

UCF-3.014 Post-Administrative and Non-Unit Faculty Professional Development Programs

(1) While the University reserves its right to assignment of duties, any alternative assignment provided for in-unit employees shall be conducted in accordance with the applicable provisions of the then-current collective bargaining agreement.

(2) Definitions.

- (a) PDP (professional development program, including both PAPDPs and NPDPs). PDPs are a mechanism to provide an alternate assignment to faculty under the conditions stated in this regulation.
- (b) PAPDP (post-administrative professional development program). This program is not a reward for service. PAPDPs are intended to provide faculty who have been in an administrative role for at least five years of consecutive, full-time administrative service and who are returning to instructional activities and/or research and creative activity assignments, the tools to resume these activities. Faculty are returned to in-unit status or to another non-unit, non-administrative role immediately following the cessation of their administrative assignment. Before leaving the role, administrative faculty may have the dean consider awarding a PAPDP. Post-administrative faculty that did not apply for or were not awarded a PAPDP may resign (retire, if eligible) or simply return to an assignment in an appropriate non-administrative role.
- (c) NPDP (non-unit professional development program). This program gives the dean the ability to review a proposal from a faculty member with an exceptional opportunity that benefits UCF.
- (d) AY (academic year, August 8 – May 7, fall and immediately subsequent spring).

(3) Types of PDPs.

- (a) PAPDP assignments are reserved for faculty who have served in a full-time administrative position for a period not fewer than five continuous years and are returning to a full-time regular faculty position. The intent of the PAPDP assignment is to enhance the skills and competencies required for return to instructional as well as research and creative activities. Therefore, faculty leaving long-serving administrative positions and are approved for PAPDP assignments must use this time to update teaching and research skills in preparation for the transition to a full-time regular faculty position. Examples of successfully completed activities during a PAPDP assignment may include workplace training, such as demonstrating competency or equivalency in the University's Learning Management Systems, and/or research integration, such as grant writing workshops, graduate student recruitment, and/or writing, performing, or exhibiting works.

1. Eligibility. One fall or spring semester PAPDP may be granted for five years of continuous, full-time administrative service. After ten years of continuous, full-time administrative service, one fall and one subsequent spring semester (or one spring and one subsequent fall semester) PAPDP may be assigned. As always, post-PDP assignments of duties are made at the discretion of the supervisor.

2. Application. To apply for a PAPDP, the applicant must complete and submit an application before the completion of their continuous, full-time administrative service assignment.
 3. Approval. The PAPDP may not be awarded until after administrative approval of the PAPDP application. If approved, the applicant is expected to vacate the administrative position and move to a non-administrative role as agreed, generally at the start of a new term. If, after a reasonable, good faith consideration of all factors, an agreement on the PAPDP terms cannot be reached, the applicant shall not be eligible for a PAPDP assignment.
- (b) NPDP assignments may be granted to eligible non-unit faculty to engage in activities that benefit the University. Note that non-unit faculty members whose position is funded by a non-E&G funding source – such as a contract, grant, or auxiliary - may be ineligible for a NPDP appointment if the funding source does not permit participation. Non-unit faculty members serving in tenure-earning or tenured positions are not eligible to be appointed to a PNDP. In the event that an exceptional opportunity arises, a non-unit faculty member may request a NPDP to pursue a prestigious academic award/activity. The non-unit faculty member will initiate the process by providing a detailed outline/summary of the activities that will be accomplished and the benefit to the University that is anticipated as a result of a NPDP. Participation in an NPDP must be approved by both the immediate supervisor and dean in advance before the non-unit faculty member is released from their regular duties.

(4) University contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during a Professional Development Program assignment. For example, annual and sick leave will continue to accrue. Employees shall be responsible for accurately reporting sick or annual leave taken during their PDP assignment.

(5) Unless prior authorization is given by a unit-level administrator, faculty on PDP assignments are expected to complete required training or certifications and respond to emails from supervisors in a timely manner. Faculty may be responsible for regular service assignments during their PDP assignment.

(6) Within thirty days after completing a PDP assignment, the faculty member must provide a brief written report to their supervisor demonstrating the level of achievement reached for approved assignment goals. The faculty member's annual evaluation shall reflect the quality, quantity, and impact of performance during their PDP assignment.

(7) While on a PDP assignment, a faculty member shall be permitted to receive funds for travel and living expenses, and other related expenses, from sources other than the university, e.g., fellowships, grants-in-aid, and contracts and grants, to assist in accomplishing the purposes of the PDP. Receipt of funds for such purposes shall not result in reduction of the faculty member's university salary. Grants for such financial assistance from other sources may, but need not, be administered through the university. If financial assistance is received in the form of salary, the faculty member's university salary will be reduced accordingly. Employment unrelated to the purpose of the Professional Development Program assignment is governed by the provisions of applicable university policy and regulation.

(8) All participants who receive a PDP assignment must return to UCF employment for at least one AY following the conclusion of their assignment. Failure to return to the university for the required one AY or failure to spend the time as approved for the program shall require the faculty member to reimburse the university within 60 days for salary and benefits received during the PDP.

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