fall faculty meeting. Committee members for the current application cycle are:
	* Melissa Hyde, SA+AH Maria Rogal, SA+AH
	* Paul Basler, SoM Jim Sain, SoM
	* Tony Mata, SoTD Ralf Remshardt, SoTD, **Chair**
3. The committee shall consider the following criteria when ranking the applicants:
	1. the benefits of the proposed program to the employee, the university, and the profession,
	2. the length of time since the employee was relieved of teaching duties for the purposes of research and other scholarly activities, and
	3. the length of service since the previous sabbatical or initial appointment.

The College of Fine Arts Sabbatical committee reviews the applications carefully and submits a ranked list of recommended proposals to the Dean. They score the proposals on the following criteria:

1. Track record, or UF history and record of accomplishments
2. Viability or practicality of the proposal as presented.
3. Merits of the proposal as presented.
4. Worthiness of the proposal to UF, College, School, profession, and applicant. Proposed programs should comprise academic projects relevant to the instructional and research missions of the applicant’s unit.
5. Quality of the proposal as presented.

Each criterion earns up to 2 points, for a total committee score of 10. This score is combined with director rankings and years of service/years since the last sabbatical to form an overall score. In the event of a tie, the dean makes the final decision on the award. Sabbatical awards will be reviewed in the Office of the Provost before final approval is given.

**CALENDAR**

The College of Fine Arts, in compliance with the newly established timeline in the **Collective Bargaining Agreement** and deadlines set forth by the **Provost’s Office**, has established the following calendar for the 2012-13 sabbatical program:

* Election of Sabbatical and PDL Selection Committees August 16, 2011
* Applications due from faculty member to School Director October 15, 2011
* Applications and Director’s ranking due from December 1, 2011
School to the Dean's Office
* Selection Committee submits recommendations to Dean February 1, 2012
* Recipients of Sabbaticals notified of award March 15, 2012
* Recipients of Sabbaticals confirm acceptance of March 23, 2012

award to Dean

Please do not hesitate to contact Mary Patton at 273-1484 or e-mail her at mpatton@arts.ufl.edu if you have questions about the sabbatical leave program for 2012-13.