

From: [Deil-Amen, Regina J - \(reginad1\)](mailto:Deil-Amen, Regina J - (reginad1)@u.arizona.edu)
To: COEFAC@list.arizona.edu; COEINSTRFAC@list.arizona.edu
Cc: [Barton, Rachel Moreno - \(rbarton\)](mailto:Barton, Rachel Moreno - (rbarton)@u.arizona.edu)
Subject: Call for SABBATICAL and PDL (Professional Development Leave) applications
Date: Tuesday, October 29, 2024 10:51:06 AM
Attachments: [Professional Development Leave for Career Track Faculty 4-27-20.docx](#)

Dear faculty colleagues,

If you are considering applying for a sabbatical or PDL (professional development leave for either or both semesters during the 2025-2026 academic year, ***please notify your department head (copying Rachel) by November 29th at the very latest.***

Your complete application will be due to your department head on December 2nd

Once submitted, your application will be evaluated and approved by your Department Head and then sent to our College Personnel and Salary Committee for review. That committee will submit a letter recommending approval or denial to the Dean for a final decision.

SABBATICAL LEAVE (for those with tenure):

Sabbatical leaves will be granted only to appointed personnel who have served on full-time continuous fiscal- or academic-year appointments at the University for a period of not less than six years. Only individuals ***with tenure or continuing status are eligible*** for sabbatical leave.

Such faculty may apply for a sabbatical leave of **either one or two semesters**. If the leave is for one semester or six months, the University will pay the full salary. If the leave is for two semesters or one fiscal year, the University will pay compensation at three-fifths of the recipient's normal salary.

Instructions and relevant forms are available at the Vice Provost for Faculty Affairs website: <https://facultyaffairs.arizona.edu/content/sabbatical-leave-application-and-review>

The actual policy is here: <http://policy.arizona.edu/human-resources/sabbatical-leave>.

What to Include:

Complete the [application form for sabbatical leave](#) (.docx). Obtain the required signatures. Also include:

- A description of the proposed program for the sabbatical. Include the goals to be attained, travel plans, and the benefits to the applicant and the university.
 - Programs that include an Outside Commitment require an approved [Conflict of Commitment \(COC\) form](#). See further guidance [here](#).
- Travel plans that state whether additional trips will be required once the individual reaches the sabbatical destination. Documentation needs to specify how the trip(s) are related to the sabbatical research, whether reimbursement will be requested from the department by the individual, what the estimated cost will be of all travel plans, and what the source of all of the funds will be.

- A Curriculum Vitae not to exceed ten pages. Follow the format for promotion, with the emphasis on material from the last six years.
- The department head's evaluation
- *At least one additional letter of evaluation* should accompany the application to the college's or vice president's advisory committee
 - This letter can be written by any colleague within or outside the University of Arizona.

PDL - Professional Development Leave (for career-track):

Career track faculty, please be aware that the College added a specific COLLEGE OF EDUCATION POLICY for **professional development leave** in 2020 (attached).

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.

Career-Track faculty should apply for a leave by **following *the same procedures and application (above) for sabbatical leave***, noting on the application that the request is for a Professional Development Leave.

Career Track faculty may apply for a Professional Development Leave of up to **one semester** following a period of **not less than six full academic years of full-time service**. *Please draw your attention to the top of the second page of the 2020 policy, which states, "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." This means that you need to discuss the amount of classes you will be released from with your Department Head to get their initial approval.*

Again, if you are considering applying for a sabbatical or PDL for either or both semesters during the 2025-2026 academic year, please notify your department head by **November 29th at the very latest.**

Regina

Professor Regina Deil-Amen (she, her/s)

Associate Dean of Faculty Affairs

University of Arizona

[College of Education](#), Room 255

Cell: 520-444-7441

To schedule a meeting, Christy Bustillos (Administrative Associate, Office of the Dean) can assist:

cbustillos@arizona.edu

- Principal Investigator for NSF grant, "*Bridging Faculty and Student Cultures: Culturally Responsive Support for STEM Students Transferring Between Two- and Four-Year Hispanic Serving Institutions*" ([Pima UAZ STEM Bridge](#)), and our successful inclusive mentoring program.

- Co-Principal Investigator of the NSF-funded [Research on Educational Equity & Diversity in STEM \(REEDS\)](#) Postdoctoral Fellows Program.
- Evaluator and Education Expert for the [New Frontiers of Sound Science and Technology Center](#) (funded by the National Science Foundation)
- *Learn more about my [Creative Resistance](#) projects in Puerto Rico.*

The University of Arizona resides on the traditional territory of the Tohono O'odham and Pascua Yaqui people. In addition to free tuition, other ways of moving beyond land acknowledgements should also be enacted.