



FLORIDA A&M UNIVERSITY  
**OFFICE OF THE  
PROVOST**

# **Sabbatical and Professional Development Leave (SPDL) Program**

APPLICATION GUIDELINES

Last Revised: Fall 2025

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# Overview

The ***Sabbatical and Professional Development Leave Program*** provides tenured faculty members (Sabbatical Leave) and professional staff including non-tenured earning faculty members (Professional Development Leave) to receive 100% release time from their normal assignment of responsibilities for one semester at full-pay or two semesters at half-pay per semester.

## **Eligibility Requirements**

Tenured faculty are eligible to apply after their seventh year of service or seven years after their last sabbatical leave. Full-time staff and non-instructional faculty members with three or more years or three years after their last professional development leave are eligible to apply. Tenure-earning faculty are not eligible to apply to either program.

You must apply one year **prior** to the time you intend to go on leave. For example, if you intend to take a sabbatical or professional development leave during the 2026-2027 academic year, you would apply by the deadline during the Fall 2025 semester.

Applications are only accepted that have been submitted via the Interfolio platform. Instructions are shown below.

## **Award Notification:**

The FAMU Board of Trustees (BOT) approves sabbatical and professional development leaves during a meeting which occurs in the spring semester of each academic year. Applicants will be notified after this meeting if they have received an award. Applicants selected for an award must sign a Memorandum of Understanding to formally receive the award. As noted above, the sabbatical or professional development leave will occur during the upcoming academic year.

# Eligibility Criteria

## **Sabbatical Leave Applicants must:**

1. Have at least six (6) years of service in the State University System of Florida.
2. Not have received a Sabbatical Leave within the last six years of continuous service at FAMU.
3. Hold a full-time tenure position on the faculty of FAMU during the academic year in which the sabbatical leave will occur. Visiting, adjuncts, tenure-earning, non-tenure-earning and retired faculty members are not eligible to apply.
4. Not substitute a different project for one that was originally approved without permission from the Office of the Provost.
5. Produce a written summary report of your leave.

Submit a complete Sabbatical Leave Application. **Only applications that are complete and submitted using the Interfolio platform will be considered.**

## **Professional Development Leave Applicants must:**

1. Have at least three (3) years of service at FAMU
2. Not have received a Professional Development Leave in the last three years.
3. Full-time employee within the Division of Academic Affairs except those employees who are serving in tenure-earning or tenured positions.
4. Not substitute a different project for one that was originally approved without permission from the Office of the Provost.
5. Produce a written summary report of your leave.

Submit a complete Professional Development Leave Application. **Only applications that are complete and submitted using the Interfolio platform will be considered.**

# Application Process

Apply online in five simple steps.

The Office of the Provost has simplified the application process using Interfolio to submit all documentation.



## **ACCESS FACULTY RESOURCES WEBPAGE**

Visit <https://provost.famu.edu/faculty-resources/index.php>

Select the Faculty Engagement Opportunities Tile

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## **DOWNLOAD AND COMPLETE APPLICATION RESOURCES**

Download and complete either a Sabbatical Leave or Professional Development Leave application.

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## **COMPLETE THE "INTENT TO APPLY" FORM**

This form will check preliminary eligibility requirements before submitting an application via Interfolio.

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## **AWAIT NOTIFICATION TO APPLY**

Within 10 business days, you will receive a message from Interfolio notifying you that a "case" is available will be sent.

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## **SUBMIT APPLICATION VIA INTERFOLIO**

Log into your Interfolio account to submit your application.

# APPLICATION REQUIREMENTS

## PART A | Application Form

Part A of your application captures the following information:

- 01 FAMU Employee ID
  - 02 Academic Rank\*\*
  - 03 Last Name, First Name
  - 04 FAMU email Address
  - 05 College/School
  - 06 Academic Department
  - 07 Address
  - 08 Type of Leave (One semester/Two semesters) (Fall or Spring)
  - 09 Degrees Earned and Past Leaves
  - 10 Years of Service at FAMU
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# Application Requirements

## PART B | Proposal

### 01 **Proposed Sabbatical or Professional Development Leave**

A detailed description of your plans for the sabbatical or professional development leave and a copy of your curriculum vitae or resume. Your description should include an explanation of the work that you plan to undertake during the leave; the educational goals and benefits to be derived from this leave to you, the university and your profession; the involvement of any other institution or organization in the proposed research; travel associated with the leave; and efforts to secure outside funding.

### 02 **Applicant, Department and Dean Signature**

Sign and secure signatures of your department chair and dean.  
**Applications without all signatures will not be considered.**

### 03 **Submit your Application via Interfolio**

Visit <https://provost.famu.edu/faculty-resources/index.php> and select the Faculty Engagement Opportunities Tile for information on how to upload your application into Interfolio.

# Contact Us

For more information about funding opportunities available through the FAMU Office of the Provost, visit <https://provost.famu.edu> or email [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu)

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