

**POLICY ON PROFESSIONAL DEVELOPMENT LEAVE FOR CAREER TRACK FACULTY  
COLLEGE OF EDUCATION  
UNIVERSITY OF ARIZONA**

**PURPOSE/INTENT**

Career Track (nontenure-track) faculty who have been employed in the College of Education for 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.

**COLLEGE OF EDUCATION POLICY**

Career Track faculty interested in applying for a Professional Development Leave should discuss their plans with the department head. 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 College Personnel and Salary 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 of one semester following a period of not less than six full academic years of full-time service. In special cases, consideration may be given to partial leave over two semesters.

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.

Approved by eligible voting career-track faculty on April 27, 2020.

## COMPENSATION:

The University will compensate the individual at the individual's base 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.

## 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 filed with the Dean, describing the accomplishments of the leave.

## CONSIDERATIONS

The department 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.